



Addington School

JOB DESCRIPTION

School: Addington School	Location: Woodley Site Farley Hill Site
Job Title: Assistant Site Controller	Grade / Salary Range: 4 plus SEN Allowance

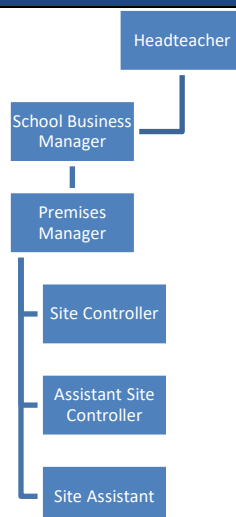
JOB PURPOSE

To provide support to the Site Controller with the day to day operation, security, cleanliness and grounds maintenance of both school sites.

NOTE

Working in the school environment with our pupils requires a particular understanding and appreciation of their individual needs, such as; physical limitations, learning, emotional, behavioural and language difficulties or problems with organisation. The behaviour of some of our pupils can be difficult and dangerous and can therefore be emotionally and physically demanding for staff.

DESIGNATION OF POST AND POSITION WITHIN THE SCHOOLS STAFFING STRUCTURE



MAIN DUTIES AND RESPONSIBILITIES

Under the guidance of the Site Controller

- Monitor cleaning standards and day to day requirements, reporting any problems or issues where appropriate.
- Engage with and monitor skilled contractors as and when appropriate.
- Liaise with contractors whilst on site ensuring that work is completed in line with the specification and to the required standard. Take any appropriate action to resolve problems.
- Carry out induction training of cleaning staff
- Contribute to set-up & delivery of a rolling programme of in-house internal decoration and carry out any agreed decorations or improvements ensuring compliance with Health and Safety standards.
- Advise on alterations and repairs to buildings
- Carryout Ad-hoc daytime cleaning where required.
- Be familiar with building systems and operations, including site manuals in order to support contractors & maintenance staff



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- Be a principal key holder and undertake the day to day operational responsibility for all security activity within the site, also, when available be a contact for the emergency services
- Check the cleanliness of the whole school site by undertaking daily term time and periodic cleaning of allocated areas as appropriate. Emptying of hygiene bins when required.
- To routinely monitor the operation of the fire alarm, fire doors and security systems.
- Responsibility, with negotiation from a designated officer, for various out of hours work on evenings and weekends when it is related to school activities such as parents evenings, school disco, Fest for all, Christmas fayre etc.
- To routinely monitor the operation of the lighting, heating and plumbing, including appropriate tests
- Detect and report any building defects, advising school management on any Health & Safety issues.
- To undertake any minor repairs and general maintenance within level of competence, always adhering to H & S requirements.
- To arrange and/or carry out the movement of furniture and equipment within the site. To assist with general portering duties including the distribution of items delivered to the site within Health & Safety guidelines. Setting up and dismantling the school stage when required.
- To ensure the school grounds remain tidy and the equipment kept in good order. Clean external drains and gullies. Inclement weather – gritting, snow clearing etc
- To ensure all allocated equipment and materials are stored safely in order to prevent potential accidents/misuse. To issue soap, toilet rolls and paper towels and such other items as required by the school.
- Regularly valeting minibuses and MPV, daily seat changeovers
- Minibus and MPV weekly checks
- Oversee Site assistant workload when Site Controller absent

Monitoring & altering settings on building management system on a daily basis including:

- Daily maintenance of swimming pool, carry-out regular checks to ensure chemical levels are within accepted parameters
- Daily monitoring of temperatures/pressure gauges in boiler room. Also checking weekly cold water tanks for debris.
- Termly checks on all door closers
- Monthly energy readings
- Weekly fire prevention checks (visual)
- Weekly check of sprinkler room pumps
- Daily playground equipment checks
- L8 checks
- Other checks as designated by the Site Controller

General

- Work in line with statutory safeguarding guidance (i.e. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies
- Retain confidentiality about all aspects of school life
- Regularly check and respond to e-mails
- Commitment to support the school in working towards school priorities
- Undertake related duties as requested by the Headteacher, within the spirit and scope of this job description

SCOPE OF JOB (Budgetary / Resource control, Impact)

None

PERSON SPECIFICATION

Job Title: Assistant Site Controller
Reports to (job title): Site Controller

- * E = Essential Criterion (required at point of recruitment)
 D = Desirable Criterion (can be developed over time)

KEY CRITERIA	
* E / D?	
<u>Qualifications and Experience</u> <ul style="list-style-type: none"> • Qualification in Health and Safety • Knowledge and experience of appropriate use of cleaning materials and equipment • GCSE English and Maths A-C, 9-4 θ NVQ Level 3 or equivalent • Building maintenance θ Experience of using security systems and following building/security procedures • Experience of supervising a team • Experience or working with contractors • Experience of caretaking • Experience of cleaning work • Experience of managing a swimming pool 	<ul style="list-style-type: none"> • D • E • E • E • E • E • E • E • D
<u>Knowledge, Skills and Abilities</u> <ul style="list-style-type: none"> • Knowledge of Health and Safety regulations • Basic DIY skills θ Ability to work flexibly, independently and as part of a team • Customer care skills • Ability to plan, organise and prioritise • Ability to carry out some manual handling and lifting • Physical ability to carry out the duties of the job • Proficient in the use of IT 	<ul style="list-style-type: none"> • E • E • E • E • E • E • E
<u>Work-related Personal Qualities</u> <ul style="list-style-type: none"> • Self-motivated with a “can do” approach • Commitment to acting with integrity, honesty, loyalty and fairness to safeguard assets, financial probity and reputation of the school • Commitment to promoting the ethos and values of the school and getting the best outcomes for all pupils • Commitment to maintaining confidentiality at all times • Able to work flexibly and out of school hours as required • Good customer focus 	<ul style="list-style-type: none"> • E • E • E • E • E • E
<u>Other Work-related Requirements</u> <ul style="list-style-type: none"> • Ability to work flexibly and cover site team absence if required • Driving licence • Willingness to travel to both school sites as needed 	<ul style="list-style-type: none"> • E • E • E