

READING SCHOOL  
RECRUITMENT PACK

# Site Controller





# Reading School

## Introduction

Everyone needs to belong, and at Reading School our staff work together, acting with purpose and leadership to serve the school community and beyond. With common purpose we achieve a profound sense of belonging.

Belonging is an essential component of wellbeing, because when we feel that we belong, we are more likely to achieve our potential, add value and make a positive difference.

As a school of character we believe that your actions can and will make a difference to you and others. We role model positive behaviour and celebrate success.

We support our staff to learn, lead and serve.

**Learn:** What are my opportunities for development in the year ahead?

**Lead:** How can I role model a culture of character and belonging to colleagues?

**Serve:** How can my skills positively shape the school community?

We are a values-based organisation that focuses on growth and development. Our core values underpin everything that we do.

If you are thinking about joining our team you can find out why it might be the right fit for you. Our team is proud to make a positive impact and strives to put values in to action – excellence, integrity, leadership and community.

We believe that when you feel safe and included, you will be at your most engaged and productive.

We are committed to developing our staff by providing opportunities for growth to empower you to achieve your personal best.

**Mr AM Robson  
Headmaster**

# Site Controller

We're looking for a reliable and enthusiastic Site Controller to contribute to the safety, security and day-to-day maintenance of the school premises and site. Reading School believes Character Education belongs at the heart of the curriculum and our Estates Team are crucial for providing a safe, well-maintained and positive space in which our students can excel.

## What you'll do:

- Day to day maintenance of the school estate, including grounds, teaching areas and residential property.
- Act as key-holder and, with other team members, be responsible for the security of the school site.
- Ensure essential works are undertaken.
- Act as point of contact for out-of-hours emergencies.
- Proactively identify maintenance requirements and ensure the school site is operationally safe.

## What we're looking for:

- Excellent communication skills.
- Proven experience in buildings maintenance.
- Experience of managing site projects.
- Experience of providing excellent customer service.
- Someone with a pragmatic and solution-led approach.

**Hours of work:** Full Time (37 hours) - split shift (Mon - Fri), year-round (52 weeks)

**Salary:** RS05 (point 21-25) - £30,825 - £33,945 per annum (dependent on experience)

We understand that not being able to meet every skill on a job description can put many off from applying. You should apply for the job if you feel you are the right person for the role and can transfer skills from your current role to our setting. In particular, we would welcome applications from candidates with experience of heating systems, plumbing, electrics or fire and security systems. Find out how to apply [here](#).

[Click here for full job description.](#)



## What can we offer you...

- Generous annual leave entitlement plus bank holidays (part-time employees will receive the same entitlements on a pro-rata basis):
  - On appointment: 29 days
  - After 5 years' service: 31 days
- Pension (optional): Local Government Pension Scheme with generous pension contributions.
- Private Health Medical Insurance (employee contributed, competitive corporate rate).
- An absolute commitment to growing and developing all of our staff, encouraging both personal and professional development.
- Opportunities to innovate and lead extra-curricular or pastoral projects if desired
- 'Reading Week' in Michaelmas Term to support staff wellbeing and to allow time for associate staff to complete mandatory and professional development.
- A staff body based on values of support, kindness, calm and caring responses.
- A school where you can really make your mark and where you will feel valued.
- International connections and partner schools in Kenya, New Zealand, Denmark and South Africa.
- Free on-site car parking near central Reading and walking distance of Reading Station.
- Free use of on-site fitness suite.
- Annual eye care for regular DSE users.
- Ride to Work and Technology schemes.

## *Character Education is at the heart of all we do...*

Reading School believes Character Education belongs at the heart of the curriculum. The Reading Way is a holistic approach with a broad curriculum that encourages intellectual curiosity, whilst enriching and developing the sporting and artistic lives and cultural capital of our students.

The aims of academic excellence and character excellence are complementary: we want our students to flourish through sustained high performance and personal development.

The Reading Way invites all staff (Teaching and Associate) to work together with students and parents, to learn with and from each other, acting with purpose and leading in order to serve both the school community and beyond.

Electives are an integral part of our ambitious curriculum intent that seeks to develop excellence and build people to be people of substance and character. They are a positive feature of our rich and ambitious curriculum offering, giving our students access to an inspiring, broad range of opportunities to flourish. Through harnessing choice our students are supported and challenged to create energy, enhance intellectual curiosity and be accountable.

The implementation of the Electives programme is based around opportunity, intellectual curiosity, cultural capital, nurturing of skills and application of knowledge, wellbeing and collaboration.

We run 100 Electives per week, timetabled in Period 7 daily and staff are encouraged to contribute in areas of interest.



Reading School's Future Stories programme operates in partnership with local primary schools to develop and support a range of activities.

Its focus continues to be on developing supportive mentoring relationships between primary school pupils and Sixth form students who give their time and energy to support the programme.

We have also developed and sustained a model of online mentoring that has proven to benefit students in need of additional 1:1 support or encouragement to improve their attainment and self-confidence.

You can get involved in delivering fun interactive sessions to primary school students. These sessions are supported by our senior prefects, who greatly benefit from the opportunity to develop their leadership skills and support other students in our local community.

Our Co-Curricular Programme is designed to enable our pupils to extend their aspirations, skills and a range of interests beyond the classroom.

We have numerous available activities including Dungeons and Dragons Club, Robotics, Drama, Music, Combined Cadet Force (CCF) and a wide range of sports, including rugby, lacrosse, football and cricket. However, we are always open to giving staff the freedom to open up new opportunities for our students.

You can discover more about the opportunities you can get involved in on [our website](#).

*Learn, lead  
and serve...*





## A Rich History and a Promising Future

Reading School has a rich history and we wish to build on our impressive past and current achievements and successfully realise the school's ambitious development plans.

Founded in 1125 as part of Reading Abbey, Reading School is the tenth oldest school in England. In 1486 the school was refounded by Henry VII as a 'Free Grammar School'. After the dissolution of Reading Abbey in 1539, the School fell under the control of the Corporation of Reading, its status being confirmed by Henry VIII in 1541.

This was reconfirmed in the Royal Charter granted to the Corporation of Reading by Elizabeth I in 1560.

During the Civil War the School was used as a garrison by Royalist forces and in 1665 Parliament, forced out of London by the Great Plague, took over the school house.

After a period of declining numbers, the School was given a renewed lease of life with the passing of the Reading School Act in 1867 which clearly set out its administration and funding.

*"Reading School is the tenth oldest school in England."*

The buildings designed by Alfred Waterhouse were opened in 1871. The development of Reading School was strengthened following the 1944 Education Act and the school retained its selective status in 1973 after a petition signed by a third of all voters in Reading.

February 2011 witnessed Reading School converting to Academy status.

Since 2012, there have been improvements to examination results at both GCSE and A Level in addition to the development of a new Refectory, Computer Science facilities and 4 Biology laboratories and 3 Chemistry laboratories.

## Academic Excellence

Our aim to be a World Class School is shaped by the central importance of academic achievement. We have an outstanding academic track record. Indeed, recent examination results have placed Reading School among the top ten performing state schools in the country. In terms of its academic performance, the 'free Grammar School' competes strongly with independent schools costing up to £45,000 per year. For instance, in 2022, 93.3% of Year 13 students were awarded A\*- B grades at A Level, with over 25% of candidates achieving at least three A\* grades. In addition, 71% of candidates gained at least AAB. Furthermore, at GCSE 88.8% of entries were awarded grades 9-7 and 100% of pupils gained five grades 9-4 including English and Maths. In 2022, 49 students have been offered places studying at Oxford and Cambridge Universities, medical school, veterinary medical school, or Ivy League Colleges. In January 2023, 23 students have been offered places at Oxford and Cambridge. Regularly, over 80% of places are gained at Russell Group Universities. A broad and balanced academic curriculum is one of Reading School's greatest strengths. All students study separate science and a modern or ancient language at GCSE. All students follow a three year KS4 and will be eligible for the English Baccalaureate. The large sixth form of over 360 students offers a wide range of subject combinations covering Maths, Sciences, Humanities, Languages and the Arts. We were awarded the accolade of State Secondary School of the Year 2023 (South East Region) by the Sunday Times.

## Building Good Men

Whilst academic excellence is important, Reading School also offers an exceptional all-round education designed to give each student an opportunity to fully explore their talents. We also value character excellence as evidenced in July 2022 when we were awarded the 'Character Education Kitemark Plus' by the Association of Character Education (ACE) and we are a Regional Hub of Character Excellence. The school offers an extensive extra-curricular programme and has an enviable reputation in Music. Students from Year 9 are able to participate in the Combined Cadet Force (CCF) and there is a thriving 'Future Stories' programme through which the School is able to share expertise and resources with Primary Schools. Reading School is especially proud of the development of International Partnerships and since 2012 we have nurtured links with Schools in Australia, New Zealand, Denmark and Kenya. In addition, our students have represented the UK in competitions held in St Petersburg, Hong Kong, Pittsburgh, USA and Sydney, Australia. The myriad of enrichment opportunities offered are only possible through the commitment of staff, support of parents and the generosity of the Reading Foundation and the Old Redingensians Association. Learning beyond the classroom, whether it be a Year 8 trip to Finland or Iceland or a Rugby tour to Japan is a crucial component of the experience of Reading School. Enrichment activities complement and extend the experience of academic lessons. We are fully committed to developing and extending opportunities for students, through the Reading Way. We are committed to both academic excellence and building people of substance.

## Pastoral Care

Reading School prides itself on delivering high standards of pastoral care. Each student is a member of a House. Currently there are five houses: County, East, School, West and Laud.

In Year 7, each student has a Form Tutor who is also the Head of House. This system helps Heads of Houses to get to know all students.

The School offers an excellent personal development programme which focuses on nurturing integrity and character. This is supplemented by the work of the Chaplain, Learning Consultant and the experienced Special Educational Needs Co-ordinator and a Transition Lead.

Therefore, it is true to say that at Reading School we believe in the development of the heart and the head.

## Boarding

Boarding is an integral part of the fabric and character of Reading School. The quality of the Boarding experience was judged to be 'outstanding' by Ofsted in March 2020. There are 87 weekly boarders from Years 7-13 in two boarding houses, East Wing and South House. As Reading School is a state school, boarders do not pay tuition fees. The Headmaster is Head of Boarding.

## Admissions

Students are admitted to the School at the age of 11 and are required to sit entrance examinations. External qualified post-16 students are admitted to the Sixth Form.

Reading School is an academically selective, state school and is oversubscribed. The Governing Body are committed to encouraging increased opportunities and promote social mobility through the 'Future Stories' project which seeks to encourage students from all backgrounds to apply to sit the Entrance Test.

## Facilities and Finance

Situated near the centre of Reading, the School offers good facilities which have undergone improvement recently – a Refectory in 2012, new Computer Science laboratories in 2013, refurbished Lecture Theatre in 2014, Fitness Suite, 7 new Biology and Chemistry Laboratories in 2018 and refurbished Physics Laboratories in 2022.

The School has ambitious plans to develop the site, especially relating to Sports Facilities and a Sixth Form Centre.

# Leadership and Governance

## Leadership

The Headmaster, Mr AM Robson, is supported by the Senior Leadership Team, comprising of the Deputy Headteacher, five Assistant Headteachers, Finance Director, Executive Assistant and the Chief Operations Officer. This group meets every morning, with a strategic meeting after school every Monday.

## Governance

As an Academy Trust, Reading School is a charitable company limited by guarantee under the overall authority of the Governing Body and the Headmaster. The school site is owned by a charitable trust, The Reading Foundation, established in 1986.

The Governing Body is chaired by Mr Robert Kenwick and comprises 16 Governors who are Directors of the Reading School Academy Trust Company and is served by an effective, experienced Clerk to the Governors.



# Site Controller

## Reports To

Estates Manager

## Grade / Pay Scale

RS05 (point 21-25)

## Annual Salary

£30,825 - £33,945 per annum

## Hours of Work

Full-Time, 37 hours per week (split shift), 52 weeks

## Employment Status

Permanent

## Reviewed

Annually

## Job Purpose

To be responsible for:

- Day to day operation, security, safety and general maintenance of the school site.
- Site management issues as defined within this job description.
- Ensure essential works and maintenance jobs are completed.

## Department Purpose

The Estates Team look after the school buildings and grounds around them so that they are a safe and pleasant environment for all staff and students. They also assist with ensuring equipment is in the right place at the right time to assist with the smooth running of classes, events and exams.

## Duties and Responsibilities

Main duties and responsibilities are indicated below. Other duties of an appropriate level and nature may also be required, as directed by the headteacher.

Reading School is committed to safeguarding and promoting the welfare of our students. We expect all staff working in the school to share in this commitment and contribute to:

- Providing a safe environment for our students to learn in.
- Identifying safeguarding concerns and taking action in line with our safeguarding policy.

### Operational

- Unlocking and securing of buildings and setting alarms. Liaising as necessary with emergency services.
- Key holder and emergency call-out responsibilities.
- Perform duties in line with Health & Safety rules and take remedial action where hazards are identified. Where hazards are serious report to the Health and Safety Officer and Chief Operations Officer immediately and record in line with school policy.
- General maintenance of the school site, buildings and grounds to a high standard.
- As required, liaise with and report upon the work of contractors on site.
- Follow the School's visitor process for contractors and liaise with the DSL / HR team to ensure safeguarding checks and training have been completed as required.
- Receive, transport, store and porter deliveries to the school site and undertake various portering and administrative duties where required. Assist with lifting and moving of equipment around the school site.
- Oversee mechanical, electrical and plumbing services, ensuring minimal disruption. Undertake necessary maintenance work where reasonably practical and carry out compliance checks where applicable. Liaise with external contractors for servicing and repairs.
- Ensure all school buildings and grounds are cleaned to agreed standards and specifications, including the establishment of effective monitoring procedures.
- Arrange and oversee alterations, redecoration, building and maintenance, and specialised repair work. Ensuring work is completed in line with the specification and to the required standard and that the security and safety of the students and staff is ensured at all times.
- Undertake minor repairs and maintenance tasks within post holder's competence and skill level. Arrange for other repairs to be carried out, and organise emergency response when required, including reactive maintenance as recorded on the internal reporting system.

- Assist in ordering and maintaining stocks of materials, equipment and protective clothing as required.
- Assist with and/or arrange the removal of snow and other obstructions from entrances, steps and access pathways, maintaining adequate stocks of salt and sand.
- Maintain the security of the site and grounds, including liaising with other stakeholders in respect to arrangements, such as safeguarding requirements, in accordance with school policies and procedures.
- Report any breaches of security and ensure that any damage is remedied properly and promptly.
- Drive the school minibus on a casual basis, when the need arises.
- Oversee the event set up and out of hours lettings, including clearing away and securing the site.
- In conjunction with the Headmaster and Chief Operations Officer, ensure all health and safety procedures and requirements are being resourced and met, recognising the health, safety and welfare of all premises users and visitors, including contractors.
- Assist the Health and Safety Officer in ensuring all required risk assessments are carried out and completed and that action is taken where necessary. Ensure that appropriate signs and notices are displayed.
- Ensure the required procedures for reporting of incidents, including accidents, are fulfilled in line with school policy.

## **Administrative**

- Ensure all administrative duties, checks, documentation, reports and returns (internal and external) are completed accurately and submitted within required deadlines.
- Prepare information, statistics and reports as required by the Chief Operations Officer, Headmaster and the Governing Body.
- Maintain manual and computerised records and filing systems relating to all areas within the post holder's remit.
- Process, input, extract and analyse information from the school's database system/s as required.
- Ensure compliance with General Data Protection Regulations (GDPR) in line with the School's data policy.
- Maintain up-to-date records of the school's assets.
- Deal with electronic and hard copy correspondence promptly and as required.
- Ensure that financial procedures and activities are carried out in accordance with school policies and procedures.
- Ensure that best value principles are followed where possible.

## General

- Develop and maintain good professional relationships with everyone at the school.
- Participate in school emergencies as required, including co-ordinating arrangements and assisting with evacuation procedures.
- Work outside of normal school working hours as required for extended school activities, lettings, school events, and emergencies.
- Assist with training staff to ensure they are aware of procedures and regulations.
- Attend training sessions and meetings as required.
- Undertake first aid training and responsibilities as required.
- Keep up to date with relevant legislation and regulations including Health & Safety and Control of Substances Hazardous to Health (COSHH) developments, and communicate relevant information to staff.
- Maintain confidentiality at all times.
- Assist in duties and activities relating to any of the above areas appropriate to grade and competence as reasonably required by the Headmaster and Governors from time to time.

# Person Specification

The person specification focuses on the knowledge, skills, experience and qualifications required to undertake the role effectively. It is expected that the successful applicant will have and can demonstrate:

## QUALIFICATIONS AND EXPERIENCE

ESSENTIAL	DESIRABLE	EVIDENCE
<ul style="list-style-type: none"> <li>• Appropriate qualification(s) and/or proven experience in building maintenance.</li> <li>• Evidence of premises management experience supporting day-to-day operations of an establishment / company.</li> <li>• Experience of working with contractors.</li> <li>• Experience of managing site projects.</li> </ul>	<ul style="list-style-type: none"> <li>• Work within an education setting.</li> <li>• Experience of plumbing, electrics, heating systems, carpentry and fire and security systems.</li> <li>• Experience of managing health and safety.</li> <li>• Experience of working in the building industry.</li> <li>• First Aid qualification.</li> <li>• Competent driver with full, clean licence.</li> </ul>	<ul style="list-style-type: none"> <li>• Application Form</li> <li>• References</li> <li>• Interview</li> <li>• Certificates of qualification</li> </ul>

## KNOWLEDGE AND SKILLS

ESSENTIAL	DESIRABLE	EVIDENCE
<ul style="list-style-type: none"> <li>• Ability to build and form good relationships with students, colleagues and other professionals.</li> <li>• Ability to work constructively as part of a team.</li> <li>• Good verbal and written communication skills.</li> <li>• Good standard of numeracy and literacy skills.</li> <li>• Ability to absorb and understand a wide range of information and deal with confidential issues appropriately.</li> <li>• Ability to relate well to children and adults.</li> <li>• Good ICT skills</li> <li>• Working knowledge of relevant policies and legislation, such as health and safety.</li> </ul>	<ul style="list-style-type: none"> <li>• Working knowledge of establishing and reviewing development plans.</li> <li>• Report writing for site matters.</li> <li>• Working knowledge of construction and building regulations.</li> <li>• Working knowledge of essential 'Safeguarding' processes and concepts</li> <li>• Manual handling, working at heights and ladder training.</li> </ul>	<ul style="list-style-type: none"> <li>• Application Form</li> <li>• References</li> <li>• Interview</li> </ul>

**PERSONAL QUALITIES**

<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>EVIDENCE</b>
<ul style="list-style-type: none"><li>• Proactive and solution orientated.</li><li>• Capacity to work under pressure, to meet deadlines and effectively organise priorities.</li><li>• Ability to work on own initiative.</li><li>• Able to follow direction and work in collaboration with line manager and senior leadership team.</li><li>• Flexible approach to work.</li><li>• Able to work evening and weekends and attend out-of-hours emergencies.</li><li>• Desire to enhance and develop skills and knowledge through CPD.</li><li>• Commitment to the highest standard of child protection and safeguarding.</li><li>• Recognition of the importance of personal responsibility for health and safety.</li><li>• Commitment to the school's ethos and values.</li></ul>	<ul style="list-style-type: none"><li>• Strong problem-solving skills</li></ul>	<ul style="list-style-type: none"><li>• Application Form</li><li>• References</li><li>• Interview</li><li>• Certificates of qualification</li></ul>

In order to conform with our Safer Recruitment process, all applicants must complete an associate staff application form and submit it to [hr@reading-school.co.uk](mailto:hr@reading-school.co.uk) or by post for the attention of "The Headmaster, Mr AM Robson". Stand alone CVs will not be considered for shortlisting.

Forms can be downloaded from the [vacancies section](#) of the Reading School website.

**Deadline for Applications: Sunday 7 January**

Application Forms will be reviewed on receipt. Early application is advised as we hold the right to close the application process early if a suitable applicant applies and is appointed.

Safeguarding guidelines look to references being obtained prior to interview. Please ensure any referees who you are happy for us to contact before interview are aware that they may be asked to provide a reference with a relatively short deadline.

Reading School is committed to safeguarding and promoting the welfare of children and young people. The successful candidate must be willing to undergo an Enhanced DBS Disclosure. Full details of our Safeguarding - Staff Recruitment Policy and Data Policy can be found on [our website](#).

Reading School seeks to create a diverse workforce. We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

If you have any queries regarding this role, please contact:  
[hr@reading-school.co.uk](mailto:hr@reading-school.co.uk)

or by telephone:  
0118 901 5600



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