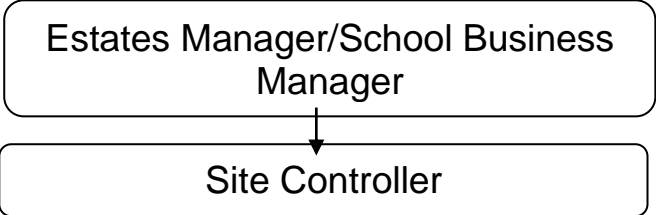




Job Description			
Role	Site Controller		Reports to Trust Estates Manager
Grade	Grade 5, SP 12- 17 (actual from £21,589)	Hours of work	37 hours per week, full time, plus 3 hours per week of contractual overtime for security and lettings
Purpose	To undertake a range of duties with regard to the grounds, buildings, environment and their users, maintaining their safety and security, ensuring essential works and maintenance jobs are completed on a priority basis under the general direction of the Premises Manager and/or the Trusts Estates Manager.		
Scope	Main contacts: Students, staff, Contractors	Staff responsibilities: Assistant site controllers	Financial accountability: Day to day budget responsibilities.
Accountabilities	<ol style="list-style-type: none"> 1. Practical and pro-active hands-on involvement in security, maintenance and refurbishment when this is necessary, or offers the most cost-effective solution. 2. To maintain an effective premises team ensuring that the changing needs of the schools are met through training and development of the site staff 3. To delegate tasks as appropriate to other site staff or outside contractors, ensuring Health & Safety regulations are strictly adhered to. 4. In conjunction with the Estates Manager to monitor the day to day maintenance and repair budget and the cleaning materials budget 5. To draw up and manage an agreed rolling programme of redecoration/refurbishment and preventative maintenance 6. To order and supervise repairs and act as project manager for small maintenance contracts and improvement schemes, ensuring best value for money is received, personally undertaking minor repairs and maintenance tasks which are within the post holder's competence 7. To assist the Estates Manager to prepare documentation for tenders or specifications of small to medium projects 8. To develop appropriate monitoring procedures to ensure that the Trusts sites are kept clean, safe and in a good state of repair and stocked with all necessary supplies 9. To carry out regular checks and inspections of the premises, equipment and grounds keeping accurate manual records where appropriate 10. To monitor work requests ensuring that day to day maintenance tasks and requests for minor works are undertaken as expediently as possible and actions recorded in a timely manner 11. To instruct and supervise the Grounds contractor ensuring the school grounds are maintained to a high standard 12. To ensure that the premises team works efficiently and effectively so that the site is maintained to a high standard 13. Being a key holder of the School. 14. Responding to unforeseen events and taking responsibility for the installed alarm system, making sure the system is activated at times when the schools are closed. 15. Looking after the school minibus and other vehicles, carrying out checks where necessary 16. Maintaining a working knowledge of the Intruder and Fire security alarms installed. 17. Using the school CCTV network for security and to assist staff in reviewing incidents. 18. Carrying out relevant H&S checks including legionella testing, fire alarm testing, PAT testing, under guidance of Site Compliance Officer. 19. Setting and disarming the intruder alarm at times laid down and report any faults or failures as requested. 20. Supporting the school leadership team with fire drills, and other evacuations and lockdowns 21. Maintaining the Fire Safety Log Book 22. Creating and maintaining positive and supportive relationships with staff, parents, business, community and other stakeholders 23. Engaging with appropriate training opportunities to promote professional effectiveness in 		

	<p>this role.</p> <p>24. Retaining confidentiality about all aspects of school life</p> <p>25. Any other duties that reasonably fall within the purview of the post, which may be allocated after consultation with the postholder.</p> <p>26. Being prepared to work flexibly, undertaking aspects of colleagues' work of a similar or lower level of complexity, in order to ensure:</p> <ul style="list-style-type: none"> • Cover of both school's needs throughout the day • Appropriate cover for colleagues when absent for any reason
Personal Attributes	<ul style="list-style-type: none"> • Demonstrable experience of working in a similar environment • A sense of responsibility and ownership • Ability to take initiative and work independently • Ability to work within a team environment • Excellent communication and interpersonal skills • Excellent IT skills - including Outlook, Excel, • Knowledge of Health and Safety in relation to Buildings Maintenance • Knowledge and experience of maintenance of buildings • Ability to prioritise tasks • Confidentiality at all times • A pro-active and flexible approach to work • A commitment to self-development and a willingness to learn and develop personal skills • First Aid qualification desirable but not essential • Ability to travel across sites of local special and AP schools, hold a full UK driving license and have own transport
Organisational Chart	 <pre> graph TD A[Estates Manager/School Business Manager] --> B[Site Controller] </pre>

Maiden Erlegh Trust is an Ethical Leadership Pathfinder organisation and we are committed to safeguarding, equality and promoting the welfare of children and young people. We are also committed to having the highest expectations of pupil/students and staff, and supporting everyone to reach their full potential. All employees of the school and Trust are expected to share these commitments. All posts require satisfactory employment checks and references and a satisfactory enhanced Disclosure and Barring Service check. All Leadership roles will require a Section 128 check.

Signed _____

Postholder