

Pioneer Educational Trust

Job description:

Site Controller

Overall Purpose:

Under the direction of the Facilities & Estates Officer, the overall responsibility of the Site Controller is to ensure that the school building, site and facilities are kept in excellent order to support learning and facilitate the effective running of the school. The postholder will also maintain a highly visible and professional profile within our Trust and the community and contribute to the overall ethos, work and aims of the Trust.

Key information & Terms and Conditions

Department:	Facilities & Estates
Working with:	Facilities & Estates Officer, Headteachers and Leadership teams, line managers and staff at all levels
Line Managed by:	Headteacher Supervised by Facilities & Estates Officer during periods of school closure
Working pattern:	Flexible according to the requirements of the school
Location:	To be deployed at any school within Pioneer as determined by the Facilities & Estates Officer
Notice period	8 weeks
Salary:	Pioneer pay scale Grade 5 (22 – 26); (£29728.00 - £32813.00 per annum) FTE salary based on 37 hours per week (pro-rata'd if hours of work is more/less than 37 hours)
Annual Leave	26 days plus bank holiday, not pro-rata'd (Pioneer Educational Trust and our schools will be closed during the Christmas period. You will be expected to book three days' annual leave from your entitlement to cover this period.)
Hours of Work	As per current hours of work

Key Responsibilities:

- Ensure that the site and grounds are maintained in a safe, clean and orderly condition as required, including:
 - supporting with the coordination of Health and Safety ensuring that regulations (including COSHH) are followed and adhered to throughout the school;
 - maintaining relevant log books (e.g. water, emergency lighting, fire) and ensuring all checks are recorded accurately;
 - regularly checking and monitoring fire safety equipment and arranging replacement equipment as required;
 - working with the Facilities & Estates Officer to develop and maintain an effective cleaning provision, which is regularly reviewed to ensure that the school's needs are met;
 - Ensuring that programmes of work are coordinated and managed effectively across the school site;
 - undertaking tasks that may be necessary for effective site management such as portering (including assisting with the moving and replacing of furniture), administrative tasks, lettings duties, redecoration, general day-to-day maintenance (e.g. replacing lightbulbs) and minor repairs (excluding gas and electrical equipment), keeping outside areas clear of litter, leaves and other rubbish (including hazardous/infectious solutions and materials, such as broken glass) in accordance with safe working practices and removal of waste to designated areas;
 - organising and/or personally undertaking the removal of snow and other obstructions from entrances, steps, access pathways etc. maintaining adequate stocks of salt and sand.
- Supervision and coordination of cleaning staff including:
 - recruitment, induction, training and motivation;

- planning and establishing cleaning rotas, procedures and standards through regular supervision;
- assisting with the coordination of seasonal and deep cleaning as required;
- Be responsible for monitoring and maintaining cleaning materials (including protective clothing where necessary) and equipment, liaising with the Facilities & Estates Officer to arrange repairs and replacements as necessary;
- Assist with the maintenance and functioning of the school's heating and utility services and systems, including maintaining an up-to-date location plan of all valves and switches;
- Arrange for other repairs and maintenance (including emergency work) to be carried out under the direction of the Facilities & Estates Officer;
- Monitor the work of external contractors;
- Assist with the building of furniture, the putting up of fencing and display boards, and the installation of equipment as required
- As directed, be the Key Holder for one school and/or be the back-up key holder for any other schools within Pioneer, controlling site keys and routine & non-routine opening including:
 - Opening and locking up the school when required ensuring that all security procedures are followed;
 - Reporting as appropriate any breaches of security and ensure that any resultant damage is remedied properly and promptly;
 - Ensuring that appropriate signs and notices are displayed and kept up to date;
 - Being responsible for the security of the site and grounds including liaising with other stakeholders in respect to arrangements as per school policies and procedures
 - Assisting with the evacuation and search of the school premises as required liaising with the senior leadership team
- Ensure that programmes of work are coordinated and managed effectively across the school site;
- Support school events/activities when required, as agreed with the Headteacher and Facilities & Estates Officer;
- When required, provide transport services by operating the Pioneer's minibus or catering van;
- Provide an effective first aid service when required to staff, students and school visitors as required and ensure that the school meets its legal requirements under the Health & Safety at Work in act including:
 - Making accurate and appropriate recordings of all first aid cases
 - After making an initial evaluation and assessment, dealing with and recording minor first aid incidents
 - Contacting parents as required
 - Attending appropriate training when required and ensuring you hold a valid first aid qualification while working as part of the first aid team
 - Liaising with the Ambulance service, other emergency services and parents/guardians as necessary
- Act within Pioneer's Code of Conduct at all times, working to collaborate with colleagues and clients;
- Provide a professional, up-to-date and purposeful service.

General responsibilities:

- Fulfil all general responsibilities (such as covering for absent colleagues, emergencies, attending meetings and training, etc) as appropriate to the role.
- Maintain a certain level of flexibility regarding availability outside normal working hours is required.

Professional competence and behaviour:

- Undertake appropriate and regular training and development to maintain knowledge and improve practice; Keep up to date with industry and education relevant legislation;
- Act within Pioneer's Code of Conduct at all times.

Ethical standards and integrity:

Act within the framework for ethical leadership in education, i.e. [The Nolan Principles](#)

Data Protection and confidentiality:

Safeguard all confidential and personal data acquired as a result of professional relationships and not use it for personal advantage or for the benefit of third parties.

During the course of your employment you will have access to data and personal information that must be processed in accordance with the terms and conditions of the Data Protection Act 1984 and General Data Protection Regulation (UK GDPR) (2018).

The post holder must be aware that any information held Pioneer, in theory, could be requested by the public, including emails and minutes of meetings. It is, therefore, essential that records are accurately recorded and maintained in accordance with the School's policies and procedures.

During the course of your employment you may see, hear or have access to, information on matters of a confidential nature relating to the work Pioneer or to the health and personal affairs of students and staff. Under no circumstances should such information be divulged or passed on to any unauthorised person or organisation and you will be required to know when or what information can be shared and in what circumstances it is appropriate to do so.

Safeguarding:

Pioneer Educational Trust is committed to safeguarding and promoting the welfare of children and young people. We expect all staff and young people to share this commitment and to undergo appropriate checks, including enhanced Disclosure & Barring Service checks.

The postholder is required to demonstrate their commitment to promoting and safeguarding the welfare of children and young people in Pioneer and our family of schools. All staff are required to maintain appropriate professional boundaries in relationships with children and young people and with all members of Pioneer's community and outside agencies, and exercise sound professional judgment, which always focuses upon the best interests of the students and Pioneer.

Additional notes:

Whilst every effort has been made to outline the main responsibilities of the post each individual task undertaken may not be identified. Employees are expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job profile.

Pioneer will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job profile is current but may be modified, with agreement, by Pioneer to reflect or anticipate changes in the job commensurate with the grade and job title.