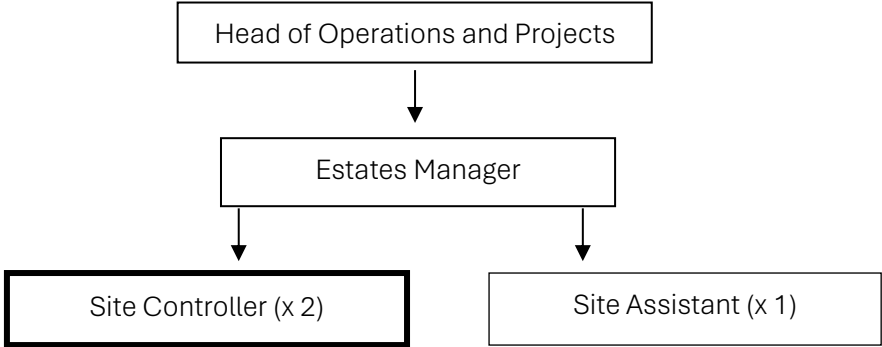


Site Controller

Reports to:	Estates Manager		
Direct Reports:	None		
Reviewed:	Annually; last review OCT26	Employment Status	Permanent
Grade / Pay Scale:	RS05 Point 21 to 24		
Salary:	£34, 237 - £36,581per annum		
Hours of Work:	Full Time (37 hours per week), Monday to Friday (split shift), 52-week contract 6:30am – 2:30pm, 8:00am – 4:00pm, 10:00am – 6:00pm – weekly rota		
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.		
Team 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.		
Organisation Chart:	 <pre> graph TD A[Head of Operations and Projects] --> B[Estates Manager] B --> C[Site Controller (x 2)] B --> D[Site Assistant (x 1)] </pre>		

Main Tasks 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 Headmaster and/or the Estates Manager.

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 acting in line with our safeguarding policies.

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 Estate Manager/Head of Operations and Projects 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 Estate Manager, 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 Estates Manager 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.
- 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 Training

Essential	Desirable	Evidence
Appropriate qualification(s) and/or proven experience in building maintenance.	Work within an education setting.	Application Form References Interview Certificates of Qualification
Evidence of premises management experience supporting day-to-day operations of an establishment / company.	Experience of plumbing, electrics, heating systems, carpentry and fire and security systems.	
Experience of managing site projects.	Experience of managing health and safety.	
	Experience of working in the building industry.	
	First Aid qualification.	
	Competent driver with full, clean licence.	

Knowledge and Skills

Essential	Desirable	Evidence
Ability to build and form good relationships with students, colleagues and other professionals.	Working knowledge of establishing and reviewing development plans.	Application Form References Interview
Ability to work constructively as part of a team.	Report writing for site matters.	
Good verbal and written communication skills.	Working knowledge of construction and building regulations.	
Good standard of numeracy and literacy skills.	Working knowledge of essential 'Safeguarding' processes and concepts.	
Ability to absorb and understand a wide range of information and	Manual handling, working at heights and ladder training.	

Essential	Desirable	Evidence
deal with confidential issues appropriately.		
Ability to relate well to children and adults.		
Good ICT skills		
Working knowledge of relevant policies and legislation, such as health and safety.		

Personal Qualities

Essential	Desirable	Evidence
Proactive and solution orientated.	Strong problem-solving skills.	Application Form References Interview
Strong organisational skills with the ability to prioritise workloads, manage multiple demands, and deliver results within tight deadlines.		
Ability to work on own initiative.		
Able to follow direction and work in collaboration with line manager and senior leadership team.		
Flexible approach to work.		
Able to work evening and weekends and attend out-of-hours emergencies.		
Desire to enhance and develop skills and knowledge through CPD.		
Commitment to the highest standard of child protection and safeguarding.		
Recognition of the importance of personal responsibility for health and safety.		
Commitment to the school's ethos and values.		