

## Job Description – Site Controller

### JOB PURPOSE

- To be responsible for the operation, management, maintenance and security of Fox Hill school site and buildings. This will involve ensuring that the school's premises and sites are conducive to health and safety requirements and attractive as possible. To ensure that all facilities and equipment are maintained to an acceptable standard.
- The job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which the post holder will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such review and any consequential changes will be carried out in consultation with the post holder.

### DESIGNATION OF POST AND POSITION WITHIN DEPARTMENTAL STRUCTURE

Site Controller is accountable to the Head Teacher and the Governing Body. Line Manager is the School Business & Operations Manager  
Site Controller oversees the cleaning team.

### WORKING HOURS

- The Site Controller is required to work a minimum of 25 hours a week on an all year round basis. The role will include the unlocking of the school and preparing the site for the day. Some flexibility for example for a split shift or alternative hours during the school holidays to manage contractors may be needed.
- There is flexibility as to when holidays can be taken however it is preferred this is not during the end of the summer holiday or the beginning of the academic year. There may be the opportunity for additional overtime depending on the needs of the school.

### MAIN DUTIES AND RESPONSIBILITIES

Key duties:

1. Ensure that buildings and the site are secure, including during out of school hours and taking remedial action if required.
2. Be on designated key holder list, providing out of hours and emergency access to the school site and manage key holders.
3. Undertake the day to day operational responsibility for all security activity within the site, including all opening and closing of the school and setting of alarms ensuring that the school is locked and secure with fire doors and all windows closed at the end of the school day if required and after any school functions, parents evenings, lettings or community use. Also, to be the first contact for the emergency services.
4. Undertake general portage duties, including moving furniture and equipment within the school.
5. Ensure cleaning is completed to a high standard and oversee in house cleaning staff. Undertake ad hoc cleaning tasks as required during the school day.

6. Regularly patrol premises and grounds to identify areas requiring improvement.
7. Operate and regularly check systems such as heating, cooling, lighting and security alarms.

7. Undertake minor repairs (i.e. not requiring qualified craftsperson) and maintenance of the buildings and site and some gardening duties.
8. Arrange emergency repairs.
9. Arrange regular maintenance and safety checks and ensure documentation is completed promptly and accurately.
10. Undertake risk assessments as and when needed linked to the premises.
11. Oversee onsite maintenance contractors, checking that work is completed to required standards and within required timescales. Flexible hours required in school holidays.
12. Monitor consumables and stock and/order supplies and report to the School Business Manager.
13. Assist the School Business & Operations Manager to procure quotes for routine maintenance work on the school premises.
14. Perform duties in line with health and safety regulations (COSHH) and take action where hazards are identified, report serious hazards to line manager immediately.
15. Undertake regular health and safety checks of buildings, grounds, fixtures and fittings, (including compliance with fire safety regulations) and equipment, in line with other schedules, record these and report back to School Business Manager.
16. Organise regular fire drills and record in the fire log book.
17. Ensure the operation and maintenance of specialised equipment following training, for example sports/theatrical equipment.
18. Provide training on health and safety issues to other staff.
19. Facilitate lettings and carry out associated tasks, in line with local agreements.
20. Liaise with the business manager to procure materials to carry out repairs.
21. Report to sites and buildings committee and attend meetings and report regularly to School Business Manager.
22. Prepare costings for remedial works and small projects as required.
23. Maintain stock control of school consumables relating to hygiene and lighting.
24. Ensure that cloakrooms are stocked with toilet rolls, paper towels and soap etc.

#### Public Relations

- a) Maintain good relationships with pupils, staff, visitors and users of the school's facilities.
- b) Visitor control during daytime and evening meetings, courses, events etc.

Any other reasonable duties directed by the Headteacher/School Business & Operations Manager.

The post holder is responsible for ensuring that the school safeguarding policy is adhered to and concerns are raised in accordance with this policy.

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| Job Title:          | Site Controller |
| Grade/Salary Range: | BG – J3-6       |

| Key Criteria                | Essential                                                  | Desirable                                                                                                                                                                                                                                 |
|-----------------------------|------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Qualifications and Training | Good Numeracy/Literacy qualification at GCSE or equivalent | Knowledge/Skills equivalent to current national qualification. Working at or towards national occupational standards (NOS) for facilities management, including Health and Safety and COSHH.<br>Relevant Training i.e. working at heights |

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| <p>Competence Summary<br/>(Knowledge, abilities, skills, experience)</p> | <p>Knowledge and expertise in minor maintenance and repairs</p> <p>Knowledge of policies and procedures for health and safety, security and alarm systems</p> <p>Ability to communicate with school staff and contractors</p> <p>Basic/intermediate IT skills</p> <p>Attention to detail and accuracy</p> <p>Good communication skills (written and verbal)</p>                                                               | <p>Experience in painting / decorating / carpentry / plumbing / drainage / gardening and general DIY and grounds maintenance</p> |
| <p>Work-related Personal Requirements</p>                                | <p>A friendly and supportive attitude towards students, staff and other members of the school and wider community</p> <p>Commitment to safeguarding and confidentiality</p> <p>Able to take the initiative and follow problems through to resolution</p> <p>Flexible approach to work and committed team-player</p> <p>Reliability and good time keeping</p> <p>Enthusiasm for education and working in a small community</p> | <p>Experience of work in a school or with children</p>                                                                           |