



St Paul's CofE Junior School Job Description – Site Controller

School:	St Paul's Church of England Junior School
Responsible to:	Headteacher
Grade:	Grade 5

Objectives

- To be responsible for the day to day operation, security, safety, cleanliness and general maintenance of the school site.
- If applicable, to also be responsible for site management issues as defined within this job description.

Special Factors

- Living on-site
- Work pattern includes unsocial hours
- Maintenance of swimming pool

Responsibilities

This is not intended to be an exhaustive or definitive list, you may be required to carry out other duties as required.

Management

- Manage the Site Assistant, working together albeit at different times to ensure the site is maintained safely and to a high level.

Security

- Be a principal keyholder and with the Site Assistant 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.
- Ensure that all lighting is in good working order.
- Ensure that all alarm systems and door entry systems are fit for purpose.
- Outside of term time to be first point of contact for all visitors to the site.

Repairs and Maintenance

- Prepare costings for remedial works and small projects as required.
- Maintain stock control of school consumables relating to hygiene and lighting.
- Ensure that cloakrooms are stocked with toilet rolls, paper towels and soap etc.
- Maintain a schedule of checks relating to daily, weekly, monthly, quarterly and annual tasks.
- Conduct a weekly clean of all external hard standing areas, including the pond area upkeep.

- Check the cleanliness of the whole school site by monitoring cleaning staff. Liaise with the cleaning contractor over day to day requirements, reporting any problems or issues where appropriate. Undertake daily term time and periodic cleaning of allocated areas as appropriate. Help organise the summer cleaning programme.
- Be first responder to drainage/hygiene issues.
- Undertake the weekly clean of the school hall, and polishing of the wooden floor.
- Set up a rolling programme of internal decoration and carry out any agreed improvements including stock control, ensuring compliance with Health and Safety standards
- Work with the Headteacher/ Bursar to identify the annual maintenance plan and longer term maintenance requirements in order for a cost effective maintenance plan to be produced.

Health & safety

- Patrol the site to check for hazards, damages, intruders when opening and closing and to record any remedial actions taken.
- To supervise contractors as appropriate, regarding access to the site, monitor and log the progress of the work and ensuring that the work is carried out to the required standard, as appropriate, ensuring compliance with the asbestos register, electrical safety and hot works permits etc..
- Take responsibility, with negotiation from a designated officer, for various out of hours work when it is related to school activities with consideration to lone working.
- Routinely monitor the operation of the fire alarm, fire doors, lighting, heating, plumbing and security systems.
- Detect and report any building defects, advising school management on any Health & Safety issues. Undertake any minor repairs and general maintenance within your level of competence, always adhering to H & S requirements. Liaise with a designated officer as appropriate and undertake the primary liaison with WBC to carry out procedures for emergencies including repairs.
- After training, maintain swimming pool and ensure all water safety testing is carried out in accordance with Health and Safety guidelines.
- Ensure all allocated equipment and materials are stored safely in order to prevent potential accidents/misuse.
- Attend Health and Safety Governor Committee meetings and termly Health and Safety Inspections.

General Duties

- To arrange and/or carry out the movement of furniture and equipment within the site. To assist with general portering duties including the distribution of items delivered to the site within Health and Safety guidelines.
- To ensure that the school grounds remain tidy and the equipment kept in good order. Clean external drains and gullies.
- Administer First Aid if required.
- Be prepared to cover break duty in the event of an emergency.
- Any other duties that reasonably fall within the scope of the post which may be allocated after consultation with the post-holder



St Paul's CofE Junior School Person Specification – Site Controller

Attributes	Essential	Desirable
Experience	Proven good knowledge and experience in DIY	Knowledge of health and safety regulations
		Pool Operator training
		Training in asbestos awareness
Knowledge and experience		Knowledge and experience of appropriate use of cleaning materials and equipment and recording (COSHH)
		Knowledge of risk assessment
		Qualification in Health & Safety, Ladder safety training
Skills / abilities		
	DIY skills	
	Property maintenance	
	Able to work independently	
	Excellent communication and interpersonal skills	
	Confidentiality at all times.	
Education and Training		
	Good verbal and written communication	
	Good standard of general education	
Personal Qualities		
	Positive and enthusiastic	
	Good sense of responsibility, high integrity and standards	
	Caring and flexible approach to work	
	Proactive	
	Excellent sense of humour	

Essential ~ without which a candidate would be rejected. Desirable ~ useful for choosing between two strong candidates

We will consider any reasonable adjustments under the terms of the Equality Act 2010 to enable an applicant with a disability to meet the requirements of the post.