

**WOKINGHAM BOROUGH
COUNCIL**



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JOB DESCRIPTION

Job Title: Site Controller	School: Emmbrook Junior School
Department: Education	
Reports To: Head Teacher	
Grade: 4 SCP 7 - 11	
Employment Status: Permanent	
Hours of Work: Full Time – 37 hours per week	
<p>Job Purpose:</p> <p>To be responsible for the day to day operation, security, safety, cleanliness and general maintenance of the school site, both internally and externally.</p> <p>To also be responsible for site management issues as defined within this job description.</p>	
<p>Departmental/Team Purpose:</p> <p>The purpose of the school is to meet the educational needs of children and young people within the local community.</p> <p>To be responsible for promoting and safeguarding the welfare of children and young people within the school.</p>	
<p>Organisation Chart:</p> <p>Reports to:</p> <div style="text-align: center;"> <div style="border: 1px solid black; width: 200px; height: 25px; margin: 0 auto; display: flex; align-items: center; justify-content: center;">Head Teacher</div> <div style="margin: 5px 0;">↑</div> <div style="border: 1px solid black; width: 200px; height: 25px; margin: 0 auto; display: flex; align-items: center; justify-content: center;">Postholder</div> </div>	

Summary of Main Contacts.

- Headteacher and all other staff
- Governors
- Pupils
- Parents
- Cleaning staff
- Contractors
- Suppliers
- Council officers
- General public

Safeguarding statement

We take our safeguarding responsibilities very seriously, and we work hard to make sure our school has effective safeguarding systems in place. We expect everyone working in the school to share a common objective to help keep children and young people safe by contributing to:

- providing a safe environment for children and young people to learn in
- identifying children and young people who are likely to suffer significant harm and taking appropriate action with the aim of making sure they are kept safe both at home and in the education setting.

Special Factors: e.g. hold driving license, work special hours, prepared to travel, attend evening meetings, hazardous conditions etc. Please tick as appropriate

1. Type of school(s)

- | | |
|---------------------------------|-------------------------------------|
| Single infant/nursery school | <input type="checkbox"/> |
| Single Junior School | <input checked="" type="checkbox"/> |
| Combined Infant & Junior School | <input type="checkbox"/> |
| Primary School | <input type="checkbox"/> |
| Special School | <input type="checkbox"/> |
| Secondary School | <input type="checkbox"/> |

2. Other Special Factors

- | | |
|--|--------------------------|
| Living on-site | <input type="checkbox"/> |
| Single-handed post – working split shift | <input type="checkbox"/> |

Live off site and school has no on-site colleague



Live off site and school has on-site colleague



Work pattern includes unsociable hours



Main Management Tasks

List the main management tasks. Begin each task with an action verb. This is not intended to be an exhaustive or definitive list, you may be required to carry out other duties as required

1. Monitor cleaning standards and liaise, if necessary, with the cleaning contractor over day to day requirements, reporting any problems or issues where appropriate.
2. Engage and monitor skilled contractors as and when appropriate.
3. Liaise with a designated officer as appropriate and undertake the primary day to day liaison with WBC to carry out procedures for emergencies including repairs.
4. Set up a rolling programme of internal decoration and carry out any agreed improvements ensuring compliance with Health and Safety standards.
5. Liaise with contractors whilst on site ensuring that work is completed in line with the specification and to the required standard. Take any appropriate action to resolve problems.
6. Advise on alterations and repairs to buildings, liaising with WBC contacts.
7. Work with the designated officer to identify the annual maintenance plan and longer-term maintenance requirements in order for a cost effective maintenance plan to be produced.
8. Organise the school holiday periodic cleans and monitor cleaning standards throughout the school buildings.

Core Tasks

List the core tasks. Begin each task with an action verb. This is not intended to be an exhaustive or definitive list, you may be required to carry out other duties as required

1. Be a principal keyholder and undertake the day to day operational responsibility for all security activity within the site, also, when available be the first contact for the emergency services.
2. Check the cleanliness of the whole school site by monitoring cleaning staff and undertaking daily term time and periodic cleaning of allocated areas as appropriate. Help organise the summer cleaning programme.
3. Responsibility, with negotiation from a designated officer, for various out of hours work on evenings and weekends when it is related to school activities.
4. To routinely monitor the operation of the fire alarm, fire doors, lighting, heating, plumbing and security systems.
5. 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.
6. 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 & Safety guidelines.
7. To ensure the school grounds remain tidy and the equipment kept in good order, this will involve the adjustment of cleaning hours during the summer months. Clean external drains and gullies.
8. Order/purchase cleaning equipment and supplies within the budget agreed with school management ensuring value for money is obtained.
9. Ensure all allocated equipment and materials are stored safely in order to prevent potential accidents/misuse. To issue soap, toilet rolls and paper towels and such other items as required by the school.
10. Any other duties which reasonably fall within the purview of the post which may be allocated after consultation with the postholder

PERSON SPECIFICATION

Please ensure that you read the person specification carefully as this will be used to assess candidates as part of the shortlist and interview process.

Knowledge/Qualifications: (including professional body qualifications, NVQs etc and Training) – What does the postholder need to know in order to be able to carry out the role to the level required.

- Knowledge of Health and Safety regulations
- Qualification in Health and Safety desirable
- Knowledge and experience of appropriate use of cleaning materials and equipment
- NVQ Level 3 or equivalent (Grade 5/6 only)

Skills/Abilities: Problem solving, creative thinking, team working, quality focus, customer service, report writing, IT skills, people management.

- Good basic DIY capabilities and experience
- Team worker essential
- Customer care skills essential
- Flexible worker
- An ability to speak with confidence and accuracy, using accurate sentence structures and vocabulary.

Experience: type, level and length.

- Heating systems
- Security systems and procedures
- Management skills and experience (Grade 5/6 only)

Personal Qualities: or character relevant to the job such as ability to work as part of a team, a caring attitude, a good listener, a sense of responsibility, a positive attitude etc.

- Self motivated and positive “can do” approach
- Ability to work as part of a team
- High integrity
- Good customer focus