

JOB ACCOUNTABILITIES

Job Title: Site Controller L1	Job number / Grade ED 58 70 / Scale 3
Directorate : Education	Unit: Schools

JOB PURPOSE

In conjunction with the Head Teacher and admin team, ensure that school buildings and the school site are maintained to a high standard and are secure.

SCOPE OF JOB (Budgetary/resource control, impact)

Size of site: Main school building and hall plus grounds across 3 main areas
Operates during and outside of school opening hours (8am – 10:30am, 3 days a week).
Works both indoors and within the school grounds throughout the year.
Required to move furniture and deliveries, including heavy items.
Majority of working day is spent undertaking physical activities.
Variety of contacts including Head Teacher, staff, pupils and contractors, but majority of time will be spent working independently, as a lone worker.
May need to liaise with contractors whilst on site to ensure their safety and that of staff and pupils is maintained and that disruption to the daily routine of the school is minimised.
Ensures that the physical school environment is maintained to a standard that allows the school to function, in a compliant way, on a daily basis.
The postholder will acquire knowledge and information about staff and pupils through their day-to-day contact and must be discrete and maintain confidentiality at all times.

POSITION WITHIN UNIT STRUCTURE

Reports to Head Teacher

KNOWLEDGE, SKILLS & EXPERIENCE

General maintenance skills such as painting, minor carpentry etc

Able to juggle conflicting priorities and be able to resolve minor issues independently.

Must be physically fit, able to bend, lift and use step ladders.

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Ensure that the buildings and school site are secure, in order to prevent unauthorised entry and potential damage/theft. To take remedial action where required. This may include being on call for emergencies/alarm calls during school holiday periods.

Undertake minor maintenance and repairs such as painting, as required. This will include internal and external areas.

Agree with Head Teacher and/or admin team daily and weekly maintenance priorities and ensure work completed to required standard and within appropriate time scales.

Oversee general presentation of school grounds and take appropriate remedial action. Ensure that the grounds are safe for all users by clearing any debris, clearing snow / ice etc.

Ensure that all allocated equipment and materials are stored safely and securely in order to prevent unauthorised access and potential accidents/misuse.

Perform duties in line with Health & Safety rules and to take remedial action where hazards are identified. Where hazards are serious report to line manager immediately.

Complete required mandatory testing for fire alarms and emergency lighting, Legionella flushing and other checks required under health & safety rules.

Ensure that all records and associated paperwork are complete in line with the school's requirements and to meet processing deadlines.

Heavy lifting / moving of deliveries and furniture where required.

Ensure that all necessary training is completed in a timely fashion, as required. This is often completed online, so the ability to work with electronic communications is required.

Uphold the school's policies and procedures, including those with regard to safeguarding.

Provide the necessary information to complete a pre-employment enhanced DBS disclosure.

Post holder's signature _____ Name _____ Date _____

Manager's signature _____ Name _____ Date _____

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