



### **Assistant Site Controller – Job Description**

Salary Range:	Depending on qualifications and experience: scale point NJC05-NJC15 (£24,539 – £ 28,842pa)
Hours:	37 hours per week, full time, 52 weeks per year (full time) on a split shift basis with hours between 7:00 and 18:00.
Term:	All year round, permanent with 6 months' probation period
Responsible to:	Facilities Lead

We are looking to recruit a friendly, enthusiastic and highly committed Assistant Site Controller who will ensure that our children are in a safe, clean and healthy environment. You will be an important member of our school team and have a positive approach to this key role. We are a vibrant, thriving school with great opportunities for professional and personal development. Applications from all genders equally welcome.

#### **Key areas of responsibility**

- To work in partnership with and under the direction of the Facilities Lead
- To undertake the supervision of the school premises during lettings outside of normal school hours as may be necessary from time to time
- To undertake cleaning duties as required
- To ensure that the buildings and school site are secure, particularly out of school hours
- To undertake, organise or request as needed general maintenance of heating, lighting, plumbing and security systems to ensure they operate safely and efficiently
- To ensure that all allocated equipment and materials are stored safely and securely to prevent unauthorised access and potential accidents/misuse or loss
- To undertake minor repairs within your abilities as required
- When required to liaise with the Facilities Lead regarding school lettings, arranging facilities as specified by the hirer
- To ensure the hirer is satisfied with the facilities; cleaning away and securing the area at the end of the session
- To perform duties in line with Health and Safety requirements
- To take prompt remedial action where hazards are identified
- To report serious hazards to the Facilities Lead immediately or in their absence the Senior Site Controller or school office
- To maintain appropriate records for the fire alarms system, fire extinguishers, intruder alarm and other Health & Safety Issues under the direction of the Facilities Lead
- To support in any required gardening, pruning or grass cutting
- To support the transport of pupils by driving the school minibus as required

- To maintain confidentiality in all aspects of school life including any work undertaken at school

### **Competencies**

- Candidate must have a good command of spoken and written English
- Ability to communicate effectively with colleagues, visitors and pupils
- Ability to work on own initiative within a framework of direction
- Ability to work independently and as part of a team
- Flexibility
- Ability to monitor supplies and arrange for their re-order
- Ability to operate the security, heating and lighting systems
- Awareness and knowledge of health and safety and understanding of manual handling
- Knowledge of and ability to take precautions in handling cleaning products
- Ability to undertake basic DIY
- Ability to display work within manual handling guidance
- Ability to work at heights from ladders or staging after suitable training
- Able to drive a minibus
- Able to drive a lawn tractor

### **Qualifications, Training and Development**

#### **Essential:**

- Good Literacy and Numeracy Skills
- Good communication Skills
- Basic DIY skills
- Able to use ladders when replacing light bulbs etc.
- Clean Driving licence

#### **Desirable:**

- 4 day working safely course IOSHH or equivalent
- Awareness of health and safety issues

**The school is committed to safeguarding children and young people. All postholders are subject to a satisfactory enhanced Criminal Records Bureau disclosure.**