

JOB DESCRIPTION



READING BOROUGH COUNCIL The Kennet Federation	Department/Directorate: Education
Post Reference No:	Location: Katesgrove & Southcote Primary Schools
Job Title: Site Controller	RG Grade Range: RG4

JOB PURPOSE

Under the guidance of the Premises Manager, assist with the responsibilities for security, maintenance and facilities management of the school premises. Supervision of the cleaning contractors and other caretaking staff, external contractors on-site ensuring good working practises, strong health and safety regime, good working practices on all the school's premises, and careful energy management. Reporting to the Premises Manager, Head teacher and School Business Manager.

DESIGNATION OF POST AND POSITION WITHIN DEPARTMENTAL STRUCTURE

Line managed by Premises Manager
Responsible to Premises Manager, SBM, Head teacher and Governors
Contacts: teaching and support staff, finance assistant, cleaners, kitchen staff, children, parents, governors, LA officers, contractors, security firms.

MAIN DUTIES AND RESPONSIBILITIES

Health and Safety

- Promote and ensure the health and safety of pupils, staff and visitors at all times.
- Assist with daily, weekly and monthly checks on the school buildings and fire safety equipment as required.
- Ensure weekly health and safety checks of all areas of the school completing all necessary paperwork and reporting any concerns to the Premises Manager.
- With Senior Management assist with carrying out fire drills at agreed intervals and ensure signage is correct.
- Ensure that emergency exits are free of obstruction and operable.
- Participate in Governors' site safety tours.
- Act in the event of an emergency responding in accordance with the procedures laid down in the school's emergency plans.
- Take appropriate action and provide access for emergency services in the event of fire, flood, breaking and entering, accidents or any other major incidents during the school day (key holding company is employed for out of hours' access)
- Assist with undertaking safety audits of the premises.
- Ensure the safe storage of chemicals and ensure all those using them have data sheets and safety instructions for each product; maintain the COSHH register.
- Ensure that all allocated equipment and other materials are stored safely in order to prevent potential accidents/misuse.
- Ensure all allocated equipment is in a safe and working condition (visual check). Suspect equipment should be taken out of service and reported to the Premises Manager.
- Undertake, act and advise on risk assessments made on site, where appropriate, to ensure safe working practices.
- Ensure appropriate safety notices in place through the site.

- Ensure routine and regular checks of all heating and water systems in school, including legionella checks are done and results recorded.
- Monitor the condition of asbestos, following the asbestos management plan, throughout the school premises.
- Assist the Premises Manager as a point of contact for contractors on school sites ensuring that they have access to the relevant H&S, safeguarding and asbestos information. Co-ordinate access arrangements to ensure that the site is secure at all times.
- Work alongside the Premises Manager to oversee the daily work of contractors working on site during both school term time and holiday periods, ensuring they are complying with school policies and guidance and keeping site clear of any hazards.

Security

- Be a principal key holder with the day to day operational responsibility for security activity within the site.
- Open/Close the school premises on a daily basis and as required outside of term time
- Ensure that the site is suitable for occupation when opening up.
- Ensure that arrangements are in place so that the site is made safe each evening- including locking windows, doors, etc. and that the alarm set.
- Operate and respond to alarm systems where appropriate
- Maintain information about the appropriate services to contact and act as a point of contact in emergency callout situations

Maintenance

- Conduct general maintenance and carry out repairs e.g. fixtures and fittings, painting and decoration
- Assist with managing schedules to ensure that routine checks and rolling cleaning programmes are completed.
- Assist with the operation of a preventative planned maintenance programme and for routine inspections of the buildings, fixtures, fittings, furniture, premises and grounds to assess for minor works or repairs required to maintain safe conditions.
- Operation and maintenance of heating and plant lighting systems.
- To oversee and monitor the electrical testing of portable electrical appliances and to maintain the appropriate records.
- To commission, oversee and follow up as required reactive maintenance by Reading Borough Council and specialist contractors.
- Cordon off hazard areas as necessary and ensure no unauthorised access is possible; clear up and make safe the site after unexpected damage flooding, fire, vandalism. To clear and make safe the site after unexpected damage such as that through flooding, fire, vandalism etc. including temporary repair to minor damage to building.
- Respond to issues raised by staff

Cleaning and caretaking

- Allocate and monitor work for cleaners and caretakers.
- Contribute to the planning, development and monitoring of premises services and supervision, training and appraisals of caretaking/cleaning staff and contractors.
- Check the cleanliness of the whole school site and assist with organising daily term time and periodic cleaning to allocated areas as appropriate.
- Assist with holiday cleaning programmes for cleaning staff.
- Undertake specific cleaning duties such as graffiti removal, litter picking.
- Collection and assemble waste for collection.
- Emergency spot clean when cleaners are not in attendance.
- Monitor performance of contracts
- Liaise with and advise contractors on school/site layout including location of items to be repaired and service points.
- Respond to cleaning/caretaking issues raised by staff

Porterage

- Receive goods in the school, assembling where necessary
Set up meeting areas or staging and prepare for school events as required; clear as required
- Allow access for external lettings as required, moving furniture and equipment as necessary and restoring to original state
- Arrange deliveries to the school site at times that do not interfere with teaching
- Monitor stock levels and order equipment and supplies, Issue soap, toilet rolls, tissues, cleaning materials and other such items as required by the school.

Other responsibilities

- Assist with the keeping the school grounds tidy and outdoor equipment in good order, including clearing snow from paths and taking precautions against ice. Keep external drains and gullies that are accessible from ground level clear.
- Occasional out of hours work on evenings and weekends when it is related to school activities, including supervision of lettings and associated cleaning, as negotiated with the Premises Manager and Head of School
- Be aware of water, electric and gas circuits and control valves, in order to operate them in cases of emergency.
- Contribute to planning, development and organisation of systems/procedures/policies.

DUTIES BEYOND THE GATEWAY:

- Work towards NVQ4 in cleaning- preferred, but not essential or have equivalent experience
- Complete security risk assessment including advising Head on how to minimise risks
- Ensure supervision of contractors on site
- Manage team of site support staff including Caretaker
- Operate as part of the management team - reporting to Head Teacher
- Arrange service and maintenance tenders
- Prepare specification for contracts for tender
- Commission the maintenance and upkeep of any specialist sports equipment
- Hold regular Team Meetings with Support Site Staff and regular 1-1 meetings with Caretakers
- Represent site support staff at appropriate meetings with Leadership.

SCOPE OF JOB (Budgetary/Resource control, Impact)

SPECIAL/OTHER REQUIREMENTS or RESPONSIBILITIES OF THIS POST

What level of DBS check is required for this post ? : Please tick one from the list below

No check required

Basic (GCSX only)

Standard

Enhanced without a check of the barring list(s)

***Enhanced with a check of the barring list(s)**

If *, does the post require a check against the list of people barred from working with vulnerable adults? **NO**

If *, does the post require a check against the list of people barred from working with children? **YES**

Is this post 'politically restricted'? **NO**

What Level H&S Responsibilities are applicable to this post? **LEVEL 2**



PERSON SPECIFICATION



READING BOROUGH COUNCIL	Department/Directorate: Education
Job Title: Katesgrove and Southcote Primary School Site Controller	Post Reference No:

QUALIFICATIONS/EDUCATION/TRAINING:

- Good levels of Literacy and Numeracy.
- Practical handyman skills necessary to undertake general building maintenance, minor repairs and portering duties.

EXPERIENCE:

- Experience and understanding of the day to day management of a public building, including heating, lighting, cleaning and maintenance.
- Experience of maintaining security in a public building.
- Knowledge and understanding of Health and Safety issues and legislation.
- Experience of managing others, instructing and communicating expectations and of working in a team.
- Experience of managing small building projects.
- Experience of dealing with school children and staff; members of the public; representatives of the LEA, contractors and suppliers.

SKILLS, ABILITIES AND COMPETENCIES:

- Ability to follow instructions, organize and prioritise workload.
- Ability to be self-directed and motivated and work on own initiative.
- Ability to communicate effectively with all members of the school community.
- Ability to maintain all relevant paperwork and to prepare reports as required.
- Ability to deal on a credible level with building contractors, to organise tenders and report to Governing Body.
- Evidence of organisational and management skills including the ability to plan, schedule, monitor and evaluate work on own initiative.
- Ability to work to deadlines.
- Good health and attendance record.
- Willingness to support the school ethos and policies.
- Willingness to undertake further training as required.
- Practical approach to problem solving.

SPECIFIC WORKING REQUIREMENTS:

- Must be prepared to be a key holder.
- No criminal convictions