

BRACKNELL FOREST COUNCIL**JOB DESCRIPTION**

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| Job Title: Assistant Site Controller | Section/Location: |
| School: Garth Hill College | Grade/Salary Range: BG-J (SCP 4-6) |
| | Working Pattern: 45 hours per week |

JOB PURPOSE

To be responsible for the maintenance and security of the school premises and site, ensuring a safe environment.

DESIGNATION OF POST AND POSITION WITHIN SCHOOL STRUCTURE

Responsible to the Site and Events Manager
Garth Hill College

MAIN DUTIES AND RESPONSIBILITIES

- Ensure that buildings and the site are secure, including during out of school hours and take remedial actions if required. Including locking and unlocking of buildings at predetermined times
- Act as the designated key holder for the school premises, providing out of hours and emergency access to the school site (as agreed with the Principal)
- Undertake regular health and safety checks of buildings, grounds, fixtures and fittings, (including compliance with fire safety regulations) and equipment, in line with other schedules
- Undertake repairs and maintenance of the buildings and site
- Monitor consumables and stock and order supplies as necessary
- Undertake general portage duties, including moving furniture and equipment within the school
- Ensure a satisfactory school environment, including carrying out cleaning duties when necessary; keeping the school grounds clean and maintained
- Ensure the operation and maintenance of specialised equipment following training
- Reference should also be made to the Site Controllers' Scheme
- Other duties as may be necessary with the nature of the post

SCOPE OF JOB (Budgetary/Resource Control, Impact)

- The post holder is responsible for ensuring that the school child protection policy is adhered to and concerns raised in accordance with this policy.

**BRACKNELL FOREST COUNCIL
PERSON SPECIFICATION**

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| KEY CRITERIA | ESSENTIAL | DESIRABLE |
|---|---|------------------------------|
| Qualifications And Training | <p>Knowledge/skills equivalent to current national qualifications (NVQ) level 2</p> <p>Or relevant experience</p> <p>Qualified First Aider (training provided by the College)</p> | |
| Competence Summary (Knowledge, abilities, skills, experience) | <p>Knowledge and expertise in minor maintenance and repair</p> <p>Knowledge of policies and procedures for health and safety, security and alarm systems</p> <p>Ability to communicate with school staff</p> <p>Good communication skills (written and verbal)</p> <p>To have a flexible approach and be able to prioritise</p> | |
| Work-related Personal Requirements | <p>A friendly and supportive attitude towards students, staff and other members of the school and wider community</p> <p>Flexible approach to work and committed team-player</p> <p>Enthusiasm for education and working in a school community</p> | |
| Other Work Requirements | <p>Physically able to use cleaning equipment and move or lift furniture.</p> <p>Suitability to work with children.</p> <p>Full UK Driving Licence</p> | Driving licence with D1 & C1 |