Kennel Lane School

Valuing Achievement
Encouraging Independence

Assistant Site Controller

The Corvus Learning Trust is incorporated in England and Wales
Company number 11045796
Registered Office: Edgbarrow School, Grant Road, Crowthorne, Berkshire RG45 7HZ

Job Title: Assistant Site Controller Level 1	Section/Location: Kennel Lane School
School: Kennel Lane School	Grade/Salary Range: BG J: 3 – 6
Working Pattern: working hours 37 hours per week between 08.00 – 17.30	Reports to: Headteacher, Site Controller and HR Business Manager

JOB PURPOSE

To create a safe and welcoming environment for learners, colleagues and other visitors, by maintaining a clean, well organised and secure school site.

We are committed to training and supporting our employees with their professional development and will support the post holder through various training opportunities.

MAIN DUTIES AND RESPONSIBILITIES

- Through attentiveness and vigilance ensure that buildings and the school site are secure; including during out of school hours, taking remedial action if required.
    - This may include locking and unlocking of buildings at predetermined times
- Act as a key holder for the school premises, when required, providing out of hours and emergency access to the school site
- 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 including but not limited to;
    - Maintenance of greenery across the school
    - General repairs and projects
    - Hygiene and cleanliness; e.g. maintain stock levels for all hygiene/sanitation products across the site
- Monitor consumables and stock and order and report stock levels to the Site Controller for replenishment
- Undertake general portage duties, including moving furniture and equipment within the school
    - This includes but is not limited to; taking deliveries to appropriate locations within school and helping move furniture
- 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
- Supporting with site traffic management, maintaining a safe environment during key operational hours
- Support with supervision of works, during school hours, to prevent learners accessing unsafe areas
- Supervise and escort contractors across the school during term time, to maintain a safe and secure site, in line with relevant safeguarding policies
- Such other duties as may from time to time be necessary, compatible with the nature of the post

Desirable

- Support by driving school vehicles to transport learners and colleagues to and from local trips and or activities

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

This is not an exhaustive list of responsibilities for this post and should only be taken as an indication of what to expect. Such other duties as may from time to time be necessary, compatible with the nature of the post

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TRAINING AND DEVELOPMENT

We will support the post holder with training for the following areas (depending on requirements):

- Pool training
- Traffic awareness training
- Fire safety training
- Health and Safety
- Grounds maintenance
- PAT testing
- Basic DIY skills e.g.
    - Plaster boarding
    - Tiling
    - Fixing and maintaining site and fixtures and fittings
    - Carpentry
    - Plumbing
    - Grounds maintenance
- Opportunity to mentor and guide learners as part of the schools Life Skills pathway

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PERSON SPECIFICATION

KEY CRITERIA	ESSENTIAL	DESIRABLE
Qualifications And Training	Knowledge/skills equivalent to current national qualifications (NVQ) level 2 Or relevant experience	
Competence Summary (Knowledge, abilities, skills, experience)	Knowledge and expertise in minor maintenance and repair Knowledge of policies and procedures for health and safety, security and alarm systems Ability to communicate with school staff Good communication skills (written and verbal)	
Work-related Personal Requirements	A friendly and supportive attitude towards students, staff and other members of the school and wider community Flexible approach to work and committed team-player Enthusiasm for education and working in a school community in a school community	
Other Work Requirements	Physically able to use cleaning equipment and move or lift furniture. Suitability to work with children.	Clear driving licence—ability to drive mini bus