BRACKNELL FOREST COUNCIL

JOB DESCRIPTION

Job Title: Site Controller Level 2	Section/Location: Education
School:	Grade/Salary Range: BG-I (SCP 6-14)
F1b	Working Pattern:39 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 Estates and Facilities Manager/ Headteacher

MAIN DUTIES AND RESPONSIBILITIES

- Ensure that buildings and the site are secure, including during out of school hours, and take remedial actions if required
- Locking and unlocking of buildings at predetermined times
- To occasionally work across different sites belonging to Bonitas Trust
- Act as the designated key holder for the school premises, providing out of hours and emergency access to the school site as necessary
- 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, and maintain accurate records
- Monitor effective running of after school clubs/rentals and hire.
- Undertake repairs and maintenance of the buildings and site to a high standard
- Monitor consumables and stock and order supplies using best value principles as required
- Undertake general portage duties, including moving furniture and equipment within the school and its grounds
- Ensure a satisfactory school environment, including carrying out cleaning duties when necessary; liaising with grounds maintenance staff; keeping the school grounds clean and maintained
- Liaising with and being the first point of contact for contractors on site
- Monitor the work of the maintenance team to ensure a high standard of cleaning
- Ensure the operation and maintenance of specialised equipment following training
- Order and maintain stock of cleaning, reprographics, consumables and maintenance inventory and equipment.
- Contribute to the management of the premises budget
- Adherence to all aspects of the Site Controllers' Scheme
- Other duties as may from time to time be necessary, compatible with the nature of the post
- Demonstrate commitment to the school's safeguarding processes and procedures