



THE HOLT SCHOOL JOB DESCRIPTION

Job Title: Assistant Site Controller	Name:
Reports to: Facilities Manager	Reviewed: March 2026
Grade/Pay Scale: 3	Hours of work/FTE 37hrs p/w
Employment Statue Permanent	

To work with the Facilities Manager and Assistant Site Controllers to be responsible for the day-to-day operation, security, safety, cleanliness and general maintenance of the school site and buildings in order to meet the needs of the Governing Body and the Co-Headteachers.

At The Holt School this will involve:

- Working as part of a team with the Facilities Manager and Assistant Site Controller as well as being able to work on your own.
- Working from Monday to Friday. Hours of work may vary between 6.30 a.m. and 7.30 p.m. depending on shift. Some occasional overtime may be required to provide holiday cover and/or weekend emergencies but this will be by negotiation with the post holder
- Day to day tidying so that the school buildings and site are maintained and presented to a high standard undertaking more specific cleaning duties as required. Duties will include daily litter patrols and collections
- Ensuring consumables are replenished as required across the site, ensuring any shortages are reported to the Facilities Manager for re-ordering
- To ensure the inventory of all non-IT assets is maintained on Parago and an annual inventory check is conducted, under the direction of the Facilities Manager
- Assisting in the delivery of goods into the school, recording receipt and for their storage and transport around the school site as necessary.
- Undertaking the locking/unlocking of the school site on a rota basis as directed by the Facilities manager.
- Assisting with site security by escorting visitors and reporting any incidents where intruders are on the site.
- Accompany contractors whilst on site, as directed by the Facilities Manager.
- Having an awareness of health and safety at the school and bringing health and safety issues to the attention of the Facilities Manager.
- Undertake statutory compliance checks on the school site as directed by the Facilities manager, ensuring these are recorded on Parago. Training will be provided.
- Ensuring the maintenance of the school site and buildings by undertaking painting and decorating, minor plumbing tasks and general repairs as required.
- Undertake training to meet statutory requirements, including regular training on all equipment used on site
- Undertake first aid training appropriate to the role
- Moving furniture and assistance with IT setup as directed to enable examinations and other school activities to take place.
- Managing the re-cycling of paper and cardboard
- At times there may be other users on site whilst the Assistant Site Controller is on duty, either during term-time or during school breaks. During these sessions, the postholder will be on call to provide support and assistance to the users as required, ensuring the site is cleaned both before and after each let, and that all health and safety and security procedures (including signing in) are followed. For all matters relating to the letting of the school site, refer to the Facilities Manager

This is not an exhaustive list of the duties required. Other duties may be required as the need arises and will be allocated by the Facilities Manager.

Signed: Date

Post Holder

Signed: Date

Co-Headteacher