



Maiden Erlegh Trust
Job Description

Role	Assistant Site Controller	School/Department	Please refer to advert
Grade	Grade 4, scp 7-11	Reports to	School Business Manager/Trust Estates Manager
Job Evaluation Code	MET032	Hours of work	Please refer to advert
Purpose	<ul style="list-style-type: none">• To act as a driver of the school minibus to collect and return students before, during and after the school day.• To ensure compliance with Health & Safety requirements and support the School Business Manager with maintaining compliance records.• To undertake a range of duties with regards to the grounds, buildings, environment and maintaining the health, safety and security of all site users.• Ensuring essential works and maintenance work are completed on a priority basis under the general direction of the School Business Manager.• To provide a safe working and learning environment for staff and students.		
Scope	Staff responsibilities: None	Financial accountability: N/A	
Relationships	The postholder will garner positive relationships with a range of stakeholders. These will include, but are not limited to, school leaders and colleagues in other Trust schools, school staff, students, parents/carers and external agencies as required.		
Supporting Maiden Erlegh Trust	The postholder will be required to work across all Cranbury College sites and act as a minibus driver as directed to meet operational needs. This is a mandatory requirement of the role. The postholder may occasionally be required to support other schools in the Trust.		

Main duties and responsibilities

1. Support the School Business Manager with site related H&S requirements, maintaining up to date records using online systems such as Microsoft Excel, Word and SharePoint. Areas include, but not limited to;
 - Fire safety
 - Gas safety
 - Legionella management
 - Mechanical & Electrical
 - Security/Access control
 - Grounds
 - Cleaning
 - PPE
 - CoSHH
 - Working at height
 - Manual handling
 - Lone working
2. Practical and pro-active hands-on involvement in maintenance requirements. Offering the most cost-effective solution. Undertaking minor repairs and maintenance tasks which are within the post holder's competence.
3. Keeping corridors and stairwells clear of all rubbish and obstructions; removing furniture, cardboard and rubbish to the appropriate skips or bins for recycling or waste.
4. Keeping the grounds tidy, clear of rubbish, build-up of leaves etc.
5. Carry out cleaning duties in the absence of cleaning staff.
6. Looking after the school minibus and other vehicles, carrying out checks where necessary.
7. Support daily as a minibus driver for student collection and returns across the Reading and wider communities.
8. Being a key holder of the school. This could involve having to respond to unforeseen events outside of normal working hours such as security alarm response.
9. Maintaining a working knowledge of the Intruder and Fire alarms systems.
10. Setting and disarming the intruder alarm at times laid down and report any faults or failures as requested.
11. Using the school CCTV network for security and to assist staff in reviewing incidents.
12. Carrying out relevant H&S checks such as legionella management, fire alarm testing, emergency light tests under the guidance of the School Business Manager and Trust Estates Manager.
13. Supporting the school leadership team with fire drills, emergency evacuations and lockdowns.
14. Being prepared to work flexibly, undertaking aspects of colleagues' work of a similar
15. or lower level of complexity, in order to ensure:
 - Cover of the school's needs throughout the day;
 - Appropriate cover for colleagues when absent for any reason.
16. To be available for lettings and school events outside of normal school hours to met the needs of the school.
17. Creating and maintaining positive and supportive relationships with staff, parents, business, community and other stakeholders.
18. Engaging with appropriate training opportunities to promote professional effectiveness in this role.
19. Retaining confidentiality about all aspects of school life.

Any other duties that reasonably fall within the purview of the post, which may be allocated after consultation with the postholder.

Other requirements and responsibilities	Enhanced DBS clearance required.
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The Trust retains the right to implement changes in job descriptions and person specifications to reflect changes in the demands of the post. Where this is necessary this will be done in consultation with you.

Maiden Erlegh Trust is an Ethical Leadership Pathfinder organisation and we are committed to safeguarding, equality and promoting the welfare of children and young people. We are also committed to having the highest expectations of pupil/students and staff, and supporting everyone to reach their full potential. All employees of the school and Trust are expected to share these commitments. All posts require satisfactory employment checks and references and a satisfactory enhanced Disclosure and Barring Service check. All Leadership roles will require a Section 128 check.

Signed: _____
Post holder

Date: _____

**Maiden Erlegh Trust
Person Specification**

Role	Assistant Site Controller	School/Department	Please refer to advert
Qualifications, training and education	<ul style="list-style-type: none"> • First Aid qualification desirable but not essential 		
Experience	<ul style="list-style-type: none"> • Demonstrable experience of working in a similar environment • Knowledge of Health and Safety in relation to Buildings Maintenance • Knowledge and experience of maintenance of buildings 		
Skills and abilities	<ul style="list-style-type: none"> • A sense of responsibility and ownership • Ability to take initiative and work independently • Ability to work within a team environment • Excellent communication and interpersonal skills • Strong IT skills - including Outlook and Microsoft platforms • Ability to prioritise tasks • Confidentiality at all times • A pro-active and flexible approach to work • A commitment to self-development and a willingness to learn and develop personal skills 		
Requirements specific to the role	<p>All staff and volunteers are expected to be committed to safeguarding, equality and promoting the welfare of children and young people.</p> <p>To ensure awareness of local safeguarding policies and procedures and to report any concerns or information received as required.</p> <p>To work across all Cranbury College sites and act as a minibus driver as directed to meet operational needs.</p>		