



**Job Description**

<b>Role</b>	<b>Assistant Site Controller</b>	<b>School/Department</b>	Trust School
<b>Grade</b>	Grade 4, spinal points 7-11	<b>Reports to</b>	Site Manager/ SBM/Trust Estates Manager dependent on setting
<b>Purpose</b>	To undertake a range of duties relating to the grounds, buildings and environment, ensuring the health, safety and security of all site users, that essential maintenance and compliance activities are completed in a timely and effective manner, and that the premises consistently provide a safe, clean and well-maintained environment that supports teaching, learning and wider school operations.		
<b>Scope</b>	<b>Staff responsibilities:</b>		<b>Financial Accountability:</b>
	None		No budgetary responsibility.
<b>Key accountabilities</b>	<p>Ensure that the school site is safe, secure and compliant with all relevant health and safety requirements through effective monitoring, maintenance and record keeping, supporting a safe working and learning environment for all users. Support the delivery of teaching and learning by maintaining facilities, responding to operational needs and ensuring that the environment is fit for purpose and conducive to learning to support effective teaching and learning environments.</p> <p>Maintain the cleanliness, presentation and functionality of the site, ensuring that buildings and grounds are kept to a high standard at all times.</p> <p>Provide responsive and practical site support, including minor repairs and operational tasks, ensuring that issues are resolved efficiently and with minimal disruption to school activities.</p> <p>Contribute to the effective day-to-day operation of the school through flexible working, collaboration with colleagues and participation in training and development.</p>		
<b>Relationships</b>	The postholder will build positive, professional relationships with a wide range of stakeholders, including Trust and school leaders, colleagues across Maiden Erlegh Trust, students, parents and carers, plus external partners. These relationships are central to		



	<p>creating a collaborative, supportive environment that enables shared success and strong outcomes for all.</p>
<p><b>Supporting Maiden Erlegh Trust</b></p>	<p>The postholder may occasionally support other Maiden Erlegh Trust schools, promoting collaboration, professional growth, and the sharing of effective practice. This cross-Trust work provides opportunities to learn from colleagues, contribute to improvement initiatives, and strengthen our community.</p>
<p><b>Main duties and accountabilities</b></p>	<p><b>Teaching and Learning</b></p> <ul style="list-style-type: none"> <li>• Support teaching colleagues by ensuring that learning environments are safe, well-maintained and operationally ready for use.</li> <li>• Respond to site-related requests that enable the smooth delivery of lessons and school activities.</li> </ul> <p><b>Assessment</b></p> <ul style="list-style-type: none"> <li>• Monitor and record site-related compliance checks and maintenance activities, ensuring accurate and up-to-date records are maintained to demonstrate compliance to ensure compliance and audit readiness.</li> </ul> <p><b>Behaviour Management and Student Wellbeing</b></p> <ul style="list-style-type: none"> <li>• Maintain a safe and secure site, including the management of access, security systems and key holding responsibilities.</li> <li>• Support fire drills, emergency evacuations and lockdown procedures, ensuring site readiness and compliance with safety protocols to support the safety and wellbeing of all site users.</li> <li>• Ensure that hazards, defects or concerns are identified, reported and addressed promptly.</li> </ul> <p><b>Pastoral and Inclusion</b></p> <ul style="list-style-type: none"> <li>• Contribute to a safe and inclusive environment by maintaining clean, accessible and hazard-free buildings and grounds.</li> </ul> <p><b>Trust Culture</b></p> <ul style="list-style-type: none"> <li>• Build and maintain positive and professional relationships with colleagues, students, parents and external stakeholders.</li> <li>• Engage with training and development opportunities to improve professional effectiveness.</li> <li>• Work collaboratively and flexibly, supporting colleagues and wider Trust needs where required.</li> </ul>



	<p><b>Other</b></p> <ul style="list-style-type: none"><li>• Support the Site Manager with site-related health and safety requirements, maintaining up-to-date records including fire safety, gas safety, legionella management, mechanical and electrical systems, security and access control, grounds, cleaning, PPE, COSHH, working at height, manual handling and lone working.</li><li>• Undertake minor repairs and maintenance tasks within the postholder's competence, identifying cost-effective solutions where appropriate.</li><li>• Keep corridors, stairwells and external areas clear of rubbish and obstructions, ensuring appropriate disposal and recycling of waste.</li><li>• Maintain the cleanliness and general tidiness of the school grounds, including removal of leaves and debris.</li><li>• Carry out cleaning duties in the absence of cleaning staff.</li><li>• Act as a key holder, including responding to alarms or emergencies outside normal working hours where required.</li><li>• Maintain a working knowledge of intruder and fire alarm systems and report any faults.</li><li>• Set and disarm alarm systems as required and report issues promptly.</li><li>• Where applicable, use CCTV systems in line with policy to support site security and incident review.</li><li>• Carry out routine health and safety checks, including legionella, fire alarm and emergency lighting tests under the direction of the Site Manager.</li><li>• Support the maintenance and basic checks of school vehicles, including the minibus where applicable.</li><li>• Provide support for lettings and school events outside of normal working hours as required.</li><li>• Maintain confidentiality in all aspects of school life.</li><li>• Work flexibly to support operational needs, including covering duties of a similar or lower level and supporting colleagues across sites where required.</li><li>• Support offsite activities, including driving duties where appropriately authorised.</li><li>• Undertake any other duties that reasonably fall within the scope of the role following consultation with the postholder.</li></ul>
<b>Other requirements and responsibilities</b>	<ul style="list-style-type: none"><li>• Enhanced DBS clearance required.</li></ul>



**Person Specification**

<b>Role</b>	Assistant Site Controller	<b>School/Department</b>	Trust School
<b>Qualifications, training and education</b>	<ul style="list-style-type: none"> <li>• First Aid qualification desirable but not essential.</li> </ul>		
<b>Skills and abilities</b>	<p><b>Technical skills</b></p> <ul style="list-style-type: none"> <li>• Demonstrable experience of working in a similar environment</li> <li>• Knowledge of health and safety in relation to buildings maintenance</li> <li>• Knowledge and experience of maintenance of buildings</li> </ul> <p><b>Communication</b></p> <ul style="list-style-type: none"> <li>• Excellent communication and interpersonal skills</li> <li>• Ability to maintain effective working relationships with a range of stakeholders</li> </ul> <p><b>Organisation and planning</b></p> <ul style="list-style-type: none"> <li>• Ability to prioritise tasks effectively</li> <li>• Ability to work independently and manage own workload</li> </ul> <p><b>Personal qualities</b></p> <ul style="list-style-type: none"> <li>• A strong sense of responsibility and ownership</li> <li>• Ability to work effectively as part of a team</li> <li>• Good IT skills including Outlook and Excel</li> <li>• Ability to maintain confidentiality at all times</li> <li>• A proactive and flexible approach to work</li> <li>• A commitment to self-development and willingness to learn and develop personal skills</li> </ul>		
<b>Requirements specific to the role</b>	<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>		

**Maiden Erlegh 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.**

<b>Signed:</b> Post holder	
<b>Date:</b>	



**MAIDEN ERLEGH**  
TRUST

Maiden Erlegh Trust is committed to safeguarding, equality and promoting the welfare of children and staff. We are also committed to being ambitious for all and supporting everyone to reach their full potential. All employees of the 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.