



JOB DESCRIPTION

TITLE:	Site Controller
GRADE/SALARY:	Grade G, £23,695 - £26,336 per annum
AREA:	Facilities
HOURS:	37 hours per week
REPORTS TO:	Head of Estates/Deputy Head of Estates
CAMPUS:	Windsor College
JOB PURPOSE:	To manage and undertake the operational premises and facilities support functions at the Campuses. To be based at the Windsor Campus when not required elsewhere. To operate at the three main Campuses to cover leave and other absence if required.

N.B. This job description is current at the date of issue. It will be reviewed annually and may be updated by the Head of Estates.

The main duties and responsibilities of the post include the following: -

1. To monitor and supervise external contractors, including cleaning, maintenance, grounds maintenance, catering etc.
2. To be responsible for such duties to support the Centre including portage, deliveries, removals, set-ups for exams and events, decoration etc.
3. To be responsible for ordering stock, including cleaning materials, maintenance materials, etc. as required.
4. To be a qualified First Aider (First Aid at Work Certificate) to support the Campuses.
5. To have regard to Health & Safety regulations and good practice and to manage operational Health & Safety issues such as emergency evacuations, portable appliance testing, statutory inspections, fire alarm tests/evacuation etc. To patrol Campuses regularly and check for Health & Safety hazards, etc.
6. To undertake cleaning as required both within and outside the building, including sweeping, emptying litter bins, replacing towels, etc. and to ensure the Campuses are cleaned to an acceptable level. To carry out emergency cleaning as required.
7. To undertake maintenance tasks as required both on a reactive and planned basis. To assist in undertaking an on-going programme of planned preventative maintenance.
8. To carry a two-way radio at all times and to respond to calls as directed as and when required.
9. To participate as necessary as a member of staff on the emergency call out rota.



10. To assist staff in the event of an emergency.
11. To assist in unlocking/locking of rooms as necessary within the buildings.
12. To liaise with and support the security team as required.
13. To support external lettings which may include the setting up of areas and the realignment of the areas back for college use avoiding any delay/conflict of use.
14. On occasion to unlock, lock the premises in the absence of security.
15. To be aware of the use and procedure of the intruder/Fire/lockdown alarms during emergencies and attendance outside of normal hours if required.
16. Such other duties as may be reasonably requested of the post holder, commensurate with the grade of the post.

Note

The post will be based at one of the current College campuses, but the duties of the job may require the post holder to work at any College campus or other location connected with the work of the College.

It is the College's policy to establish and maintain a Risk Register and a Risk Management Policy. It is a condition of your employment that you become aware of these documents and that you follow the objectives and procedures of good risk management in your areas of work.

The post holder is required to have a commitment to:

- The continuing development and implementation of the College's Diversity & Equality Policy.
- The management of risk within the College
- The health and safety of staff, students and visitors in general and the College's policies and procedures in particular
- The principles and procedures set out in the College's Safeguarding & Child Protection Policy
- The principles and procedures set out in the Data Protection Policy



PERSON SPECIFICATION

Site Controller

	Essential	Desirable	Source of Evidence
EDUCATION			
A Level 2 qualification (GSCE A-C or equivalent) in English (Please state this in your application form)	✓		AF
A Level 2 qualification (GSCE A-C or equivalent) in Maths (Please state this in your application form)	✓		AF
First Aid Training certification (or willingness to be trained)	✓		AF
EXPERIENCE			
Experience working within a busy team / environment	✓		AF / IV
Proven maintenance experience	✓		IV
Knowledge of correct manual handling procedure and experience implementing them.	✓		IV
Experience of dealing with/supervising external contractors	✓		AF/IV
Experience of ordering stock/managing stock levels	✓		AF/IV
Cleaning of premises, sweeping, emptying bins etc	✓		AF/IV
SKILLS / KNOWLEDGE / ABILITIES			
Proven computer literacy skills and a basic working knowledge of Microsoft outlook, Word & Excel	✓		AF / IV
Flexible approach to working practices including the ability to work effectively as a team member	✓		AF / IV
Proven organisational skills, ability to multi-task and to work under pressure, meet deadlines and to prioritise own workload.	✓		IV
Ability to carry out tasks including portage, cleaning, office moves and other general caretaking duties	✓		AF / IV
A good standard of verbal and written communication skills	✓		AF / IV
Awareness of Health & Safety and understanding of Equality & Diversity.	✓		IV

Key

Evidence of all of the elements marked AF or AF/IV must be present in the application form in order to be shortlisted for an interview

All of the elements marked IV will be assessed at interview

All of the elements marked AF/IV will also be assessed at interview

All or some of the elements may be assessed by the Test/Presentation

All or some of the above elements may be assessed at interview