

## GARTH HILL COLLEGE

**POST:** ASSISTANT SITE CONTROLLER  
**RESPONSIBLE TO:** SITE AND EVENTS MANAGER  
**LOCATION:** GARTH HILL COLLEGE  
**SALARY/GRADE:** BG J 13-16  
**HOURS:** 45 HOURS PER WEEK (TWILIGHT AND WEEKEND HOURS MAY BE REQUIRED)

### Hours of Duty

The working hours pattern will be as set out separately and may be changed in consultation with the post holder to meet developing demands of the college.

### Job Detail

The job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which the post holder will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.

### Job Purpose

To work in a team responsible for providing flexible support to the College regarding the operation, maintenance and security of the College site and buildings. This will involve ensuring that the College premises and site are as safe, conducive to health and attractive as possible, and that all facilities and equipment are maintained to an acceptable standard.

#### 1. **Security**

- 1.1. Be a key holder and assist the designated key holders, if required, in the event of emergency call-out.
- 1.2. To assist with the management of the security of the premises and contents at all times; unlock and lock up at times determined by the Site Manager and, if required, assist with the security of the premises following forced or illegal entry.
- 1.3. To monitor the activities of visitors and contractors' staff to ensure the security of the buildings and contents, and ensure that such visits do not unduly interrupt the work of the college. To be present at the opening and closing of the college, when rostered to do so, to assist staff, pupils and visitors.
- 1.4. To monitor any deficiencies in the fire and burglar alarms systems and fire equipment and respond accordingly with the Site Manager. Assist with the repair, recharge or resetting as appropriate and the maintenance of appropriate service records of all emergency equipment.
- 1.5. Carry out security procedures for the building and site and the routine and non routine opening and closing of the premises, including alarm calls by the police and emergency calls by the LA. Dealing with and responding to trespass and unauthorised parking on the college site.

#### 2. **Energy Management and Plant Operation**

- 2.1. Assist with the management of energy consumption and maintenance of records as required. Extinguish lights when not required.
- 2.2. Replace light sources as required using approved access equipment where necessary, except in those areas where contractors are needed.
- 2.3. Monitor the correct operation of heating plant equipment and facilities.

#### 3. **Porterage and Maintenance**

- 3.1. Receive, check and distribute deliveries in conjunction with the college office, ensuring that relevant documentation is lodged in the College office.
- 3.2. Ensure the efficient distribution and replenishment of consumables, e.g. soap, paper towels, toilet rolls etc, working with the Site Manager to update stock when reorder levels are reached.
- 3.3. Collect and distribute laundry.
- 3.4. Assist with the storage, movement and set out of furniture and equipment in accordance with the pattern of activities in the College, or requirements agreed with persons/groups using the premises.
- 3.5. Perform minor maintenance and repairs, which do not require specialist skills, to plant, equipment, furniture and fabric of the building including making good abuse of the premises.
- 3.6. Liaise with the Site Manager to respond effectively to any repairs or maintenance work required.

4. **Environmental Management**
  - 4.1. Clean up, effect minor repairs and make good after minor emergency situations.
  - 4.2. Work with the Site Manager to carry out the disposal of waste materials, equipment and furniture beyond repair.
  - 4.3. Subject to reasonable access, ensure that all gullies, gutters and rainwater pipes are clear and free running and that grease traps and drains are clear.
  - 4.4. Ensure that all emergency exits are in good working order and clear of obstructions.
  - 4.5. Ensure that all drives and approaches to the premises are kept clear of snow, ice and obstructions, and apply grit/salt as appropriate.
  - 4.6. Work with the Site Manager to carry out regular health and safety inspections.
5. **Cleaning of Premises**
  - 5.1. Maintain the cleanliness and upkeep of the premises during periods when cleaning contractors are not working.
  - 5.2. Ensure the regular and effective cleaning of designated areas not included in the cleaning contracts.
  - 5.3. Ensure that all hard areas, play areas, drives, surrounds and gardens are kept neat and tidy and free of litter.
  - 5.4. Cleaning, where necessary, specified areas of the college and soft furnishings in accordance with specifications laid down by the LA and to the standard required by the College.
6. **Contract Monitoring**
  - 6.1. At the direction of the Site Manager, assist in carrying out regular quality checks on grounds maintenance and cleaning contractors' work to ensure the highest standards are maintained.
7. **External Use of College Facilities**
  - 7.1. Monitoring and supervision of lettings as directed by the Site Manager.
  - 7.2. Ensure that all facilities are in a clean and acceptable state prior to the letting and that they are returned to the College in an acceptable state after use.
8. **Public Relations**
  - 8.1. Maintain good relationships with pupils, staff, visitors and users of the College's facilities.
  - 8.2. Visitor control during daytime and evening meetings, courses, events etc
9. **Maintenance of Facilities**
  - 9.1. At a non-specialist level, painting, non-structural repairs to walls and services and repairs to furniture.
10. **Working Practices**
  - 10.1. Ensure that own work is carried out in a safe manner incorporating any procedures set down by the Site Manager.
  - 10.2. Monitor all work carried out by others to ensure it is in a safe manner incorporating any procedures set down by the Site Manager.
  - 10.3. Ensure use of safety equipment where provided and necessary.
  - 10.4. Ensure that contractors do not carry out work in a manner that may be hazardous to other persons on the College site.
11. **Safety**
  - 11.1. To carry out the testing of portable electrical appliances and to maintain an accurate inventory.
  - 11.2. To identify any potential health and safety risks to pupils around the site that they may encounter, including when they are moving around the site before and after the normal college day, and at breaks and lunchtime.
  - 11.3. To effectively respond to any concerns identified in 11.2. Ensure all concerns are passed on to the Site Manager.
  - 11.4. To identify, any pupil's behaviour which may have health and safety implications and report any such behaviour to a member of staff on duty immediately.

**12. General**

- 12.1 Paying in money at the bank as required.
- 12.2 Driving the College mini bus as required, and subject to conditions, governing this activity.
- 12.3 Carry out duties as may be reasonably required by the College Governors, Principal, Vice Principals and Site Manager as required.
- 12.4 All employees working with children and young people have a responsibility for safeguarding and promoting their welfare.

11/01/19