

## **BRACKNELL FOREST COUNCIL SITE CONTROLLERS SCHEME**

### **Role**

The purpose of the role of Site Controller will be to provide flexible support to the school regarding the management, operation, and maintenance of the school site and buildings in order to meet the needs of the school. A standard job description has been prepared and is available from the School Management Website.

<https://schools.bracknell-forest.gov.uk/>

The Site Controller reports directly to the Headteacher/School Business Manager and works closely with him/her to ensure the smooth operation of the school. The Site Controller can be required to work from Monday to Saturday of each week and 30 hours a month in addition to the standard 39 hours a week for the salary paid. The additional hours can be used to cover lettings, security checks or other Site Controller duties at the discretion of the Headteacher/School Business Manager.

The key aspect of the role is to ensure that the school buildings and site are maintained to a high standard. This involves the Site Controller directly undertaking day to day maintenance in the school including decorating. In addition, the Site Controller will contact the appropriate contractor where necessary on behalf of the Headteacher/School Business Manager.

The Site Controller identifies through regular inspection and through notification by other members of staff work that needs to be undertaken and agrees a priority action plan in conjunction with the Headteacher/School Business Manager.

In addition the Site Controller is responsible for ensuring that the gardens, play and other outside areas are maintained in accordance with the directions of the Headteacher or School Business Manager. The Site Controller is also responsible for bringing to the attention of the Headteacher/School Business Manager any deficiencies in the performance of the grounds maintenance contract.

Where the school has a swimming pool the Site Controller is responsible for undertaking the related duties.

The Site Controller is required to monitor the work of the cleaning contractor, taking remedial action where appropriate including raising the problem with the contractors representative and the Headteacher/School Business Manager if the matter cannot be resolved. The Site Controller is also responsible for undertaking the cleaning of a specific area to the standards required by the Headteacher/School Business Manager and outlined in the cleaning specification.

The Site Controller is responsible for the security of the school site. The Site Controller and the Headteacher are the first persons to be contacted in the event of an emergency. The Site Controller may undertake regular patrols of premises and grounds and take appropriate measures to ensure the security of premises, staff and pupils. The Site Controller monitors fire and intruder alarm procedures and is a keyholder of the school. A residence may be provided adjacent to the school site to facilitate this aspect of the work.

When goods are delivered to the school site the Site Controller is responsible for receiving them, ensuring that they are transported to the appropriate storage location and portering them around the school site as necessary.

In accordance with the instructions of the Headteacher/School Business Manager the Site Controller is responsible for the efficient management of the heating systems in the school. This will include the operation of the boiler, associated plant and routine maintenance.

The Site Controller is responsible for the supervision, motivation and training of the Assistant Site Controller(s)/Caretaker ensuring their contribution to the management of the school site.

The Site Controller is responsible for coordinating the work of the Assistants taking day to day decisions on priorities and monitoring performance. This may require liaison with other departments in the school as necessary. The Site Controller is responsible for the administration of the team, i.e. keeping records of attendance, holidays, ordering equipment, assisting with the drawing up of training programmes and initiating and referring disciplinary matters. The Site Controller may interview with the Headteacher applicants for the Assistant Site Controllers/Caretaker posts.

The Site Controller will also ensure that the school has sufficient stocks of consumables i.e. cleaning materials. The Site Controller will be responsible for undertaking stocktaking duties and the rotation of stock.

The Site Controller is responsible for bringing any Health and Safety issues to the attention of the Headteacher.

The challenge of the post is to facilitate the smooth running of the school whilst ensuring that the standard of maintenance both of the school buildings, gardens and site are kept to a high level.

### **Hours of Work**

Site Controllers are required to work a minimum of 39 hours a week. This is made up of a standard 37 hours plus 2 hours a week contractual overtime.

Included in the salary paid, Site Controllers can be required to work an additional 30 hours a calendar month to undertake lettings, security duties or other related duties at the request of the Headteacher. Any hours required in addition to the standard 39 hours plus 30 hours a month will be paid at the appropriate overtime rate.

### **The Working Week**

It is envisaged that the normal working week will be from Monday to Friday, however, Site Controllers can be required to work on Saturdays. It is not envisaged that Site Controllers would be required to work every Saturday except for security duties if the school required it. The purpose of including Saturdays is to cover special events or for other purposes that cannot be undertaken easily during the normal working week.

The range of hours available in the standard working day will continue to be 6am to 6 pm. Hours worked outside these hours will either be taken from the 30 hours per month or paid as overtime.

The 30 hours per month are to be worked Monday to Saturday. Where regular Sunday overtime is currently worked, schools may need to review and, if necessary, revise these arrangements.

The additional hours can be used to cover lettings, security checks or other Site Controller duties at the discretion of the Headteacher.

## Rest Breaks

Schools must ensure their Site Controller gets regular rest breaks. Rest breaks will be a period of time when they are not required to attend work or be called upon to carry out any work. Where Site Controllers work a split shift arrangement during the day, it must be made clear to all school staff that the period between shifts is the Site Controller's rest break, and even if they live on site, they should not be called upon to work or to attend work. This will ensure the school is complying with the statutory regulations for regular rest breaks.

The same should apply to weekends, when the Site Controller, should be allowed a period of at least 24 hours rest, unless he/she has agreed to work overtime or responds to an emergency (see below).

## Emergency Call Outs

Site Controllers will, as part of their role, be expected on occasions to be called out to deal with an emergency at the school (ie to respond to an alarm) during out of hours. Schools will have a call out contact list and the Headteacher and Deputy Headteacher will usually also be on the contact list. The Site Controller is likely to be first to be called, especially if he/she lives on site. However alternative arrangements must be in place to ensure that if the Site Controller is unable to respond to the call (for example is out for the evening or away for the weekend), it will be diverted to another individual who will respond. The school may wish to use Forest Care to provide this service.

When the Site Controller is called to deal with such an emergency during his/her non working time, the school must ensure that compensatory time off is given.

## Grades

The scheme provides for three pay levels depending upon the square metreage of the school, **or the level of accountability/responsibility:**

- Scale J for schools under 3,500 square metres.
- Scale I for schools between 3,500 square metres and below 7,500 square metres.
- Scale H for schools 7,500 square metres and over.

Assistant Site Controllers/Caretakers would normally be paid Scale K, subject to school decision.

The annual salaries payable, including contractual overtime, can be found on the School Management Website.

## Rent

Deduction for rent will remain at the current figure of 10 per cent. However, the percentage will be based on the salary less the amount added for contractual overtime.

## Annual Leave

Annual leave will be as follows:-

Less than 3 years service at 1 April - in any year -	22 days
More than 3 years service at 1 April – in any year -	27 days

## **The Lettings Agreement**

In schools that adopt the Site Controllers Scheme, the lettings agreement no longer applies. It is for the Headteacher in discussion with the Site Controller to determine the most appropriate way of managing this aspect of the work.

## **Sickness and Annual Leave**

Site Controllers who are absent from school by reason of annual leave or sickness will be expected to work in a pro-rata basis a number of the additional hours required in that month.

For each of the following instances 1.4 hours for each day away from school should be deducted from the 30 hours per month required to be worked.

- i) Each day of annual leave
- ii) Each day of sickness
- iii) Where a Bank Holiday falls within the month