

Polehampton Church of England Schools



Executive Headteacher: Helen Ball BA (Hons), PGCE, NPQH

Polehampton C. of E. Junior School

Co-Heads of School: Liz Castell BA(Hons) QTS PGCertSEN and Helen Medcalf BA(Hons) PGCE

Site Controller

Site Controller, Grade 4, Spine Point between 7-11. £22,369-£24,054

This is a Full-Time position

Hours: 37 hours per week.

**We are looking for an enthusiastic, friendly, efficient and organised person to join our hard-working team.
Come and “let your light shine” at our wonderful school**

Our Site Controller is responsible for the day to day operation, safety, security and general maintenance and upkeep of the whole school to help enhance the learning environment for both children and staff.

Duties will include:

- Day to day operations of the site
- Supporting the Junior School in delivering development projects
- PPM tasks throughout

To be considered for this position you will need to:

- Be adaptable to aspects of the role
- Be efficient in completing tasks over short, medium and long term
- Be fully committed to being part of a hard-working team
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It would be an advantage if you

- Have had experience in the same or similar role
- Held a recognised trade qualification
- Held a recognised health and safety qualification.

As a member of The Keys Academy Trust, the successful applicants will have access to high quality professional development and career progression within The Trust.



Visits are warmly welcomed and encouraged.

Please contact the school office to make an appointment or to speak with the Operations Manager on 0118 941338.

Please visit our website for more information and an application form: www.polehampton.org.uk

Closing Date and Interviews:
Applications considered upon receipt

Application forms to be sent to admin@polehampton-jun.wokingham.sch.uk

This school is committed to safeguarding and promoting the welfare of children. We expect all staff and volunteers to share this commitment. All applicants will need to provide references prior to interview and have a full DBS check prior to starting work. We welcome applications from under-represented groups including ethnicity, gender, transgender, age, disability, sexual orientation or religion.