

## THE HOLT SCHOOL

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[www.holt.school.co.uk](http://www.holt.school.co.uk)

**Assistant Site Controller**  
**37hrs per week**  
**(Full time 52wks per year or Term time only)**  
**Permanent**

**Rate of pay: Grade 3 SCP 5-6**  
**£25,584-£25,989 FTE per annum**

**Start date: ASAP**

The Holt School is a popular and oversubscribed 11-16 girls and 16-18 co-ed comprehensive school, which became a single academy trust in July 2011.

The school is looking for someone to join our busy site team. Hours of work will vary between 6.30 a.m. and 7.30 p.m. Monday to Friday. Duties will include receipt and distribution of deliveries, maintenance tasks, assisting with the management of waste and re-cycling, keeping the site and grounds tidy including litter picking, moving furniture and equipment to enable school activities to take place. Some administration is required when dealing with deliveries.

The person needs to be flexible, able to communicate well with staff, students, visitors and contractors. The successful candidate will be a team player and work to a high standard.

**Please apply here: <https://mynewterm.com/jobs/136880/EDV-2026-HS-98741>**

**Please note that CVs will not be accepted.** Prospective applicants are welcome to telephone Mrs Katie Warner, HR Manager, for more information about this post.

The Holt School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be subject to a full Disclosure and Barring Service check.

**Closing date: Midnight, Tuesday 14<sup>th</sup> April 2026**

**We reserve the right to assess and interview on receipt of application.**



# THE HOLT SCHOOL JOB DESCRIPTION

<b>Job Title:</b> Assistant Site Controller	<b>Name:</b>
<b>Reports to:</b> Facilities Manager	<b>Reviewed:</b> March 2026
<b>Grade/Pay Scale:</b> 3	<b>Hours of work/FTE</b> 37hrs p/w
<b>Employment Statue</b> Permanent	

**To work with the Facilities Manager and Assistant Site Controllers to be responsible for the day-to-day operation, security, safety, cleanliness and general maintenance of the school site and buildings in order to meet the needs of the Governing Body and the Co-Headteachers.**

At The Holt School this will involve:

- Working as part of a team with the Facilities Manager and Assistant Site Controller as well as being able to work on your own.
- Working from Monday to Friday. Hours of work may vary between 6.30 a.m. and 7.30 p.m. depending on shift. Some occasional overtime may be required to provide holiday cover and/or weekend emergencies but this will be by negotiation with the post holder
- Day to day tidying so that the school buildings and site are maintained and presented to a high standard undertaking more specific cleaning duties as required. Duties will include daily litter patrols and collections
- Ensuring consumables are replenished as required across the site, ensuring any shortages are reported to the Facilities Manager for re-ordering
- To ensure the inventory of all non-IT assets is maintained on Parago and an annual inventory check is conducted, under the direction of the Facilities Manager
- Assisting in the delivery of goods into the school, recording receipt and for their storage and transport around the school site as necessary.
- Undertaking the locking/unlocking of the school site on a rota basis as directed by the Facilities manager.
- Assisting with site security by escorting visitors and reporting any incidents where intruders are on the site.
- Accompany contractors whilst on site, as directed by the Facilities Manager.
- Having an awareness of health and safety at the school and bringing health and safety issues to the attention of the Facilities Manager.
- Undertake statutory compliance checks on the school site as directed by the Facilities manager, ensuring these are recorded on Parago. Training will be provided.
- Ensuring the maintenance of the school site and buildings by undertaking painting and decorating, minor plumbing tasks and general repairs as required.
- Undertake training to meet statutory requirements, including regular training on all equipment used on site
- Undertake first aid training appropriate to the role
- Moving furniture and assistance with IT setup as directed to enable examinations and other school activities to take place.
- Managing the re-cycling of paper and cardboard
- At times there may be other users on site whilst the Assistant Site Controller is on duty, either during term-time or during school breaks. During these sessions, the postholder will be on call to provide support and assistance to the users as required, ensuring the site is cleaned both before and after each let, and that all health and safety and security procedures (including signing in) are followed. For all matters relating to the letting of the school site, refer to the Facilities Manager

This is not an exhaustive list of the duties required. Other duties may be required as the need arises and will be allocated by the Facilities Manager.

*Signed:* ..... *Date* .....

*Post Holder*

*Signed:* ..... *Date* .....

*Co-Headteacher*