

**St Paul's CE Junior School**  
Oxford Road, Wokingham, Berks. RG41 2YJ  
Telephone: 0118 978 5219  
email: [finance@stpauls.wokingham.sch.uk](mailto:finance@stpauls.wokingham.sch.uk)  
[www.stpauls.wokingham.sch.uk](http://www.stpauls.wokingham.sch.uk)



**School Site Controller**  
**Required as soon as possible**  
**Grade 5 - £26,421 - £28,770 according to experience**  
**plus 4% Intensity payment**

We are seeking an enthusiastic and pro-active Site Controller to join our friendly school family. This is a fulltime role with accommodation available on-site subject to a separate agreement.

This position would suit someone who is:

- Highly motivated, enthusiastic, committed and flexible
- Competent in general maintenance and with a willingness to learn new skills and support with a range of projects across the school
- Responsibility for the day to day maintenance and ongoing improvement of our school premises, grounds and swimming pool.
- Knowledgeable of relevant Health & Safety legislation
- Able to work through problems and undertake tasks which will often need a hands-on approach
- Well organized with the ability to prioritise workload, able to work independently and as part of a team.
- IT literate
- Able to think on their feet to deal with emergencies and resolve problems as they arise
- Confident in dealing with all members of the school community
- Previous experience of working in a similar role is desirable.

Visits are warmly welcomed! To arrange an appointment please contact Zahida Deen on 0118 978 5219. Please see our website for an Application form, Job description and Person spec. <https://www.stpauls.wokingham.sch.uk/web>

Closing date: 24<sup>th</sup> March 2024

Interviews: 27<sup>th</sup> March 2024

*Our School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All appointments are subject to an Enhanced DBS Disclosure.*