



Emmbrook
Infant School

Applicant Information Pack: Site Controller

Applications can be made
by completing the application form online

To arrange a visit or return completed forms, contact:
Mrs. Rachel Skitt – admin@emmbrook-inf.wokingham.sch.uk



Site Controller – Emmbrook Infant School

12.5 hours per week

Mon - Fri – 7.30am to 10.00am (with some flexibility)

TCT Grade 4 (SCP 7 – 11) dependent on experience

Actual starting salary (Grade 4, SCP 7): £8,920.00 pa

Start date: ASAP

We are looking to appoint an experienced Site Controller to start at Emmbrook Infant School as soon as possible.

We offer:

- ◆ Welcoming and supportive school
- ◆ Supportive and friendly team of staff A strong ethos based on shared values and high expectations

As Site Controller you will:

- ◆ Be responsible for the regular operation, security, cleanliness and general maintenance of the school site, aiding and enhancing the learning environment for the children and staff.
- ◆ Be responsible for site management as defined in the job description.
- ◆ Report to and work alongside the Operations Manager to ensure all Health and Safety, Security, Maintenance and Site Operation matters are resolved.

If you have a passion for supporting children's learning, have an enthusiastic, caring attitude and the ability to be flexible and work as part of a supportive team, we would love to hear from you.



Our school

Emmbrook Infant school is for children aged between 4 and 7 years old. The children are admitted to our foundation class at the start of Autumn term during the academic year in which they turn five years of age.

Emmbrook Infant School is an academy and part of The Circle Trust. We work closely with all the schools in the trust for the benefit of all children.

We share a pleasant site with Emmbrook Junior School. The Emmbrook Secondary school is on the opposite side of the road. There are breakfast and after-school clubs situated within the school grounds, run by Funtastic Kids, which offer out of hours provision for our children before and after school.

Children are taught in classes of no more than 30, and we have 2 parallel classes in each year group. The Infant school teaches children in their foundation year, year 1 and year 2. Children transfer to Junior school at the age of 7 and to Secondary school at age 11.

Behaviour is outstanding, as reported in our last Ofsted report.



The school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The successful applicant must be willing to undergo screening appropriate to the post. This will include an enhanced DBS check.



Our mission statement

We deliver an outstanding educational environment which encourages happy, safe and inspired learning. Our children develop academic, social and personal skills, setting them up for life-long learning and independence.

Our vision is that we will:

- ◆ Continue to deliver outstanding education, so that all children achieve
- ◆ Share our best practice with other schools, and bring innovative ideas back
- ◆ Be the school of choice in our community

We want every child's time at Emmbrook Infant School to be the best experience they have in their educational life. A time when they learn to love learning and are well prepared for the next stage in their education.

Emmbrook Infant School will be a place where the adults take responsibility for making what they do better, all the time.





Job description

Salary Starting on £8, 920.00 pa

Contract Permanent

Reporting to Operations Manager

Start Date As soon as possible

Job purpose

To be responsible for the regular operation, security, cleanliness and general maintenance of the school site, aiding and enhancing the learning environment for the children and staff. To be responsible for site management as defined in the job description.

Duties and Responsibilities

This is not intended to be an exhaustive or definitive list, you may be required to carry out other duties as required.

Programmed and Reactive Maintenance

- ◆ Supervise third party staff while on site and ensure that the work is carried out to an appropriate standard.
- ◆ Take appropriate action to resolve problems that arise.

Security/Health and Safety

- ◆ Hold the role of Fire Warden, with the Operations Manager as Principal Fire Warden, for the site, ensuring that a competent deputy is available when not on site.
- ◆ Conduct daily site walks (as specified in weekly/monthly/termly schedule), inside and outside, checking the site for potential hazards, damages and intruders ensuring that no hazards have arisen.
- ◆ Ensure that all issues are recorded and reported to the Operations Manager.
- ◆ Correct any issues within your level of competence.
- ◆ To supervise contractors as appropriate, regarding access to the site, monitor and log the progress of the work and ensuring that the work is carried out to the required standard, as appropriate, ensuring compliance with the asbestos register, electrical safety and hot works permits etc.
- ◆ Routinely monitor the operation of the fire alarm, fire doors, lighting, heating, plumbing and security systems.
- ◆ Keep accurate and detailed records of all routine monitoring activities undertaken.
- ◆ Detect and report any building defects, advising school management on any Health and Safety issues.
- ◆ Undertake regular Health and Safety training as directed by the Operations Manager/Headteacher.
- ◆ Be responsible for the storage of all hazardous materials ensuring that the appropriate paperwork is in place.



Site Operation

- ◆ Be familiar with the operation of all plant, machinery and equipment in school and ensure that is operating efficiently at all times.

How to Apply

To apply for this position, please complete the application form online and email it to admin@emmbrook-inf.wokingham.sch.uk



Person specification

	Criteria
	Skills/Abilities
1.	DIY skills
2.	Property maintenance
3.	Good customer service
4.	Confidentiality
5.	Excellent communication and interpersonal skills
6.	Ability to work independently

	Criteria
	Experience/Knowledge
7.	Knowledge of Risk Assessments
8.	Training in asbestos and legionella awareness
9.	Knowledge/understanding of all Health and Safety regulations
10.	Health and Safety training (including ladder training and manual handling)
11.	Fire Warden/Fire safety training
12.	Knowledge/experience of use of cleaning materials and equipment, and COSHH requirements.

	Criteria
	Personal Qualities
13.	Positive and enthusiastic
14.	Ability to work independently, with a “can do” attitude
15.	Caring and flexible approach to work
16.	Proactive



17.	Good sense of humour
18.	Sense of responsibility



About The Circle Trust

The Circle Trust, established in 2018, was created to serve Wokingham and the surrounding area. The Circle Trust was borne out of a desire that all children and young people have an excellent, well-rounded education and flourish in first-rate schools where the best teaching, the best facilities and the most up-to-date resources are made available to them.

We are a community of schools that have shared values and an essential common ethos and vision for education and learning. At the centre of our work together is improving the educational outcomes for our pupils.



Our Trust's vision is

All children and young people deserve to have an excellent well-rounded education and **to flourish** in first-rate schools with the best teaching, the best facilities and the most up to date resources made available to them.





Our values are our cultural north star
they drive our behaviour and decision making.



The highest educational outcomes
for every learner is paramount



Preserving the unique identity and
ethos of all partner schools is
essential



To be anything but utterly
inclusive is non-negotiable



Being self-reflective is essential in
encouraging innovation, our Trust is
always driven to improve further



What we say is what we do, we
recognise talent, foster expertise,
believe well-being for all is
fundamental



Our Trust promotes collaborating
with others and being outward
looking

Our schools

We understand how to manage the balance between effective and efficient common systems whilst ensuring that the individual character and ethos of different schools is maintained. We work in a very transparent way, where schools have the opportunity to influence and their views are taken into account.

As a trust we are rooted in this approach and our ambition is clear; to improve the educational outcomes for children and young people. We don't want to change schools; we want to help them progress.



Badgemore Primary School



Emmbrook Infant School



Emmbrook Junior School



The Hawthorns Primary School



Hartland Primary School



Nine Mile Ride Primary School



Owlsmoor Primary School



Shinfield Infant and Nursery School



St Crispin's School



The Emmbrook School



Wescott Infant School



Westende Junior School



Our name

In the early days, we spent hours debating our name! We chose “The Circle Trust” as it symbolically reflects our approach and ethos. It is a name that is deliberately neutral, without association to a specific school. One of our core values is inclusivity, and we wanted our name to encapsulate that. We include any type of school or phase and appreciate the importance of treating every school as unique.

Our support

Our Trust provides the support and infrastructure that schools need to enable them to develop and improve, and for the school leadership and their local governance to achieve their objectives.

At the heart of our Trust is access to school improvement advice and guidance. We call this package of support “The Learning Curve!” As an all-through Trust (nursery—18 years), we are able to provide school improvement advice and strategy based on consistent and fluent approaches to education provision.



To find out more:

Please visit [The Circle Trust](#) website and [Family Circle guide](#).

If you would like to arrange a meeting, please get in contact via the school office.

We'd love to have a cuppa with you!



Photo taken by Stewart Turkington Photography

About Wokingham

Wokingham has plenty to offer and our historic market town is by no means standing still. We are coming to the end of a £100m town centre regeneration programme and the population continues to grow.

We are often found at or near the top of surveys for the best place to live and to raise a family. We are surrounded by spacious woodland and lush green fields. There are plenty of options for being active in the great outdoors – we are near excellent mountain bike trails, water sport centres, play areas, skateboard parks, golf courses and bridle paths. There are also many other ways to keep busy with nearby cinemas, ten pin bowling and theatres.

We enjoy good transport links by road and rail to key towns such as Reading, Bracknell, Windsor, Basingstoke and Guildford, in addition to being just 40 miles from central London and 25 miles from Heathrow Airport. Reading is an award-winning shopping destination in the Thames Valley region and Windsor is of course world-renowned for its Royal residence, Windsor Castle.

Wokingham has a strong community spirit which is highlighted by the fabulous May Fair, International Street Concert, Food and Drink Festival and Winter Carnival. The town truly comes alive during these events.

We love our town, and we look forward to welcoming you.





The process and how to apply

The Circle Trust is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo screening appropriate to the post. This will include an enhanced DBS, checks on references and an online search.

Visits to the School

Visits to the school are warmly welcomed, please contact the School Office to arrange a visit.

Application form

Please complete [The Circle Trust application form](#). This is the only form that will be accepted. You should ensure that your personal statement is no more than two pages of A4 and that it reflects your suitability in terms of the Person Specification.

References

We require two references from all candidates, one of which must be from your most recent employer. If any references relate to employment at a school/college, your referee must be the Headteacher/Principal. If you are short-listed, the school will contact your referees without further reference to you.

Equal opportunities monitoring form

We are committed to recruiting, retaining and developing a workforce that reflects at all grades the diverse communities that we serve. It is vital that we monitor and analyse diversity information so that we can ensure that our HR processes are fair and transparent.

Any information provided on this form will be treated as strictly confidential, will not be seen by staff directly involved in the appointment and no information will be published or used in any way which allows any individual to be identified.

The completion of this [equal opportunities monitoring form](#) is entirely voluntary. However, it will assist us in carrying out this monitoring. We would therefore be grateful if you would complete the questions on this form.

Prior to shortlisting this information will be removed from your application form and used only to provide data for statistical purposes.

Application closing date

The closing date for applications is the end of the 16th January 2026.

Applications can be made via the [application form](#) on our school website.

Please send your application to Mrs. Rachel Skitt – admin@emmbrook-inf.wokingham.sch.uk

Applications will be acknowledged by email on the next school day.

Shortlisting

Shortlisting will be against the Person Specification criteria as detailed in this pack. We will also check all applicants for gaps in employment history. Those applicants that best meet the Person Specification will be invited to interview.



Checks

If you attend the interview, you will be required to bring photographic identification, proof of the right to work in the UK and proof of qualifications.

Offer of employment

We will make a verbal offer of employment to the successful candidate by telephone. This will be followed up by a written offer which will be emailed or posted. Any offer is made subject to satisfactory references, enhanced DBS clearance and other safeguarding checks as required.

All unsuccessful candidates will be notified by email

How we use your data

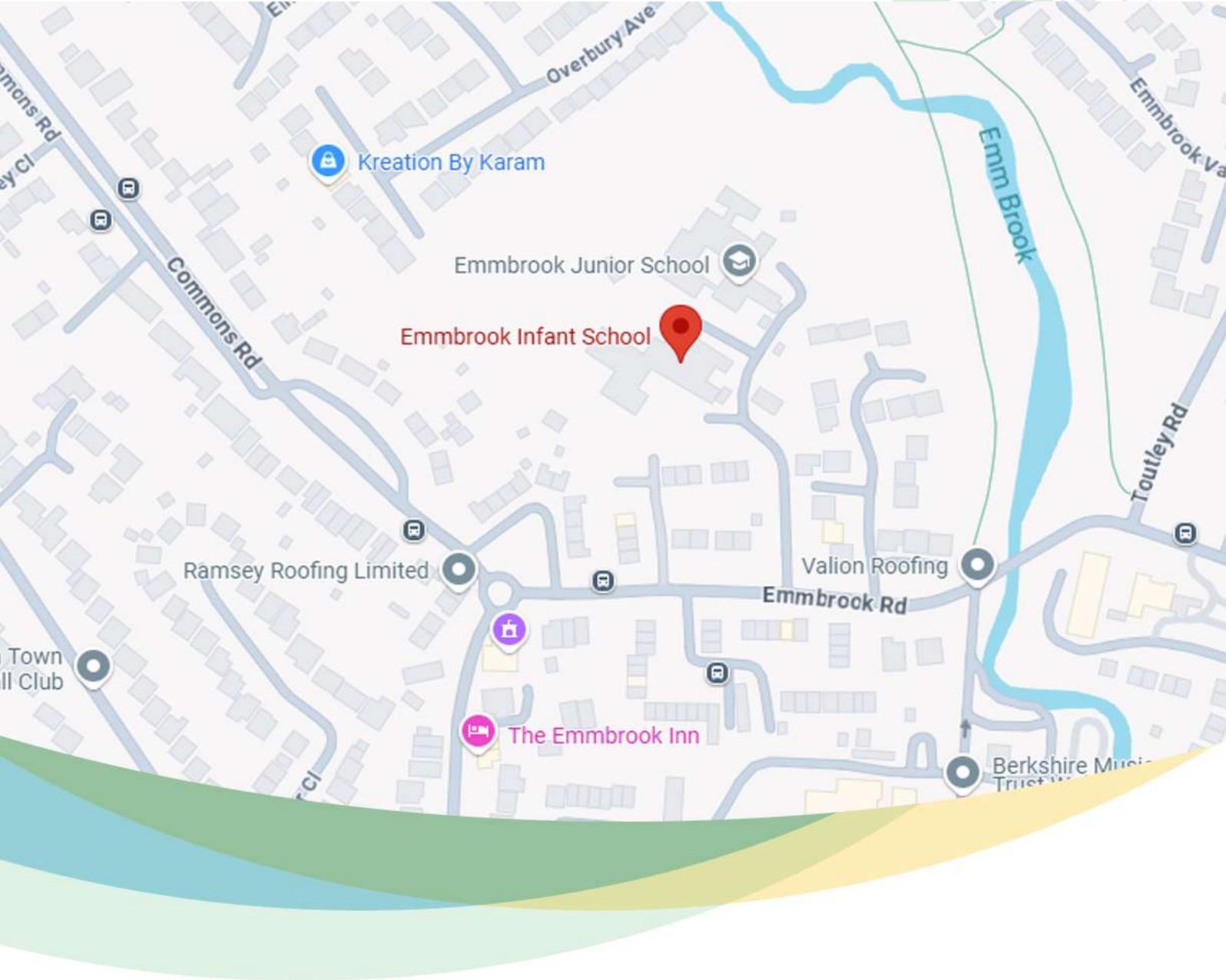
In completing this application form you should refer to the Recruitment Privacy Notice on our website. The personal information collected on this form will be processed to manage your application in accordance with the Recruitment Privacy Notice.

If successful, your personal information will be retained whilst you are an employee and used for payroll, pension and employee administration in accordance with the Staff Privacy Notice which is available on our website and will be issued on appointment. Information will not ordinarily be disclosed to anyone outside The Circle Trust without first seeking your permission, unless there is a statutory reason for doing so.

In accordance with our statutory obligations under Keeping Children Safe in Education, The Circle Trust is required to conduct an online search as part of our due diligence on the successful candidate. This may help identify any incidents or issues that have happened and are publicly available online. If there are any, we may wish to explore them with you prior to confirming your appointment. We carry out these searches for SLT roles using a trusted third party.

If you are not shortlisted or appointed, then your information will only be retained by us for 6 months from the shortlisting date, in accordance with the Recruitment Privacy Notice.

Thank you for your interest. If you have any questions or wish to arrange a visit, please contact the school office.



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Emmbrook Infant School is an academy and part of The Circle Trust. The Circle Trust is a charitable company registered in England and Wales (number 11031096) whose registered office is The Oval Offices C/O St Crispin's School, London Road, Wokingham RG40 1SS. Further information about The Circle Trust is available at www.thecircletrust.co.uk.