

# LIMINGTON HOUSE SCHOOL



## JOB DESCRIPTION

**POST TITLE:** Site Manager (Grade D)  
37 hours per week, 52 weeks per year

**DIRECTLY RESPONSIBLE TO:** Business Manager

**RESPONSIBLE TO:** Headteacher

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**OVERALL FUNCTION:** To provide management responsibility and oversight of all matters appertaining to the premises of the school.

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### MAIN RESPONSIBILITIES:

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| <b>Health and Safety</b> | Ensure systems are in place so that all practices and emergency procedures are safe and adhere to H&S requirements. This includes, but is not restricted to, risk assessment, fire safety, site security, traffic on site, ladders, legionella, snow and ice, COSHH and monthly site assessments.<br><br>Ensure all statutory weekly, monthly, termly and yearly checks are completed and recorded on time and any issues addressed and completed. |
| <b>Swimming Pool</b>     | responsibility for the operational procedures of the swimming pool   |
| <b>Cleaning</b>          | develop and operate a cleaning specification/schedule of cleaning for the site and allocate resources to meet all agreed standards/operational needs, in liaison with the cleaning contractor  |
| <b>Maintenance</b>       | develop and manage a programme of planned and preventive maintenance and make recommendations on potential sources of energy savings   |

**Supervision of Contractors** select contractors having regard for value for money and the safe selection of contractors. Monitor overall performance, raising issues with contractors and overseeing specialist work. Liaise with contractors regarding specialist cleaning and maintenance requirements

**Stock Management and Administration** requisition caretaking supplies within budget allocation and ensure reporting responsibilities are met

**Security** review security procedures and make proposals regarding security as appropriate to the Headteacher and Business Manager

#### **OTHER DUTIES:**

Responsibilities specific to the needs of the school

#### **New Building / Refurbishment works undertaken by the school (not by LA)**

managing by drawing up specifications for work to be undertaken, going out to tender/ receiving quotations advising Headteacher and Business Manager on the awarding works, ensuring work is carried out to standard and agreed cost e.g. floor coverings, internal decoration, installation of ramps etc

**Grounds Maintenance** Overseeing the grounds maintenance contractor and any other works required by contractors, ensuring that the grounds maintenance contractors work to the agreed schedule and discuss/agree with them any required variations so that the Health and Safety of the site is maintained.

General up-keep of the school grounds and buildings, including litter control, moss, leaf, and bramble clearance and ensuring the clearing of drains, drainpipes, gutters and leaves from the flat roof.

**Simple plumbing work** including general maintenance and the checking and repair of toilets and urinals, the rodding and unblocking of drains when necessary

**Repair and maintenance of equipment** owned by the school, keeping a database of repairs/maintenance visits

**Personnel Working On Site** management and supervision of all contractors etc working on upkeep, repairs and maintenance of premises

<b>Budget</b>	managing the repairs and maintenance (G/L codes 3740 & 3741) budget and the cleaning materials (G/L code 4060) budget
<b>Purchasing</b>	in relation to premises, including negotiation of discounts, cleaning materials, cleaning equipment, general hardware items
<b>Utilities</b>	monitoring the consumption of electricity, water and gas used by the school and Education Catering
<b>School Minibuses</b>	arranging repair and maintenance including MOT and LOLER of the school minibuses
<b>Security</b>	the security of the premises, together with contents, including the operation of the fire and intruder alarms and main key holder duties
<b>Porterage duties</b>	as and when required, including the moving of furniture and equipment, and the moving of deliveries
<b>Hazards</b>	drawing attention of Headteacher and Business Manager to any repairs or maintenance work required and any potential hazards
<b>Adverse Weather</b>	advising the Headteacher of any adverse conditions
<b>Opening/Closing Premises</b>	opening the premises in the morning and securing the premises at the end of the day
<b>Development</b>	In line with the requirements of the role, undertake any appropriate training and development in order to ensure the Health and Safety of the school