



**North East
Learning Trust**

**Facilities Manager
Hermitage Academy**
Applicant information pack

Facilities Manager

37 hours per week, whole time

Salary Grade 6 SCP23-SCP25

£27,741 - £29,577

Hermitage Academy is a part of the North East Learning Trust and is seeking to appoint a Facilities Manager to join our dedicated team.

We are a mixed 11-16 comprehensive school and sixth form with over 1000 students from Chester-le-Street and the surrounding areas. Everything we do at Hermitage Academy is tailored to making students feel happy about coming into school, enjoying learning, making good friends and feeling safe.

Our vision, along with all schools in the Trust, is that every child experiences excellence every day.

We are committed to:

- A vibrant learning community with enthusiastic and engaging students
- A positive and caring ethos
- An excellent learning environment and resources
- A team of hardworking, dedicated and friendly staff where everyone is valued
- A supportive and effective governing body

We can offer:

- National Terms and Conditions of Employment (NJC Green Book)
- Local Government Pension Scheme
- 31 days annual leave entitlement
- Employee Assistance Programme providing free confidential advice and counselling service 24/7 365 days per year

The successful candidate will:

- Have a Facilities, Construction, or Building services management background and related qualifications.
- Have experience of managing a team
- Be proactive and self-motivated.
- Have a flexible approach to work.

Deadline: Monday 7th February 2022
Interviews taking place Friday 11th February 2022

How to apply:

Application packs can be downloaded from our website.

Letters of application should be no more than two sides of A4 and should be returned with application forms to Samantha.Lish@hermitageacademy.co.uk or by post to Samantha Lish, Support Services Manager, Hermitage Academy, Waldrige Lane, Chester-le-Street, DH2 3AD. Please do not submit a CV unless it is to compliment your application form.

Job description

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| Post title: | Facilities Manager |
| Responsible to: | Head of Estates |
| Responsible for: | Effective management of the Facilities Service in school |
| Salary Band: | Grade 6 SCP23-SCP25 |

Job Purpose:

To be responsible for the effective operation of school sites, ensuring statutory and all other compliance activities, maintenance, security, health and safety and all other facilities management tasks are carried out to provide an available, safe school environment for students, staff and visitors.

Duties and Responsibilities:

- To ensure school sites Academies are well presented and maintained to a high standard
- To be responsible for the day to day management of the school sites, ensuring site availability during the agreed hours of operation.
- To carry out performance management, 1:1 meetings and annual appraisals with relevant site staff.
- To be responsible for the management of building and maintenance projects
- To ensure Health and Safety legislation and all any other relevant NELT policies and procedures are complied with.
- To manage the statutory testing programme and all other activities assigned through the 'Every Education' system
- To monitor and manage the cost-effective use of utilities and ensure any associated systems and equipment are in good working order
- To identify and rectify safety, security and maintenance issues around site and report findings appropriately
- To ensure community use and school lettings are effectively managed
- To be responsible for site access and security, ensuring appropriate procedures are followed
- To support the Head of Estates with the development of new processes to support and protect the effective operation and safeguarding of school sites
- To liaise with and monitor the work of on-site contractors
- To ensure facilities equipment is fit for purpose and properly maintained
- To manage the servicing and maintenance of vehicles used in school transport.

General

- To support cover at other school sites as and when required.
- To work outside normal working hours, including weekends as and when required.
- To keep up to date with training relevant for your role and school.
- To be a part of the NELT Premises Team.
- Returning to school between shifts.

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.

Health and Safety:

It is the responsibility of individual employees at every level to take care of their own health and safety and that of others who may be affected by their acts at work. This includes co-operating with the Trust and colleagues in complying with health and safety obligations to maintain a safe environment and particularly by reporting promptly and defects, risks or potential hazards. Specifically:

- To report any incidents/accidents and near misses to your line manager
- To ensure own safety and safety of all others who may be affected by the Trust's business

Safeguarding

The Trust has a Child Safeguarding policy and procedure in place and is committed to safeguarding and promoting the welfare of all its students, each student's welfare is of paramount importance to us and you are expected to share this commitment. All staff will fully comply with the Trust's policies and procedures, attend appropriate training, inform the Designated Person of any concerns, record any potential safeguarding incidents appropriately.

Person specification

| | Essential | Desirable |
|---------------------|--|--|
| Education/training | <ul style="list-style-type: none"> • A Facilities, Construction, or Building services management background and related qualifications. • Competent in the use of IT systems and software packages (in particular MS Office). • Good level of numeracy and literacy | <ul style="list-style-type: none"> • WIFM Level 3 in Facilities Management, or equivalent level qualifications and experience. • Relevant health and safety qualifications. • Current Training in: IOSH "Managing Safely" Asbestos Awareness Legionella Awareness Working at Height Moving and Handling • Hold a first aid qualification or willing to train towards |
| Experience | <ul style="list-style-type: none"> • A minimum of 3 years' experience of working in Facilities Management or a related construction or building services management environment. • Experience in managing a team. • Experience in setting and delivering on targets. • Experience of monitoring and maintaining statutory regulatory compliance in relation to buildings and installed services. | <ul style="list-style-type: none"> • Experience of Community & Leisure activities and associated management • Experience in the production and delivery of programmes of planned and preventative maintenance (PPM) |
| Aptitude and skills | <ul style="list-style-type: none"> • Ability to manage stakeholders and their expectations in a complex business environment • Ability to manage external suppliers and contractors • A strong understanding of health & safety issues and risk assessment processes • Excellent organisational skills • Excellent problem-solving skills • Excellent communication skills • The ability to accurately read drawings and related design and construction information. | <ul style="list-style-type: none"> • Good commercial awareness and the ability to drive value for the business. • Previous knowledge of Soft FM services such as cleaning, waste management, energy management, catering. |

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| Personal qualities | <ul style="list-style-type: none"> • Proven ability to work flexibly as a team member and to work on own initiative. • Resilient, tactful and diplomatic. • Hold a valid UK Driving Licence • Ability to meet the travel requirements of the post | |
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References:

References will be requested prior to interview, except for non-teaching roles, where there are exceptional circumstances, and the applicant does not give consent to do so on the application form.

DBS:

North East Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

An application for a DBS certificate will be submitted for all candidates once they have been offered the position. For posts in regulated activity, the DBS check will include a barred list check. During the recruitment process, any offences, or other matters relevant to the position will be considered on a case-by-case basis.

Any offer of employment will be subject to receipt of a satisfactory DBS Enhanced Disclosure.

Pre-occupational health:

Pre-occupational health check is an essential part of the selection and recruitment process to assess if any reasonable adjustments are required.

Equal opportunities:

We are an equal opportunity employer. We want to develop a more diverse workforce and we positively welcome applicants from all sections of the community.

Applicants with disabilities will be granted an interview if the essential job criteria are met.