



**North East
Learning Trust**

**Facilities Manager
Hermitage Academy**
Applicant information pack

Facilities Manager

Grade 5 SCP 18-22

£24,982 - £27,041

Full Time 37 hours per week

We are looking to appoint an inspiring and highly motivated Facilities Manager who who has a demonstrated experience in Facilities Management or a related Construction or Building Services Management environment.

The postholder will be responsible for the effective operation of our 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.

This appointment will be based at Hermitage Academy, Waldrige, Chester-le-Street where there is an exciting opportunity for you to join the school and be part of its transformation.

We are committed to:

- a vibrant learning community with enthusiastic and engaging children
- 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
- a clear commitment to continuing professional development and an investment in future career development

The successful candidate will:

- a Facilities, Construction, or Building services management background and related qualifications
- be competent in the use of IT systems and software
- have experience in managing a team
- have a clear vision and understanding of the needs of a school.
- the ability to undertake moving and handling of physical objects, dynamically risk assessing the weight to ensure safe working practises
- be flexible in their approach to work.
- work well as part of the team.
- support the wider aspects of school life.
- have ideas and a good sense of humour!

Deadline:

Closing date for this post is 7th February 2021 (18:00 hours), interviews will aim to take place on 12th February 2021.

How to apply:

Application packs can be downloaded from the 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, Hermitage Academy, Waldrige Lane, Chester – Le – Street, DH2 3AD by 7th February 2021.

Job description

Post title: Facilities Manager
Responsible to: Head of Estates
Responsible for: Effective management of the Facilities Service in school.
Salary Band: Grade 5 SCP 18-22

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

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

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. •
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 	

References:

Any relevant issues arising from references will be taken up at interview.

DBS and pre-occupational health:

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

An enhanced DBS check and pre-occupational health check are an essential part of the selection and recruitment process.

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.

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