

**Job title:****Facilities Manager**

Grade:

£16,123 pt 12 - £16,123 pt 16 (37 hours Whole Time)

Responsible to:

Head Teacher and Head of Estates

Purpose of the job:

To be responsible for the management and delivery of an effective warm, safe, clean and secure environment in which children and staff can work effectively. To manage cleaning staff in school.

Key Tasks

1. Ensuring all buildings and grounds are cleaned to agreed standards and specifications.
2. Ensuring that the maintenance of Trust buildings, grounds and utilities, operates to an agreed programme, and making sure that any reactive repairs are properly and promptly carried out. This programme will upon occasion involve working out of hours and on weekends.
3. Keeping all Trust buildings and grounds secure, reporting breaches of security and ensuring that any resultant damage is repaired or fault rectified properly and promptly.
4. Undertaking various repairs, portage, administrative and lettings duties.
5. Performing all post duties in compliance with relevant health and safety regulations and codes of practice and with due regard for the health, safety and welfare of self, pupils, staff and visitors including contractors.

Typical duties:

- Fitting, shelves, notice boards and picture frames
- Replacing fuses, plugs and light bulbs
- Fitting door and window locks, and alarms
- Unblocking internal and external drainage, fixing leaking taps and overflow problems
- Adjusting or re-hanging doors
- Moving or assembling items of furniture
- Painting and decorating
- Basic gardening services
- Clearing out guttering
- Day-to-day maintenance and building repairs.
- Booking outside contractors for major repair work as directed.
- Ensure that heating, lighting and alarm systems are working properly



- Ensure that doors and windows are locked when the building is not in use
- Ensure that Security and Safeguarding standards are met
- Opening-up of buildings in the morning and / or locking-up at the end of the day
- Arranging chairs and tables for meetings and clearing away
- Ordering fuel, cleaning materials, new equipment and furniture
- Taking bookings if rooms in the building are available for hire
- Minibus driving duties
- Managing refurbishment, renovations and office moves
- Making sure the building meets required health and safety standards
- Carrying out relevant risk assessments
- Managing and supervising cleaning, waste disposal, catering, parking and security
- Assisting with cleaning operations as the need arises
- Any other duties which may be assigned from time to time.

Working hours and environment

You will be based at Browney Academy and will also be required to travel to other locations within the Trust as the need arises (travel expenses paid).

37 hours per week, full time.

On-call (as a keyholder in case of emergencies) during evenings and weekends.
Holidays.

This work can be physically demanding at times.

You will, on occasion, need to work at height, using ladders or other access equipment. Appropriate tools and equipment, a health and safety induction and training will be provided.

Career path and progression

The North East Learning Trust is a developing organisation.

Further personal development in the form of both formal qualifications and on-the-job training could offer opportunities for the right applicant to progress into other roles in the future.

The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade

To attend any training courses relevant to the post, ensuring continuing, personal and professional development.

Your duties will be set out in this job description but please note that the school reserves the right to update your job description, from time to time, to reflect changes in, or to, your job. You will be consulted about any proposed changes. Significant permanent changes in duties and responsibilities will require agreed revisions to be made to this job description.

Date: September 2017