



North East  
Learning Trust

WE'RE LOOKING FOR

**A FACILITIES MANAGER**

TO JOIN OUR TEAM



**Browney Academy**  
Harle Street, Browney  
County Durham, DH7 8HX

0191 378 0562  
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[www.browneyacademy.co.uk](http://www.browneyacademy.co.uk)

# Facilities Manager

## Required ASAP

**Salary: SCP 7 £19554 whole time, 37 hours per week**

### We are looking for someone who has:

- trade skills sufficient for carrying out minor repairs and maintenance
- knowledge of facilities related health and safety legislation and risk assessment processes
- excellent communication skills and good IT skills
- the ability to motivate self and others to deliver high quality outcomes
- access to their own transport as this role may involve occasional travel to other trust sites.

### Deadline:

**Friday 27 September 2019**

Shortlisting will take place on Friday 27 September 2019, with interviews week commencing 30 September 2019.

### How to apply:

Letters of application should be no more than two sides of A4 and should be returned with application forms to [Diane.woodlands@browneyacademy.co.uk](mailto:Diane.woodlands@browneyacademy.co.uk) or by post to Diane Woodlands, Browney Academy, Harle Street, Durham. DH7 8HX.

## Job description

### Job purpose:

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:

- Ensuring all buildings and grounds are cleaned to agreed standards and specifications. 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.
- 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.
- Undertaking various repairs, portering, administrative and lettings duties.
- 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

### **Conditions of employment:**

The above list of duties is extensive but not exhaustive and may not identify each individual task which may reasonably be requested of the post holder. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

This job description is current at the time of post, but, in consultation with you, may be changed by the head of school to reflect or anticipate changes in the job commensurate with the grade and job title.

## Person specification

|                     | Essential   | Desirable   |
|---------------------|---|---|
| Education/training  | <ul style="list-style-type: none"> <li>• Good level of numeracy and literacy skills</li> <li>• Willingness to participate in ongoing training</li> </ul>  | <ul style="list-style-type: none"> <li>• Relevant health and safety qualifications</li> <li>• First Aid qualification</li> <li>• Basic ICT qualification</li> <li>• Experience of building and site security</li> <li>• Experience of cleaning</li> <li>• Experience of Gardening</li> <li>• Valid Driving License with class D1 entitlement</li> </ul> |
| Experience          | <ul style="list-style-type: none"> <li>• Competent at carrying out basic building repairs and maintenance. Disclosure and Barring Service (DBS) enhanced disclosure</li> <li>• Valid driving license</li> <li>• Own transport</li> </ul>  |   |
| Aptitude and skills | <ul style="list-style-type: none"> <li>• A good understanding of health &amp; safety issues and risk assessment processes</li> <li>• Excellent personal organisation, with the ability to prioritise a busy and rapidly changing workload</li> <li>• Good Practical skills in basic carpentry, plumbing and electrics</li> <li>• Ability to carry out minor repairs and decoration.</li> <li>• The ability to accurately record details of work carried out</li> <li>• Good problem-solving skills</li> </ul> |   |
| Personal qualities  | <ul style="list-style-type: none"> <li>• Integrity, good timekeeping and high standards</li> <li>• Proven ability to work flexibly as a team member and to work on own initiative</li> <li>• Resilient, tactful and diplomatic, even when under pressure</li> </ul>   |   |

## **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.