

NORTH EAST LEARNING TRUST

JOB DESCRIPTION

Post Title: Facilities Manager	Department:	Workplace: NELT Northumberland Schools (Ashington and Bedlington)
Responsible to: Head of Estates	Responsible for: Caretakers	Salary Band: Grade 8 SCP27-31 £24,657-28,221

JOB PURPOSE: To be responsible for the effective operation of school sites, ensuring statutory compliance, maintenance, security, health and safety and facilities management is carried out to provide an available, safe school environment for students, staff and visitors.

Resources:

Staff	Caretakers
Finance	Ordering resources and equipment, accounting for capital and maintenance expenditure
Physical	Site security and maintenance, school equipment
Clients	Students, staff, governors, parents and school visitors, volunteers and contractors

Duties and responsibilities:

- To ensure NELT Northumberland Schools are well presented and maintained to a high standard
- Responsibility for the day to day management of the NELT Northumberland sites, ensuring availability
- Management of the site teams, including performance appraisal
- Management of building and maintenance projects across sites
- Ensure Health and Safety legislation, and any other relevant NELT policies and procedures are complied with
- Manage the statutory testing programme through the Every Education system
- Monitor and manage the cost effective use of utilities and ensure any associated systems and equipment are in good working order
- Identify and rectify safety, security and maintenance issues around site and report findings appropriately
- Ensure community use and school lettings are effectively managed
- Responsibility for site access and security, ensuring appropriate procedures are followed
- Support the Head of Estates with the development of new processes to support and protect the effective operation and safeguarding of school sites
- Liaise with and monitor the work of on-site contractors
- Ensure facilities equipment is fit for purpose and properly maintained
- Manage school transport across between sites



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GENERAL: To be a part of the NELT Premises Team

Duties and responsibilities:

- Undertake other duties and responsibilities as required commensurate with the grade of the post

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.

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. You therefore have a duty to use the school's procedures to report any concerns you may have regarding the safety or well-being of any child or young person.

Signed: _____ (Post holder)

Date: _____

Signed: _____ (Line Manager)

Date: _____