NORTH EAST LEARNING TRUST

**JOB DESCRIPTION**

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| **Post Title:** Facilities Manager | **Department: Estates** | **Workplace:** NELT Durham Schools  **(Easington Academy and The Academy at Shotton Hall)** |
| **Responsible to:** Head of Estates | **Responsible for:** Caretakers, cleaners and other facilities staff | **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:**

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| **Staff** | Caretakers, cleaners and other facilities staff |
| **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 Durham Schools are well presented and maintained to a high standard
* Responsibility for the day to day management of the NELT Durham sites, ensuring availability of school premises.
* 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 between sites

**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:**