



**North East  
Learning Trust**

**Facilities Manager  
Biddick Academy**  
Applicant information pack

# Facilities Manager

**Required as soon as possible**

**Grade 6, SCP23 – SCP25**

**£33,366 - £35,235 per annum**

**Permanent, 37 hours per week**

At Biddick Academy we find and nurture the brilliance in every student through a well-balanced and broad curriculum. Everything that we do aims to develop curiosity, build resilience, readiness, and aspiration in our students. Each year we work to build on the high standards and reputation we have achieved over many years as we prepare students to embrace the endless possibilities that lie ahead of them. Biddick Academy is part of the North East Learning Trust and our vision, along with all schools in the Trust, is that every child experiences excellence every day.

We are seeking to appoint a highly motivated, enthusiastic and experienced Facilities Manager to join our committed team. The successful candidate will have strong organisational skills, practical maintenance experience, and a commitment to supporting our school community.

The Facilities Manager is responsible for the effective operation of the school site, ensuring all statutory and compliance activities including the 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.

You won't be on your own...!

Our schools are also supported by the Trust's central estates service including senior facilities managers, a specialist mechanical and electrical engineer and mobile FM technicians providing advice, technical and practical assistance.

It's an exciting time...!

We are working hard to adapt our buildings and how we use them, targeting reductions in energy usage and the production of waste to meet challenging environmental and sustainability targets. We also offer our school facilities including 3G and Grass football pitches to local community groups. Our relationship with our local community is very important to us.

As part of the wider Facilities Management team, you will be required to cover at other school sites and work out of hours, which could include evenings and weekends as and when required to attend to any facilities management activity. You will be reimbursed for any additional travel and receive appropriate remuneration for any additional hours worked.



### **The successful candidate will:**

- Have a Facilities, Construction, or Building services management related qualifications
- Have experience of working in Facilities Management or a related construction or building services management environment
- Have excellent IT and organisational skills
- Be proactive and self-motivated
- Have a flexible approach to work
- Strong communication skills both verbally and in writing
- Ability to undertake minor site improvement works
- Knowledge and experience of health and safety requirements and safe working practices

### **We will offer you:**

- Excellent working environment and ethos
- National Terms and Conditions of Employment (NJC Green Book)
- Access to the Local Government Pension Scheme
- Generous 32 days holiday entitlement, plus 8 days public holidays
- One paid Wellbeing Day per year
- Free on-site car parking
- Lifestyle savings and range of discounts from top retail brands
- Discounted gym membership
- Employee Assistance Programme offering free confidential advice and counselling services for staff and their family members

### **Closing Date:**

Monday 20 January 2025 at 12 noon.

Interviews will be held on Monday 27 January 2025.

### **How to apply:**

Application packs can be downloaded from our website.

Application forms should be returned to

[Daniella.moscardinibaharie@biddickacademy.co.uk](mailto:Daniella.moscardinibaharie@biddickacademy.co.uk) or by post to Daniella Moscardini-Baharie, PA to Headteacher, Biddick Lane, Washington, NE38 8AL. You can, if you wish, submit a covering letter to support your application; please do not submit a CV unless it is to complement your application form.

We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and we expect all staff to share this commitment. All posts will be subject to receipt of satisfactory enhanced DBS disclosure, medical and



reference checks. All pre-employment checks are in line with "Keeping Children Safe in Education" and the Trust's Safeguarding Policy which is available on our website.

## Job description

**Post title:** Facilities Manager  
**Responsible to:** Head of School  
**Salary Band:** Grade 6

### 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

- To support cover at other school sites as and when required.
- To work outside normal working hours, including evenings and weekends as and when required.
- To 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

**Post title:** Facilities Manager  
**Responsible to:** Head of School  
**Salary Band:** Grade 6

	Essential	Desirable
Education/training	<ul style="list-style-type: none"> <li>3 GCSE's A-C (9-4) or equivalent to include English and Maths</li> <li>Facilities, Construction, or Building services management background and related qualifications.</li> </ul>	<ul style="list-style-type: none"> <li>IWFM Level 3 in Facilities Management, or equivalent level qualifications and experience.</li> <li>Relevant health and safety qualifications.</li> <li>Up to date training in: IOSH "Managing Safely" Asbestos Awareness Legionella Awareness Working at Height Moving and Handling</li> <li>Hold a first aid qualification or willing to train towards</li> </ul>
Experience	<ul style="list-style-type: none"> <li>A minimum of 3 years' experience of working in Facilities Management or a related construction or building services management environment</li> <li>Experience in managing a team.</li> <li>Experience in setting and delivering on targets.</li> <li>Experience of monitoring and maintaining statutory regulatory compliance in relation to buildings and installed services</li> </ul>	<ul style="list-style-type: none"> <li>Experience of Community &amp; Leisure activities and associated management</li> <li>Experience in the production and delivery of programmes of planned and preventative maintenance (PPM)</li> </ul>
Aptitude and skills	<ul style="list-style-type: none"> <li>Ability to manage stakeholders and their expectations in a complex business environment.</li> <li>Ability to manage external suppliers and contractors.</li> <li>A strong understanding of health &amp; safety issues and risk assessment processes</li> <li>Excellent organisational skills</li> <li>Excellent problem-solving skills</li> <li>Excellent communication skills</li> <li>Competent in the use of IT systems and software packages (in particular MS Office)</li> </ul>	<ul style="list-style-type: none"> <li>Good commercial awareness and the ability to drive value for the business.</li> <li>Previous knowledge of Soft FM services such as cleaning, waste management, energy management, catering.</li> <li>The ability to accurately read drawings and related design and construction information.</li> </ul>

Personal qualities	<ul style="list-style-type: none"> <li>• Proven ability to work flexibly as a team member and to work on own initiative.</li> <li>• Resilient, tactful and diplomatic.</li> <li>• Committed to the principles of equality and diversity</li> <li>• Hold a valid UK Driving Licence and have own transport to meet the occupational travel requirements of the post.</li> </ul>	
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### References:

References will be requested prior to interview, except for non-teaching roles where there are exceptional circumstances, and the applicant does not give consent to do so on the application form.

### DBS:

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.

An application for a DBS certificate will be submitted for all candidates once they have been offered the position. For posts in regulated activity, the DBS check will include a barred list check. During the recruitment process, any offences, or other matters relevant to the position will be considered on a case-by-case basis.

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

### Pre-occupational health:

Pre-occupational health check is an essential part of the selection and recruitment process to assess if any reasonable adjustments are required.

### 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.

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