## 

**FACILITIES MANAGER**

As soon as possible subject to notice period

APT & C Scale PO29 – PO30 (£38,626 - £39,513)

This post offers an exciting opportunity for a hard-working and enthusiastic individual to take charge of all matters related to the development and maintenance of School buildings and facilities.

Areas of responsibility include: -

* + Ensuring Brighouse High School has a safe, warm, clean and welcoming environment for all who work in, learn at and visit the school.
  + Manage the site, including site operatives, cleaning and lettings staff, ensuring appropriate staffing in place during the school / lettings opening hours
  + Manage the premises related Health & Safety for the school, ensuring that all tests and maintenance schedules are carried out and recorded efficiently.
  + Ensure the security and safekeeping of the school premises, facilities and property including having key holder responsibility.
  + Take a lead role in the school’s estates and facilities strategy including project managing the capital schemes of the school
  + To be in charge of grounds maintenance.
  + Manage the school’s external lettings.

*“Brighouse High is a school with a distinctive ethos where people; pupils and staff matter.”*

We are committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment. Further information regarding our Child Protection and Safeguarding Policy can be found on the school website. The successful applicant to this post will be subject to an Enhanced DBS check (Disclosure) before the appointment is confirmed. Candidates shortlisted for interview will be subject to an online search as part of our due diligence.

Please contact Zoe Jenkinson, for further details and an application pack or email [z.jenkinson @brighouse.calderdale.sch.uk](mailto:kath.jackson@brighouse.calderdale.sch.uk) The information can also be downloaded below.

**Closing date for all applications: Midday on Friday 14th March 2025**

Prospective candidates are invited to contact Zoe Jenkinson at school to make an appointment to look round.