

Apprentice Building Maintenance Officer

Salary:	Apprentice Rate
Hours:	37 hours per week (Full Time)
Weeks per year:	To be discussed
Contract Status:	Temporary until end of apprenticeship
Clearance Required:	Enhanced DBS
Reporting Relationship:	Post holder will report to the Principal and work under the supervision of the Building Maintenance Officer or designated mentor.

Job Purpose

To learn and assist in the maintenance and security of the school buildings by supporting general caretaking duties. This includes shadowing experienced staff and undertaking tasks appropriate to the apprentice's training level, while developing skills in repairs, maintenance, and health and safety compliance.

Key Responsibilities and Accountabilities

Under supervision and with appropriate training, the apprentice may undertake the following:

1.	Assist with minor maintenance repairs and handyman duties (e.g., changing light bulbs, basic painting, simple furniture repairs).
2.	Support cleaning duties during operational hours, ensuring school grounds are safe and clear of hazards.
3.	Learn to conduct and record regular testing of alarms and emergency lighting.
4.	Assist in maintaining fire safety equipment and ensuring clear access to exits.
5.	Help maintain outside areas, including clearing hazards and supporting seasonal tasks (e.g., snow clearance).
6.	Observe and support contractors on site, learning health and safety procedures.
7.	Assist with monitoring energy efficiency records.
8.	Learn basic boiler room maintenance and heating system checks.
9.	Help with ordering and safekeeping of maintenance supplies.
10.	Support school lettings by setting out equipment and furniture.
11.	Assist with building security routines under supervision.
12.	Help with portage of supplies and deliveries.
13.	Participate in deep cleaning tasks during school holidays.
14.	Undertake training in safeguarding and promote the welfare of children.
15.	Comply with Trust policies, including health and safety and equal opportunities.

This Job Description is not definitive or exhaustive and outlines key responsibilities and accountabilities. Colleagues are expected to be flexible regarding their responsibilities and accountabilities and will from time to time be asked to carry out other duties to ensure achievement of organisational goals.

Person Specification

Essential	Application or Interview
Willingness to undertake and complete the Building Maintenance Apprenticeship or similar course.	A/I
Willingness to learn and undertake training in building maintenance and health and safety.	A/I
Ability to follow instructions and work as part of a team.	A/I
Good communication skills.	A/I
Flexible approach to working arrangements.	A/I
Motivation to work in a school environment and with children.	A/I
Commitment to safeguarding and promoting welfare of children.	A/I
Knowledge / Experience	Essential or Desirable
Interest in building maintenance or related trades.	D
Basic practical skills or experience in DIY tasks.	D

THE SUCCESSFUL APPLICANT WILL BE SUBJECT TO RELEVANT VETTING CHECKS, INCLUDING A SATISFACTORY ENHANCED DISCLOSURE BEFORE AN OFFER OF APPOINTMENT IS CONFIRMED. FOLLOWING APPOINTMENT THE EMPLOYEE WILL BE SUBJECT TO RE-CHECKING AS REQUIRED FROM TIME TO TIME BY THE TRUST.

The Education Village Academy Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

Date: December 2025

