



Job Description

Job Title:	Apprentice – Facilities Coordinator
Location:	Hall Park Academy
Hours of Work:	Full-time, all year round, 37 hours per week, required to work early mornings, evening and occasional weekends.
Responsible to:	Site Manager

Post Objective:

To provide caretaking support to the academy, ensuring the security and general appearance of the buildings and surrounding areas are maintained in accordance with the required standards.

Main Duties and Responsibilities:

Site Security and Safety

- To assume key holder responsibilities, opening and closing the academy as and when required (including evening and weekend lettings for commercial functions).
- Ensuring the security of the premises and contents.
- Responding to intruder alarms and emergencies.
- Having awareness of Health and Safety issues to safeguard self and other users of the school.
- Carrying out Fire/Water safety checks as requested by Site Manager.
- Liaise with ground staff, security staff, contractors, as necessary.

Maintenance of the Academy Buildings

- Sharing responsibility for day-to-day maintenance of the buildings.
- General repair and maintenance as requested by the site manager.
- Painting and decorating as necessary.
- To undertake portage tasks as necessary such as setting out furniture for examinations/assemblies/evening functions.
- Prompt removal of graffiti.
- Ensuring external areas are clean and tidy.
- Clearing snow and ice as necessary.
- Assisting with delivery of equipment/supplies to designated areas.

- To organise and undertake on a pre-planned basis the stripping, resealing and polishing of floors, washing of walls and cleaning of furniture during the school holiday period.
- Attending to the heating of the premises as necessary.

Education

- To attend college and or work-based learner meetings as required as part of the apprentice programme
- To complete all on and off the job training as required as part of the apprentice programme
- To work alongside your workplace mentor as part of the apprentice programme

General

- Deputising for the Site Manager as necessary.
- Attendance at staff meetings and INSET activities where relevant.
- To uphold and actively support the academy's policies and procedures.
- Undertake any other duties which might be reasonably be regarded as within the responsibilities of the post, subject to the proviso that any changes of a permanent nature shall be incorporated into the job description in specific terms.