

## Job Profile & Person Specification

Job Title	Estates Assistant Apprentice	Salary Grade and Scale Point Range	£9 per hour
Hours	37 hours per week, all year round	Base	Two Bridges Academy, Alveston with regular travel to Trust school sites
Responsible to	Estates Manager	Responsible for	N/A
Important Relationships	Estates Manager, Caretakers, Premises Manager, Office staff, school staff, Central Team staff, contractors		
Job Purpose			
To deliver safe, responsive and professional estates services across the Trust, ensuring that our sites provide high quality environments for our pupils, staff, volunteers and visitors.			
Qualifications			
5 GCSEs including Maths & English Grade 4 and above. 2 A Levels or equivalent. Enable Trust will fund and support you to complete the <i>Facilities Management Supervisor Level 3</i> Apprenticeship during your employment with us.			
Person Specification			
<ul style="list-style-type: none"><li>• Commitment to the vision and values of Enable Trust</li><li>• Strong communication and interpersonal skills</li><li>• Skilled in organisation, problem-solving, logical thinking, creative thinking and using own initiative</li><li>• Team working experience</li><li>• Basic administration and IT skills</li><li>• Possess a curiosity for understanding how systems and mechanisms operate, with the ability to grasp technical concepts quickly</li><li>• Understanding of value for money</li><li>• Physically fit</li><li>• Drivers license and own car</li></ul>			

## Key responsibilities

**Premises management** – assist the Estates Manager and the Site Teams to:

- Ensure the safe and effective management of the school sites
- Plan and organise preventative maintenance schedules
- Engage contractors and manage contractors on site
- Liaise with external cleaning companies to ensure effective cleaning arrangements are in place
- Ensure that security and keyholding arrangements are effective
- Respond to premises defects
- Manage premises improvement projects
- Support the management of external lettings
- Organise the setup of school/Trust events
- Maintain premises records

**Health and safety** – assist the Estates Manager and the Site Teams to:

- Ensure the safe operations of the school sites
- Undertake safety testing, e.g. fire alarms
- Complete and review risk assessments
- Complete and review COSHH assessments (Control of Substances Hazardous to Health)
- Address health and safety recommendations and action plans
- Maintain health and safety records

## General information

This job description contains the main accountabilities of the post and does not describe in detail all the duties required to carry them out. This job description may be reviewed at any time in consultation with the postholder to meet the changing needs of the Trust. The postholder is expected to:

- Exemplify the Trust values of Collaboration, Inclusion, Relationships, Challenge, Learning and Excellence
- Contribute to the protection and welfare of children and young people in accordance with Trust's Safeguarding policies and procedures
- Promote health, safety and security at work, ensuring adherence with the Trust's Health and Safety policies and procedures
- Maintain integrity, discretion and utmost confidentiality in accordance with the Trust's Data Protection and IT policies and procedures
- Maintain a professional and constructive approach to your work and your interactions with internal and external contacts in accordance with our Professional Code of Conduct
- Be flexible and adaptable to the changing needs of the Trust
- Be committed to your professional development
- Adhere to all Trust policies and procedures

## Safeguarding

Enable Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Your suitability to work with children and young people will form part of the selection process. An Enhanced Disclosure with the Disclosure and Barring Service (DBS) will be undertaken before appointment is confirmed, along with other safer recruitment checks in accordance with Keeping Children Safe in Education. The successful candidate will be required to disclose all convictions and cautions including those that are spent, the exception being certain minor convictions and cautions which are protected for the purposes of the 'Exceptions' order.

**Dec'25**