



## **Facilities Apprentice - Job Description**

**Reports to: Facilities Manager**

**Pay Grade Range: Apprentice Pay Scale**

### **Summary**

The Facilities Apprentice supports site security, user access, and basic maintenance tasks while gaining hands-on experience and training in facilities management. Working under the guidance of the Facilities Manager and Site Manager, the role contributes to maintaining a safe, secure, and clean environment for staff, pupils, and visitors.

### **Main Responsibilities**

#### **Learning and Development**

- Shadow and assist the Site Manager to understand the operations and changing needs of the school.
- Receive training in Health & Safety requirements, including COSHH assessments and risk management.
- Develop practical skills in equipment use, building maintenance, and groundskeeping.

#### **Site Management & Maintenance**

- Support the Site Manager in monitoring service schedules and identifying performance issues.
- Assist in maintaining and securing furniture, materials, and equipment, ensuring they are safe and ready for use.
- Help perform seasonal repairs and maintenance tasks under supervision, using tools and machinery.

#### **Access, Security & Inspections**

- Assist in providing secure access for educational, community, and business activities.
- Participate in routine site inspections to identify potential Health & Safety issues and record damage for repairs.
- Learn to monitor site security and assist with reporting concerns.



### **Facilities & Equipment Monitoring**

- Help inspect utilities such as heating, water, and fire safety equipment, learning to identify and report issues.
- Support the team in recording inspections and utilities usage within the Premises Management system.

### **Routine Cleaning & Grounds Maintenance**

- Assist in cleaning teaching, communal, and office spaces using appropriate techniques and tools.
- Support routine grounds maintenance tasks, including gardening and upkeep of outdoor areas.

### **Procurement & Storage**

- Assist the Site Manager in ordering and safely storing materials and equipment.

### **General Responsibilities**

- Engage with training to understand and promote good practices in equality, diversity, safeguarding, and prevent duties.
- Contribute to maintaining a safe and healthy working environment.
- Follow data protection regulations (GDPR 2018) and safeguarding policies (Keeping Children Safe in Education).
- Undertake additional responsibilities appropriate to the level of the apprenticeship as required.

### **Apprenticeship Details**

This role is designed as a developmental position. The apprentice will receive on-the-job training, mentorship, and opportunities to gain qualifications in facilities management.



### Person Specification

Willingness to learn and maintain site security and access	Essential
Interest in developing practical DIY and maintenance skills	Essential
Basic knowledge of cleaning materials and equipment	Desirable
Ability to follow Health & Safety procedures and guidance	Essential
Good communication and teamwork skills	Essential
Awareness of the importance of confidentiality	Essential
Ability to work accurately with supervision and gradually take initiative	Essential
Basic understanding of IT and willingness to learn to use office systems	Desirable