



Midsomer Norton
Schools Partnership



Buckler's Mead
ACADEMY

Job Title: Facilities Services Operative Apprenticeship

Grade: Government Apprenticeship Rates of Pay

- Commitment to completion of Property Maintenance Operative L2 Apprenticeship at Yeovil College over 2 years
- Completion of Functional Skills in English & Maths Level 1 if required
- Completion of End Point Assessment

Responsible to: Headteacher / Site Manager

Hours of Work: 37 hours per week (shift rota) - All Year Round

Job Purpose: To work as a pro-active member of the Facilities Management Team to assist in the delivery of planned and reactive general maintenance and assistance service across the school site in order to maintain a high standard of functionality and premises upkeep.

Main Duties & Responsibilities

Working as part of a team to:

- Carry out a range of duties to contribute to the security, safety and day to day maintenance and operation of the whole Academy site, including Sport & Leisure facilities as directed by the Site Manager.

Duties will be as follows but are not limited to:

- Undertake allocated responsibilities for the general tidiness and safety of the outside areas, e.g. the removal of debris from paths and hard surfaces; to keep surface drains free of obstruction; to ensure pedestrian access in periods of severe weather conditions, treating main entrances and paths with salt/grit as appropriate.
- Set out / put away furniture for school events, and undertake general portering, as required.
- Assisting the Site Team with painting and decorating, basic repairs and maintenance of the school and sports centre premises.
- Undertake a reasonable range of handyperson duties as requested by the Site Manager to contribute to the day to day maintenance of the school and sports centre premises, and its furnishings; repairs to fittings and small scale improvements e.g. fitting shelves or noticeboards.
- Identify and report building, furnishing or fittings deficiencies and to undertake any remedial action that may be authorised and appropriate.
- Escort contractors and other relevant persons to sites/areas of repair and maintenance.
- Take delivery of stores, goods and equipment and arrange storage and distribution as required, including the completion of relevant documentation with

appropriate authorising signatures.

- Assist with general site and buildings security.
- Assist with site traffic management practices and car park tending as necessary.
- To support the cleaning of defined areas of the school premises, including from issues that may arise during the working day; window cleaning; obtaining meter readings; sourcing and pricing materials.
- To follow safe working practices at all times.

School Support & General

- To attend all department meetings and relevant staff meetings
- To attend all training courses as directed
- To participate in the School's Performance Management Review process and make use of professional development opportunities.
- To play an active and positive role.
- To familiarise yourself with the working practices of the Department and adhere to them at all times
- To maintain confidentiality according to organisation and legal requirements.
- To be aware of equal opportunities policies and principles and health & safety regulations
- The postholder will be expected to contribute to the protection of children as appropriate, in accordance with any agreed policies and/or guidelines, reporting any issues or concerns to their immediate line manager
- To undertake other duties that can be reasonably expected of and are relevant to the level and nature of the post

This job description only contains the main accountabilities relating to the posts and does not describe in detail all of the duties required to carry them out.

Physical Effort & Working Environment

- The postholder will be expected to undertake bending, stretching and lifting in the course of their day to day employment.
- The postholder will be exposed to heat and cold which on occasions, maybe higher than normal.

Personal Specification

It is expected that the successful candidate would possess the following attributes:

Essential
Completion of Property Maintenance Operative L2 Apprenticeship
English and Maths GCSE 4 (A-C) or above
Evidence of a good basic education.
Responds enthusiastically to a demanding and busy environment.
Driven to succeed, independently and as part of a team.
Reliable and adaptable.
Sets and maintains high standards of delivery with attention to detail.
Ability to work to set schedules.
Ability to reprioritise work at short notice, responding to urgent tasks while undertaking routine tasks.
Ability to manage own workload within agreed timeframe.
Uses own initiative to overcome problems.
Good communication skills.

Uses resources efficiently and effectively.
Approachable and friendly.
Remains calm under pressure.
Basic computer knowledge.
Uses safe working methods.
Willing to work extra hours and be flexible with shift patterns as necessary.
Willingly carries out repetitive tasks.
Desirable
Experience of general maintenance work.
Experience or understanding of working in education/school.
Fire Safety awareness.
Knowledge and understanding of Health & Safety At Work Regulations.
Valid Driving Licence.

Midsomer Norton Schools Partnership is committed to Safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. All appointments are subject to references and a full Disclosure and Barring Service check. Please note that in line with 'Keeping Children Safe in Education' requirements we carry out social media checks on all shortlisted candidates

Post Holder:

Name:

Signature: _____

Date: _____

Line Manager:

Name:

Signature: _____

Date: _____