



Northern Education Trust – Job Description

Job Title:	Site Apprentice		
Base:	Freebrough Academy		
Reports to:	Site Manager	Grade:	In line with the National Minimum Wage for apprentices
Service responsibility:		Salary:	First year at the National Minimum Wage apprentice rate, followed by the National Minimum Wage for your age after one year
Additional:		Term:	37 hours / 52 weeks Fixed term for duration of apprenticeship

JOB PURPOSE

- To assist the Site Team in all aspects of site management, ensuring the security, cleanliness and maintenance of the school and grounds are of a high standard at all times.

JOB SUMMARY

1. To assist with ensuring that the buildings and grounds are maintained to the highest possible standards and consistently monitoring the state of repair and cleanliness of the site;
2. Learning to take responsibility for the security of the site including checking or supervising visitors to the school site as required;
3. Carry out preventative maintenance, e.g. servicing machinery and equipment as directed by your line manager;
4. To carry out minor repairs and decoration work within the buildings as directed by the line manager;
5. Distributing stock and supplies;
6. Helping to maintain and monitor cleaning standards;
7. Monitoring the site to ensure the health and safety of all children, staff and visitors by conducting regular checks and reporting and acting upon any defects.
8. To carry out portering duties including transfer to storage or distribution of goods delivered to the Academy site, movement of furniture and equipment within and between rooms and buildings;
9. Assist with the removal of litter and other materials from inside and outside the buildings, including the emptying of litter bins in a safe and responsible way;
10. Responsible for spot cleaning of spillages, body wastes, etc, as required including cleaning of toilets and washrooms to maintain health and safety standards;
11. To learn and assess fire safety procedures and preventative measures on site

12. To assist in maintaining the grounds around the building to ensure they are kept tidy, safe, and secure.

GDPR

1. To adhere to GDPR and Data Protection Regulations, whilst maintaining confidentiality

General

1. To participate in wider Trust meetings and working groups as required
2. Comply with Trust policies and procedures at all times, including GDPR related policies
3. All staff of Northern Education Trust will abide by the values vision and ethos at all times

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified and the post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time

NET is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including an enhanced DBS check.

Signed:

Date: