

JOB DESCRIPTION

Post title	Site Management Apprentice	Reporting to	Campus Manager
Location	Shireland Technology Primary	Grade	National Apprenticeship
Contract type	Full time, Fixed Term	Hours of work	37 hours per week 52 weeks

Post Summary

To assist in the maintenance, cleanliness and security of the school premises and site, ensuring a safe working environment.

Safeguard and promote the welfare of children and young people and follow school and Trust policies including the staff code of conduct.

Duties and Responsibilities

Site

- Ensure that buildings and site are secure, undertaking daily security checks including locking and unlocking of buildings at pre-determined times.
- Keep records relating to maintenance and security
- Perform duties in line with health and safety regulations and take action where hazards are identified, report serious hazards to line manager immediately
- Undertake general portage duties including moving furniture and equipment.
- Undertake minor repairs (i.e., not requiring qualified craftsman) and maintenance of the buildings and site.
- Maintain and undertake minor repairs to site, furniture, and fixtures.
- Operate systems such as heating, cooling, lighting, and security (including CCTV and alarms).
- Receive deliveries to the school site.
- Collect and assemble waste for collection.
- Periodic cleaning of designated areas of the school building and grounds according to instructions.
- Assist with the maintenance of specialised equipment following training, for example sports.
- Use of ICT systems as required.

Special Conditions of Employment

Rehabilitation of Offenders Act

This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. Appointment to this post is subject to an enhanced DBS disclosure which confirms the appointee is not on the Children's Barred list being obtained. If you are shortlisted you will be asked to disclose any convictions, cautions, reprimands or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013) – a failure to do so is likely to result in dismissal should it later be discovered. Any information given will be treated entirely as confidential and will be considered only in relation to this application.

Any arrests, convictions cautions or reprimands of relevance, obtained by the jobholder after enhanced DBS clearance has been acquired, must be disclosed to the principal by the postholder. Failure by the postholder to do so, or the obtaining by the postholder of a relevant conviction caution or reprimand, may be managed in accordance with Trust Disciplinary Procedure.

Equality and Diversity

Shireland Collegiate Academy Trust is committed to developing, maintaining and supporting a culture of equality and diversity across all aspects of the Trust's work. As such, it is committed to fulfilling its Equality Duty obligations and expects all staff and volunteers to share this commitment. This Duty requires the Trust to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between people who share characteristics, such as age gender, race and faith, and people who do not share them. Staff and volunteers are required to treat all people they encounter with dignity and respect and are entitled to expect this in return.

Training and Development

The Trust has a shared responsibility with the postholder for identifying and satisfying training and development needs. The postholder is expected to actively contribute to their own continuous professional development and to attend and participate in any training or development activities required to assist them in undertaking their role and meeting their safeguarding and general obligations.

Mobility

The postholder may also be required to work at other establishments of the Shireland Collegiate Academy Trust, whether current or future, either on a temporary or permanent basis, as the Trust may reasonably require for the proper performance and exercise of your duties. There is an expectation of reasonable travel in connection with job role.

Amendments

This job description may be subject to review and / or amendment at any time to reflect the requirements of the role. Amendments will be made in consultation with any existing postholder and will be commensurate with the grade for the job. The postholder is expected to comply with any reasonable management requests.