

**Job Description**

**Trainee Maintenance Assistant (Apprenticeship\*)**

**Reports to:** Head of Estates and Facilities

**Pay Scale:** Minimum Wage for Age

**Hours of Work:** Full Time (37 hours per week) Full Year

**Key purpose of role:**

This training position provides the postholder property maintenance training whilst studying for an apprenticeship. This post provides the opportunity to develop in facilities maintenance management and work as part of the maintenance team.

At the end of the apprenticeship, the postholder may be offered a permanent role\*\* at the College supporting the Head of Estates and Facilities to ensure that the College premises and its contents are properly maintained, secured and ready for use and is a clean, safe and tidy environment for staff, students and visitors.

\*This post is offered subject to securing a place on the apprenticeship.

\*\*Subject to passing the course, end point assessment and satisfactory performance over the duration of the apprenticeship.

**Main Responsibilities:**

The postholder will work as a part of the Estates Team to provide a high-quality service for students and staff at East Norfolk to ensure the buildings and site is maintained appropriately. They will also work alongside the site team including the cleaning team.

1. At the direction of the Head of Estates and Facilities, assist with maintenance tasks including painting and decorating, minor repairs to property, fixtures, fittings, and equipment.
2. Under guidance and with suitable training, maintain and operate plant and equipment.
3. Regulate heating/ventilation around the buildings as necessary.
4. Assist with maintenance outside duties, for example clearance of drains and gullies, general tidying, cleaning of areas, supporting with horticultural duties, snow clearance etc.
5. Support the Head of Estates and Facilities to provide access to authorised maintenance or building contractors and ensure they are aware of any potential hazards connected with their presence on the premises, having regard to the Health and Safety at Work etc Act 1974.
6. After training undertake PAT Testing Items of equipment in line with a schedule as directed by the Head of Estates and Facilities.
7. Support the Head of Estates and Facilities with the security of the premises and its contents, including the operation of fire and burglar alarms, involving locking/unlocking entrances, checking and securing windows and internal doors, activating and switching off alarm systems etc. Being part of the scheduled team to open and close the buildings at the start and end of each day and the rota during evening, weekends, and other holidays as required.
8. Being part of the cover team for cleaning and supporting the cleaning of classrooms, removal of rubbish and any other cleaning duties as required to support the continued cleanliness of the site for staff and students.
9. Supporting, as directed the safety, security and support for staff, students or visitors including students who need to be asked to leave the premises or other behaviours which disrupt the enjoyment of the facilities by students and staff.
10. Be fully aware of and to comply with all reasonable instructions and procedures relating to Health and Safety at Work and to recognise the personal and workplace responsibilities required under the Health and Safety at Work etc Act 1974.
11. Assist with the duties associated with a reasonable number of evening lettings.
12. Any other reasonable duties related to the role as required by the Head of Estates and Facilities or member of the Management Team.

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***All employees have a duty for safeguarding and promoting the welfare of children and young persons and must have due regard to the need to prevent people from being drawn into terrorism. Staff must be aware of the College’s procedures for raising concerns about children's welfare and must report any concerns to the Designated Safeguarding Lead without delay. Staff must also ensure they attend the appropriate level of safeguarding children training identified by the College as relevant to their role.***

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**The post holder will also:**

1. Contribute to the College’s Quality Assurance processes as required.
2. Participate in the College’s Staff Appraisal Scheme as required and attend training and development as appropriate to the role.
3. Work within the guidelines and policy and procedure requirements laid down by College policies in such matters as Safeguarding and Equality and Diversity.
4. Demonstrate positive behaviours and day to day commitment to the College’s Core values of Excellence, Care, Diversity and Integrity..
5. Demonstrate commitment to own continuous professional and personal development.
6. The post holder will be required to carry out such reasonable additional duties as may from time to time be determined by their manager or College Principal.
7. This job specification is subject to annual review by the line manager and Principal. Any changes in substance or interpretation will be implemented after consultation with the post holder.

**Health and Safety Responsibilities of all staff:**

1. Under the Health and Safety at Work etc. Act 1974 it is the responsibility of all individual employees to take care of their own health and safety at work, and that of others who may be affected by their acts or omissions at work. This includes co-operating with management in complying with health and safety obligations, particularly by reporting promptly any defects, risks or potential hazards.
2. Report any incidents, accidents and near misses to line manager in accordance with EN Policy.
3. Ensure that personal protective equipment (PPE) provided for his/her safety is maintained and used appropriately and that any problems are reported immediately to his/her line manager.
4. Report any health concerns to line manager or HR team which may be work related or which may affect his/her ability to do their job safely.
5. Attend all statutory and essential H&S training as designated by the line manager.
6. Comply with College and departmental H&S procedures relevant to his/her particular area and systems of work including emergency procedures.

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| **Signed (postholder)** |  |
| **Date** |  |

**PERSON SPECIFICATION:** Trainee Maintenance Assistant (Apprentice)

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| **CRITERIA** | **ESSENTIAL** | **DESIRABLE** | **Assessed**  **From:** |
| **QUALIFICATIONS &**  **TRAINING** | GCSE Maths and GCSE English at Grade C or above or equivalent at Level 2.  First Aid At Work qualification or willingness to achieve within 6 months of appointment. | Trade qualifications or skills eg basic carpentry, painting and decorating.  PAT Testing qualification or willingness to achieve within 6 months of appointment.  Manual Handling qualification or willingness to achieve within 6 months of appointment. | Application  Certificates |
| **KNOWLEDGE/**  **UNDERSTANDING** | Basic Health and Safety understanding and able to demonstrate how this may be relevant in a college environment  Able to demonstrate understanding of the principles of Safeguarding and Equality and Diversity as relevant to needs of post | Knowledge of health and safety regulations and cleaning standards | Application  Interview  References |
| **EXPERIENCE** | Experience of a customer service or maintenance environment |  | Application Interview References |
| **SKILLS/ABILITIES** | Ability to work effectively and supportively as part of a small team  IT skills – able to communicate and work using online systems.  Meticulous and attentive to detail  Able to prioritise tasks  Able to act appropriately on own initiative as well as take direction | Willingness to learn a trade | Application Interview  Test References |
| **ATTRIBUTES** | Polite, courteous, helpful attitude  Discreet and confidential  Flexible, reliable and able to multitask  Good interpersonal skills  Able to relate to people at all levels of the College  Fit to undertake the duties of the role – which involves lifting, bending etc and outside working |  | Interview  References |