

Job Description

Job Title	Trust Site Services Apprentice
Establishment	All Trust Sites
Pay	Age related apprentice rate for first year, rising to £12.26 (current rate) for second year.
Hours of Work	<p>37 hours per week</p> <p>5 days per week (Monday to Friday), between the hours of 8:00am and 4:00pm), all year round.</p> <p>From time to time there will be the need to cover the opening and closing of sites, including working split shifts, this may be subject to short notice.</p> <p>Supporting evening, weekend and school holiday lettings across sites.</p> <p>Flexibility will be required to support all schools within the Trust in relation to Site Services jobs, and therefore travel will be required.</p>

Job Purpose

To act as Apprentice to our Site Service teams, assisting with the day-to-day routine maintenance, cleaning duties and smooth running of the Trust establishments.

There will be a requirement to provide cover at establishments when needed, this may result in the changing of working hours to cover the opening and closing of sites, including working split shifts. This change in hours may be at short notice.

To ensure that school sites are safe, secure, well maintained and a suitable environment for the educational activities taking place at the schools.

Overview of Duties and Responsibilities (not limited to)

Maintenance and Security

Main Duties and Responsibilities

To be responsible for the security of the buildings and grounds including routine and non routine opening of the premises and setting of alarms. In the morning; unlock, open windows and doors to ensure areas are ventilated and at night ensure that windows and doors are locked;

Ensure that site are kept free of all litter and rubbish including fallen leaves. The general litter/glass etc., clearance from all shrub borders, hedgerows, grass areas, gullies, adjacent walls, paths, drives and play areas;

Ensure that the necessary steps and precautions are taken to prevent delivery and other vehicles driving over paths, grass or other unauthorised areas where possible preventing trespass and unauthorised parking;

To work with the Site Services teams in managing all repairs and maintenance needed outside of this job description, progress chasing and reporting on delays.

Inspection of all play areas and equipment and removal of any dangerous materials or objects daily and as necessary to ensure the safety of users and report where action is needed;

Under the supervision of the Site Services teams, support the operation of the heating plant, maintain required temperatures and the availability of an adequate supply of hot water, reporting any deficiencies to the Site Services teams.

With training and development you will be responsible for minor repair and maintenance work, including:-

Carpentry – refitting wipeboards and pinboards, replacing door and window furniture, assembling flat-pack furniture, easing doors etc.

Plumbing – repairing leaking taps, refitting toilet seats, renewing ball valve washers and floats, clearing blocked toilets, ensuring drains, channels, grease traps and potato sumps are kept clear and disinfected.

Electrical – fitting of plug taps, replacing plug fuses, light tubes, bulbs and starters.

General – minor plaster repairs, minor repairs to floor covering, internal decorating & paintwork, removal of graffiti, replacing fixtures and fittings e.g. toilet roll holders, paper towel holders, brackets, shelves, cupboards, plus minor repairs to fencing, paths, drives and playgrounds, minor glazing repairs.

To undertake limited grounds maintenance duties including setting up portable sports facilities for play, taking equipment from and returning it to school stores on a day to day basis.

To ensure an adequate stock of essential items and safe maintenance and control of equipment for the role.

Monitor fire safety and carry out fire alarm testing.

CLEANING DUTIES

Cleaning of school signs, name boards, directional signs and windows as required.

Undertake internal cleaning of areas as required, without encroaching on allocated time required for your monitoring and handy person duties.

MISCELLANEOUS

Carry out procedures in the event of emergencies and provide assistance in dealing with general enquires relating to the use of the site.

To undertake work during school holidays as defined by the Head of Estates or Trust Estates Manager.

To keep paths, steps, walkways, etc., free of snow and ice, using and ordering salt and grit as necessary.

To carry out any other relevant duties as requested.

Trust Specific Activities

Carryout duties of the post with due regard to the Trusts equal Opportunities Policy, Safeguarding, Prevent, Data Protection, Finance Audit, Code of Conduct and Health and Safety procedures and other staff policies

To work in any of the employers' academies for temporary periods

Post Holder Reports to	Trust Estates Manager Head of Estates
Post Holder Responsible for	N/A

Person Specification

	Essential	Desirable	Evidence
Qualifications/Education:			
GCSE grades A* - C / 9-4 or equivalent, including English and Maths		✓	A
Knowledge, Skills & Experience:			
Experience of using computers and in particular Microsoft Office and Email		✓	A, I
Well organised and able to plan work using own initiative to meet deadlines.	✓		A, I
Numeracy skills to check stock levels, deliveries and measure areas. Ability to follow instructions and complete tasks set.	✓		A, I, T
Ability to meet the physical demands of moving equipment/objects and general manual tasks.	✓		A, I, T
Ability (with appropriate support) to undertake general tasks not requiring skilled trade qualifications, e.g. Basic electrics, building, plastering, painting, gardening, carpentry.	✓		A, I
Ability to understand information about operating equipment.	✓		A, I
Basic knowledge of cleaning, security and handyperson skills.	✓		A, I
Basic awareness of Health and Safety issues.	✓		A, I
Collaborative, works well in a team	✓		A, I

This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. A Disclosure and Barring Service (DBS) will be required prior to appointment. This Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All duties and responsibilities must be carried out with due regard to the Trust's Health and Safety Policy.

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the Trust's Equal Opportunities Policy. Duties which include processing of any personal data, must be undertaken within the corporate Data Protection Guidelines (Data Protection Act 2018)