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|  | **Nene Park Academy**  **Apprentice Maintenance Operations**  **JOB DESCRIPTION** | Image result for nene park academy logo |

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**Scale: Apprentice Scale**

**Hours:** 37 hours per week

**Weeks:** 52 weeks per year

**Responsible to:** Site Manager

**ROLE** To ensure the site and premises are safe, secure and well-maintained.

**Specific Duties**

1. To assist with general maintenance and first line repairs within the scope of a competent handyperson and in a timely manner, reporting any repairs outside your capability so other arrangements can be made.
2. To ensure good housekeeping to prevent accidents around the site.
3. Porter duties as required, including laying out furniture for assemblies, lunch, examinations and other timetabled activities.
4. To carry out cleaning as necessary, including responding to spillages as they occur.
5. To transport waste sacks to the skips when required and any other items of waste material.
6. To undertake cleaning duties outside the remit of current cleaning staff.
7. To operate all plant and machinery within Health and Safety and other legal regulations.
8. To use email and other computer packages to read/send messages and to produce/keep work records.
9. To ensure that paths and car parks are clear of leave or snow, sweeping or gritting as required.
10. Multi-site and team working across the CMAT Peterborough schools at the reasonable request of the Site Manager as required.
11. Miscellaneous duties of a practical nature as circumstances demand at the reasonable request of the site manager

**Child Protection**

To inform the Designated Child Protection Officer of any issues relating to the safety and well-being of students and adhere to the CMAT Trusts Child Protection policy at all times.

**School Development**

Participate in arrangements for the appraisal of your performance.

Participate in arrangements for further training and professional development.

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*The job description is subject to review and may be changed following consultation with the post holder.*

*The Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. All staff will be subject to an enhanced check with the Disclosure and Barring Service.*