



Job Description

Job Title: Site Apprentice

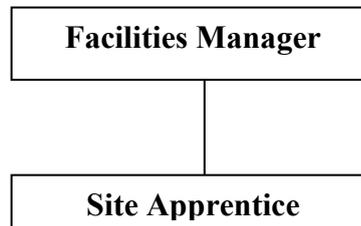
Hours: 37 hours/52 week

Grade:

Reports to (job title): Facilities Manager

Organisation Chart:

Show immediate manager and any jobs reporting to this post.



DBS Check applicable?

Standard Enhanced None

Is post exempt under the Rehabilitation of Offenders Act 1974 in respect of declaration of spent convictions?

Yes No

Line Management responsibility for:

No. of direct reports: 0

No. of indirect reports: 0

Size of budget:

N/A

Job Purpose:

Working under the direction & supervision of the Facilities Manager, on-site training & direction with regard to the requirements of the post will be provided. Responsibilities of this post include general portering and minor maintenance work to ensure the appearance of the building & surrounding areas are maintained in accordance with the standards set by the Academy. Line Managed by the Facilities Manager, the ideal candidate will demonstrate a 'can-do' attitude and be in good health to undertake a role that will include annual work.

The Operational Role of the Site Technician:

To ensure the security, care and availability of the Academy building, furniture, fittings and equipment; to ensure a satisfactory physical environment.

Main tasks:

1. Responsible for ensuring the building, contents and grounds are secured.
2. Maintaining constant awareness of the physical condition of the grounds, buildings, furniture and taking appropriate steps to ensure maintenance and repairs where necessary.
3. Assisting with internal decoration.
4. Porterage duties as required and particularly the laying out of furniture and other equipment for timetabled activities without direct instruction. E.g. exam desk and chairs, events.
5. Miscellaneous duties of a practical nature as circumstances demand, or at the reasonable request of the Principal.
6. To carry out minor improvement work e.g. erecting shelves, notice boards, fitting locks, relining doors etc – where applicable.
7. Monitoring the standards of cleaning in the building, the upkeep of the grounds.
8. Where applicable carrying out some cleaning work, generally using machinery, as allocated.
9. Requesting unauthorised users of the site to leave; calling for the attendance of the police if necessary.
10. Unlocking of gates and entrance doors and checking as far as possible that the grounds and premises have not been disturbed. Switching on of lights and opening of windows as might be required.
11. At the end of the day – walking around premises, checking that windows are closed, lights switched off and internal doors locked, as might be required. Locking of external doors and gates.
12. Drawing to the attention of the Facilities Manager by completing the relevant documentation or otherwise, to any repairs or maintenance work which is beyond the competence and responsibility of the Academy's staff.
13. Replacement of light bulbs, fluorescent tubes etc.
14. Ensuring all drains and gullies are free-flowing and clean. Clearing blockages where these occur.
15. Ensuring all caretaking duties are being completed in a safe and working condition.
16. Preparing for school and after school activities, clearing and (in specific circumstances) cleaning up after these activities within the normal hours of work including Academy shows, parents evenings.
17. Laying out and stacking chairs, desks and tables etc. Movements of these within the school including setting out furniture for examinations.
18. Taking responsibility for the delivery of stores, materials and other goods, signing for, storing and or moving them within the school as required.
19. Dispatch of goods from the school.
20. Carrying out procedures in the event of fire, flood, breaking and entering, accident or major damage. This includes liaising with the FM Manager on call outs on a rota.
21. Ensuring all hard areas, grassed areas, beds, borders and grounds are free from litter and excessive accumulations of dirt and rubbish. Occasional grass cutting.
22. Emptying of litter baskets and bins. Disposal; of all rubbish and cleanliness of dustbin areas.
23. Emptying all recycling bins across the site.
24. Emergency cleaning in the absence of cleaning staff, e.g. spillages of paint, children being sick etc.
25. Report unsafe conditions that may contravene the Health and Safety at Work Act and the Fire Precautions Regulations.
26. During periods of school closure, the maintenance/cleaning work will include any special tasks that become necessary and are set by the FM manager.

All of the above is the system in place for the Saturday rotas also.

To carry out all responsibilities with regard to the Academy's Equalities Policy and Procedures and Customer Care Policy.

To comply with all Health & Safety at work requirements as required by the Academy.

Other duties and responsibilities express and implied which arise from the nature and character of the post within the department (or section) mentioned above or in a comparable post in any of the Organisation's other sections or departments.

This is a description of the job as it is constituted at the date shown. It is the practice of this Authority to periodically examine job descriptions, update them and ensure that they relate to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the appropriate manager in consultation with the post holder.

In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible the Head of Service reserves the right to make changes to your job description following consultation.