

# St Wilfrid's Catholic School

## Job Description for Facilities Apprentice



<b>Job Title:</b>	Facilities Apprentice
<b>Position Level:</b>	<b>Grade 5 Point 7 £26,145 (inclusive of Crawley Allowance)</b>
<b>Reports to:</b>	Facilities Manager
<b>Hours</b>	Monday to Friday, 37 hours a week
<b>Responsible for:</b>	School caretaking and maintenance of the grounds and Facilities of St Wilfrid's Catholic School and other school sites as required.

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### Purpose of the Role

The Facilities Apprentice will support the Facilities Manager and team in maintaining a safe, clean, and welcoming environment at St Wilfrid's Catholic School. This role is designed to provide hands-on experience in facilities management, including basic maintenance, site security, and event setup.

### Location

Based at St Wilfrid's Catholic School, with occasional support at other school sites as needed.

### Working Hours

Monday to Friday, 37 hours per week, with shifts between 07:00–18:00. Some flexibility may be required for evening events. Holiday entitlement is 25 days per year plus bank holidays.

### Key Responsibilities

Under the guidance and supervision of the Facilities Manager, the Facilities Apprentice will:

- Assist with basic maintenance tasks such as painting, light repairs, and general upkeep of the school buildings and grounds.
- Help with daily site checks and report any issues to the Facilities Manager.
- Support with unlocking and locking the school buildings as part of a team.
- Set up rooms and halls for school events, meetings, and assemblies.
- Help maintain cleanliness in outdoor areas, including sweeping and litter picking.
- Learn how to use tools and equipment safely and correctly.
- Attend training sessions and complete apprenticeship learning tasks as required.
- Follow all health and safety procedures and report any concerns to the Facilities Manager.
- Support the team with deliveries, moving furniture, and other general duties.
- Assist with the supervision of site contractors.



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### Personal Qualities and Skills

We are looking for someone who:

- Is eager to learn and develop new skills.
- Communicates clearly and politely with staff, students, and visitors.
- Is reliable, punctual, and takes pride in their work.
- Can follow instructions and work well as part of a team.
- Is flexible and willing to help with a variety of tasks.
- Understands the importance of safeguarding and keeping the school safe.
- A full, clean driving licence is helpful but not essential.

Candidates should be supportive of the Catholic ethos of the school.

*St Wilfrid's Catholic School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Any successful applicant will be required to undertake a DBS check at an Enhanced level.*

