

Job Description

Whitley Academy



Job Title: Site Services Apprentice

Grade: Apprenticeship programme

Location: Whitley Academy

Hours: 30 hours all year round

Job Purpose:

Providing day-to-day response to the site, staff and students, the apprentice will carry out any specific instructions given to him/her by the Facilities Manager and Senior Site Service Officer. You will work to a daily schedule, which should be followed unless directed otherwise. The post holder will have the opportunity to work towards Property Maintenance Operative - Level 2 qualification.

Job Responsibilities

To assist the Senior Site Manager with:

- General tidying up after events/functions
- Movement of equipment between rooms including setting up for examinations
- Movement of break and lunch furniture
- Ad-hoc spot cleaning around the school site
- Collection and delivery of items delivered to the school
- Assist with looking after shrubs and plants, ensuring all areas are effectively weeded regularly
- Collecting leaves and rubbish
- Window cleaning
- Painting
- Cleaning waste and recycling bins
- Emptying paper recycling bin
- Regular checking and cleaning of storage areas
- To report any unsafe equipment or area of the building to the Senior Site Services Officer or Facilities Manager
- Keeping paths and driveways clear from ice/snow
- Snow clearing and de-icing
- To comply with the requirements of the Health and Safety At Work regulations.
- To take reasonable care for the health and safety of him/herself and for others affected by his/her work and to co-operate with the employer in ensuring health and safety responsibilities are carried out
- And any such duties as are within the scope and spirit of the job purpose, the title of the post, and its grading.

This School is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expect all staff and volunteers to share this commitment.

All posts within this School are exempted under the Rehabilitation of Offenders Act 1974 and, as such, appointments to these posts will be conditional upon the receipt of a satisfactory response to a check of police records via Disclosure & Barring Service. All duties and responsibilities must be carried out with due regard to the Whitley Academy's Health & Safety Policy

Duties which include the processing of any personal data must be undertaken within the corporate data protection guidelines.

Responsible for: n/a
Responsible to: Senior Site Officer/Facilities Manager
Date Reviewed: October 2017