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**TITLE:** Apprentice Facilities Assistant

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**GRADE:** Apprentice Scale

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**RESPONSIBLE TO:** Facilities Manager – delegated to Maintenance Operative

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## **PURPOSE OF JOB:**

To join the Estates team and provide support in maintaining the college facilities and ensuring a safe, clean, and orderly environment for learners, staff, and visitors. The apprentice will assist in various routine maintenance tasks, including basic plumbing, electrics, painting, decorating, and carpentry, under the guidance of experienced staff. To undertake training as required by NCC.

## **MAIN TASKS AND RESPONSIBILITIES:**

### **1. In common with all other staff:**

- 1.1 To support the College's mission, vision, values and strategic objectives.
- 1.2 To implement the College's Equality and Diversity policies and to work actively to overcome discrimination on grounds of all protected characteristics; sex, race, religion/belief, disability, sexual orientation, age, pregnancy/maternity, gender reassignment status, marriage/civil partnership status.
- 1.3 To take responsibility for one's own professional development and participate in relevant internal and external activities.
- 1.4 To implement the College's safeguarding policies and practices.
- 1.5 To implement your health and safety responsibility in line with the College's Health and Safety policy.
- 1.6 To contribute to the College's commitment to continuous improvement as identified in the College's quality assurance systems.
- 1.7 To ensure that data is handled in line with the General Data Protection Regulations.

## **2. In common with all other support staff:**

- 2.1 To participate in College-wide projects and tasks.
- 2.2 To work in other support services areas to meet the specific needs of workload peaks.
- 2.3 Such other duties of a similar nature commensurate with the grade as may be required from time to time. This may/will require working in other campuses of the College

## **3. Particular to the Post:**

- 3.1 Assist in minor works in order to improve the site as directed by maintenance operatives and/or the Line Manager.
- 3.2 Develop and maintain awareness of the physical condition of the building, furniture, fittings and equipment and where appropriate repairing/reporting defects or requisitioning work for repair.
- 3.3 To assist in general maintenance jobs which may include-
  - Changing lamps/replace lights
  - Dispose of rubbish. i.e. recycling
  - Minor plumbing i.e. clean drains, unblock toilets, or fix leaky pipes,
  - replace door handles,
  - Minor painting and decorating of fabric i.e. touch up painted surfaces.
- 3.4 Inspect and repair outdoor structures and furniture.
- 3.5 Assemble furniture using power tools and building fabrics.
- 3.6 Undertake general portorage duties, including furniture and equipment movement.
- 3.7 Maintain cleanliness and general tidiness of all external hard areas, empty litterbins and litter picking on a daily basis.
- 3.8 Periodically clean and clear all drains and gullies
- 3.9 Keep entrance to the college inside and outside, clean and clear of obstructions at all times
- 3.10 Clear leaves, snow, ice, moss and detritus as appropriate, including treatment of surfaces with salt, etc.
- 3.11 Inspect all outside areas for dangerous materials and remove if safe and appropriate or report to line manager if unsure.

- 3.12 To ensure that all equipment is returned to the appropriate stores and the stores are kept secure and clean at all times.
- 3.13 Participating in the cleaning and grounds maintenance activities
- 3.14 Mail room duties – receiving / sorting/ delivering of internal and external post
- 3.15 To work at other locations within the group on a temporary basis to assist with the smooth running of the service in times of staffing shortages
- 3.16 Once trained - to act as a Fire Marshall and First Aider in any event.
- 3.17 Any other duties, commensurate with the post as may be required by the line manager from time to time

#### **4. Person Specification:**

- 4.1 Good communication skills- - able to demonstrate a good command and understanding of the English language
- 4.2 Willingness to learn practical skills in plumbing, carpentry, painting, electrical
- 4.3 Able to write read and follow instructions, complete paper work, use radio communication
- 4.4 Strong organisational and prioritisation skills.
- 4.5 Understanding of the importance of maintaining a safe, clean and customer friendly environment.
- 4.6 Demonstrate the need to present a neat and professional approach and image at all times
- 4.7 Ability to work well as part of a team and build professional relationships
- 4.8 Willingness to learn new working procedures
- 4.9 Good understanding of health and safety issues
- 4.10 A team player with a positive and can- do attitude
- 4.11 Basic computer skills and familiarity with Windows programs

**Additional Information:**

Hours of work: 35 hours per week - all year round. Routine fixed daily start and finish times across the hours of college operation by agreement.

Under exceptional circumstances, e.g. alterations in the College's pattern of working or changes in pattern of demand, the hours of attendance may be varied after consultation with the member of staff concerned.

This job description will be regularly reviewed to ensure that it is an active description of the responsibilities and duties of the individual post holder and that these responsibilities and duties consistently match the needs of the College.