

## Capital City Academy - Job Description: Support Staff – Full Time

### Title of Post

Facilities Team Apprentice

### Salary

National apprenticeship rates - up 18 months Fixed Term Contract

### Hours per week

This position is for 37 hours per week - full time.

### Annual Leave Entitlement

24 days

### Reporting to

Facilities Manager

### Job Purpose

To be an example on the Apprenticeship Scheme supporting the facilities site team at the Academy

### Generic Duties

- To be an active member of the Capital Support Staff Team and to support the Principal in embedding a strong Culture for Learning across the Academy.
- To attend relevant meetings and provide administrative support as required.
- To be an effective line manager/ line managee.
- To maintain high expectations and standards at all times contributing to the positive ethos of the Academy.
- To contribute to the promotion of equal opportunities and celebration of diversity in all aspects of the work of the Academy.
- To take personal responsibility for professional development and to participate in the Academy's arrangements for Appraisal using BlueSky. INSET activities may be requested via Bluesky and TOIL may be taken for INSET undertaken outside of work hours.
- To take responsibility for the safeguarding of young people. Capital City Academy is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment. All staff must attend at least annual safeguarding training and read Keeping Children Safe in Education at least annually and whenever it is updated. All staff must report any safeguarding concerns to the Designated Safeguarding Team immediately.
- To obtain a nationally recognised First Aid certificate and undertake fire marshal training to assist in the safety and welfare of the students.
- To undertake such further activities as may reasonably be directed by the line manager or Principal.

### Specific Duties:

A Facilities apprentice will be able to provide Facilities Services Support to the school staff and facilities management department:

- To undertake a supervised Building Safety Compliance works according to a duty rota / schedule of works as required by the Facilities Manager
- To support with all aspects of buildings and facilities management at Capital, working closely with Capitals Facilities Manager
- To follow Statutory Health & Safety procedures, adhering to agreed standards set
- To monitor Helpdesk Form and report to FM Team and respond accordingly

- To support the facilities team in implementation and delivery of the programme of planned preventative and reactive maintenance and decoration
- To support the FM Team receiving deliveries, goods from suppliers and setting up furniture and equipment
- To assist the team with the set up for all internal events and functions as planned in the school's calendar
- To report any suspicious activity, damage/ spillage that might endanger the health, safety or security of the building, its contents and its occupants and take appropriate action to deal with immediate hazards.
- To assist the FM Team to maintain plumbing and drainage systems, for example repairs to WC systems, leaking taps or water testing and unblocking drains
- To understand and demonstrate the importance of working safely at heights
- To receive training on use of the ride-on pitch maintenance machine and undertake sweeping of the 3G pitch according to an agreed weekly/ monthly schedule
- Legislative requirements and responsibilities relating to health and safety, access & inclusion, manual handling, working at heights, hazardous substances (COSHH), reporting of injuries, diseases etc (RIDDOR)
- To notify the Facilities Manager of any repairs needed to damaged furniture, fixtures and fittings.
- To undertake off site training in accordance with the agreed Apprenticeship programme

**Success Criteria**

To be individually agreed through an annual appraisal process but will include reference to:

- To successfully complete the Apprenticeship qualification
- All minor repairs and adjustments carried out are handled efficiently and properly.
- Projects are supported and take place according to an agreed schedule

Person Specification		
Competency	Essential	Desirable
Qualifications	<p>To meet the enrolment criteria on the Apprenticeship Programme</p> <p>To have been enrolled for the Apprenticeship with the Academy.</p> <p>Working 5 days per week with agreed study release days</p>	
Experience		Interest in gaining experience of minor general maintenance and repair works

		Interest in carrying out health and safety checks
Knowledge and Understanding	<p>A basic understanding of building maintenance operations, facilities management and health and safety requirements in an education/school environment.</p> <p>Enthusiasm for and commitment to the achievement of the Academy's overall vision.</p>	<p>A basic understanding of the principles of customer care and experience in a customer facing role</p> <p>Interest in gaining skills in risk assessment for health and safety in order to make sound and timely decisions based on good judgement</p>
Skills	<p>Computer literate, able to use IT based administrative systems</p> <p>Good written and oral communication skills: able to deal with general queries in a helpful and informative manner</p> <p>Able to take ownership of situations</p> <p>A drive for efficiency and value for money</p>	<p>Enthusiasm for continuous professional development and willingness to learn and develop</p> <p>Effective team worker: helpful and friendly</p> <p>Demonstrates respect for people, regardless of ethnic origin, gender or disability.</p> <p>Awareness of, and commitment to, diversity and inclusion.</p>

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