



JOB DESCRIPTION

JOB TITLE	Site and Facilities Apprentice – level 2 Manchester Communication Academy
SALARY GRADE	Year 1 – National Minimum Wage Apprentice Rate. Following completion of the first year, pay will increase to the appropriate National Minimum Wage where applicable according to age and apprenticeship regulations.
RESPONSIBLE TO	Site Manager
HOURS OF WORK	• Hours: 35 hours per week • Monday to Friday • Working pattern: Term time only (Negotiable) • Fixed term 18 months

Earn, learn and start your career

Manchester Communication Academy is looking for a practical, enthusiastic and reliable Site & Facilities Apprentice to join our team.

This is a great opportunity for someone who enjoys hands-on work, fixing things, working outdoors and learning practical skills.

You don't need to arrive knowing how to do everything – that's what the apprenticeship is for.

You'll work alongside experienced members of our Site and Facilities Team, learning on the job while working towards a recognised apprenticeship qualification.

One day you might be helping set up an area for a school event, another you could be learning how to complete a minor repair, painting and decorating, looking after our grounds, receiving deliveries or helping carry out routine site and safety checks.

It's a varied role where you'll learn how a large secondary school is kept safe, secure, welcoming and running smoothly every day.



About the role

Maintenance and practical skills

Under the supervision of experienced colleagues, you'll learn how to:

- carry out basic repairs and routine maintenance;
- identify and report faults, damage and potential hazards;
- undertake basic painting and decorating;
- develop practical maintenance and DIY skills;
- use appropriate tools and equipment safely;
- assist with minor repairs to fixtures, fittings and furniture;
- help maintain doors, gates, fencing and other site equipment;
- support planned and preventative maintenance;
- understand when a job needs to be passed to a qualified contractor or specialist; and
- keep records of work and maintenance activities where required.

You'll only undertake tasks appropriate to your level of training and competence and will be supported as your skills develop

Learning after our academy

You'll help the Site Team with the everyday jobs that keep MCA running, including:

- keeping buildings and outside areas safe, tidy and well presented;
- carrying out routine site inspections;
- helping maintain paths, entrances and outside spaces;
- supporting basic grounds maintenance;
- litter picking and helping maintain the appearance of the site;
- moving furniture and equipment safely;
- setting up rooms and spaces for lessons, meetings, examinations and events;
- receiving deliveries and helping distribute items around the academy;
- helping manage and store site equipment and supplies;
- supporting recycling and waste arrangements; and
- responding to everyday requests from colleagues around the academy

Health and Safety and Security

A really important part of working on a school site is keeping everyone safe.

As your knowledge and experience develop, you'll learn how to:

- support routine health and safety checks;
- identify hazards and report concerns;
- understand school fire and emergency procedures;



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- support routine checks of buildings and equipment;
- help keep entrances, exits and escape routes clear;
- follow safe systems of work and risk assessments;
- use personal protective equipment correctly;
- support site security;
- understand procedures for contractors and visitors; and
- help ensure pupils, staff and visitors have a safe environment.

You'll also learn why accurate records, regular checks and good communication are so important when looking after a school site.

Supporting school life

Working on a school site is about more than buildings.

Our Site Team plays an important part in the everyday life of MCA. You may help:

- prepare spaces for assemblies, examinations and school events;
- set up furniture and equipment;
- support parents' evenings and community events;
- prepare facilities for activities taking place outside the normal school day;
- respond to practical problems as they arise;
- support colleagues across the academy; and
- make sure our pupils, families, staff and visitors arrive at a site that is safe, welcoming and well cared for

What we're looking for

Experience isn't the most important thing – attitude is.

We're looking for someone who:

- enjoys practical, hands-on work;
- is interested in learning how to repair and maintain things;
- is willing to learn new skills;
- is reliable and punctual;
- enjoys working as part of a team;
- can follow instructions carefully;
- takes pride in doing a job properly;
- understands the importance of working safely;
- is happy working both indoors and outdoors;
- is willing to get stuck in and help;
- can communicate positively with colleagues and other people around the academy; and
- wants to gain a qualification and build a career.



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You might be leaving school or college and looking for your first opportunity, or you might simply be looking for a new direction and the chance to develop practical skills.

What you'll gain

By joining MCA as an apprentice, you'll have the opportunity to:

- gain a recognised apprenticeship qualification;
- earn a wage while you train;
- learn practical maintenance and facilities skills;
- work alongside experienced colleagues;
- gain real experience in a large working environment;
- develop your confidence and problem-solving skills;
- build valuable health and safety knowledge; and
- create a strong foundation for a future career in facilities, estates, property maintenance, caretaking or the wider construction and maintenance sector.

Pay

For apprentices starting under the current rates applicable from 1 April 2026, the National Minimum Wage Apprentice Rate is £8.00 per hour during the first year of the apprenticeship.

After completing the first year, apprentices aged 19 or over will be paid at least the National Minimum Wage or National Living Wage applicable to their age.

The actual salary and working arrangements will be confirmed before appointment and will comply with the National Minimum Wage requirements applicable throughout the apprenticeship.

Working at Manchester Communication Academy

Manchester Communication Academy is part of Greater Manchester Academies Trust (GMAT). We are committed to providing an inclusive, ambitious and supportive education for the young people and communities we serve.

We believe strong schools are built on strong relationships – between pupils, colleagues, families and the wider community

Probation Period

Post holders who are new to the Trust will be subject to a probation period of 12 weeks. The probation period provides a structured framework to ensure employees are inducted into the Trust and understand the standards expected of them in terms of performance, attendance and behaviour.



Person Specification

This person specification will be used when shortlisting candidates for interview.

Essential

- GCSEs (or equivalent) in Maths and English (Grade 4/C or above desirable)
- Strong attention to detail and accuracy
- Good communication skills
- Basic IT skills (Microsoft Excel, Word, email)
- Willingness to learn and develop new skills
- Ability to work as part of a team

Personal Qualities

- Reliable and punctual
- Organised and methodical
- Positive attitude and willingness to learn
- Professional and discreet
- Committed to personal development

Staff Benefits

- Access to Staff Employee Assistance Programme & other staff wellbeing services
- One additional 'Flexi-Day' of paid leave that can be taken during term time after 6 months' service
- Free On-Site Parking
- Cycle to Work Scheme & On-Site Bike Storage
- Car Leasing Scheme
- On Site Gym & Changing Room Facilities
- Electric Car Chargers
- Discounted Staff Bistro
- Free Tea & Coffee

Payroll & Pension

- You will automatically become a member of the Local Government Pensions Scheme where applicable (unless you opt out)
- Staff are paid by BACS transfer into their bank account on the last working day of the month, unless notified otherwise

Safeguarding

The Trust is committed to safeguarding and promoting the welfare of young people and vulnerable adults and expects all staff and volunteers to share this commitment.



This job description sets out the main duties and responsibilities of the post and each individual task may not be identified. The post holder will be expected to undertake such other duties as reasonably correspond with the general character of the post and are commensurate with its level of responsibility.

This job description will be kept under review and may be amended from time to time, following consultation with the post holder, to reflect changing organisational needs.

Where the post holder discloses that they have a disability, every effort will be made to supply all necessary aids, adaptations or equipment to allow them to carry out all the duties of the job. If, however, a certain task proves to be unachievable, job redesign will be fully considered.

DBS	This post requires DBS clearance and is subject to Enhanced clearance from the Disclosure and Barring Service as well as a range of other safeguarding checks.
Rehabilitation of Offenders Act 1974	The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website. You are not required to provide details of criminal convictions at application stage, however if shortlisted for interview you will be asked to supply further information, which will include spent convictions.
Online Searches	Any candidate selected for shortlisting may be subject to an online search as part of our due diligence. Online searches do not form part of our shortlisting process, however any issues of concern that come up during an online search may be discussed with the candidate at interview.

How to apply

Any offer of employment is subject to a satisfactory enhanced criminal record check with barred list through the Disclosure and Barring Service (DBS), medical clearance, references and verification of qualifications satisfactory to the Trust.

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment and adhere to the school's child protection policies and procedures.



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The closing date for applications is 4th October 2026 9pm. Shortlisted candidates will be notified by email of the interview arrangements.

Please complete the application from which can be found on the GMAT website or on My new term <https://mynewterm.com/trust/Greater-Manchester-Academies-Trust/16245>.

Paper copies can be sent this to recruitment@gmatrust.co.uk

Please note we cannot accept CV's

Please ensure your correct email address is provided on your application form. Interviews dates to be confirmed nearer the time.

We welcome the opportunity to meet or speak with you during the application process. If you would like to arrange this, please contact recruitment@gmatrust.co.uk

Unfortunately, we are unable to notify candidates individually if they have not been successful with their application.

We reserve the right to close this vacancy early.

***Reviewed and approved by;
Trust Chief Finance Officer
September 2026***