**Apprentice Facilities Assistant**

**Hours:**

Monday – Friday. All year round. Hours to be agreed e.g. 08.30 – 4.30. You will be entitled to the statutory 28 days paid leave per year.

**Salary:**

National Apprenticeship rate

**Responsible to:**

Site and Health & Safety Manager

This is an apprentice role and as such will build up to the roles and responsibilities and will not be expected to undertake all of these roles and responsibilities straight away.

**Main Purpose of the Job**

To assist with all aspects of site management including a wide range of duties and responsibilities connected with the fabric and grounds of the school. This includes assisting with security, cleanliness, porterage, monitoring contractors, routine maintenance and refurbishment, minor repairs, advising on suggested improvements to the general school environment, to improve the productivity of site management and to assist with pre-planned maintenance programmes.

**General Responsibilities**

In conjunction with the Site and Health & Safety Manager:

• To learn about the management and maintenance of the school buildings and environment and assist with the maintenance of the site.

• To assist with the health & safety of the site.

• To assist with repairs and DIY projects.

**Specific Responsibilities**

**Premises Management**

• To assist with the day to day maintenance, repair and cleaning of the school.

• To support the Site and Health & Safety Manager on a rolling programme of redecoration/refurbishment during the school holidays.

• To help ensure that the school site is kept clean, safe and in a good state of repair and stocked with all necessary supplies.

• To assist with regular checks and inspections of the premises.

• To monitor work requests ensuring that day to day maintenance tasks and requests for minor works are undertaken as expediently as possible.

**Security (together with Site and Health & Safety Manager)**

• To assist with the security of the premises.

• To assist with the unlocking and locking up the school during term time and for the unlocking and locking of the school during school closure periods if directed to do by your line manager.

• To assist with the fire call points, intruder alarms and emergency lighting are tested weekly and results recorded.

• To assist with the monitoring and advise the Site and Health & Safety Manager on all security matters.

**General Site Duties**

• To assist with the monitoring of the school heating and hot water systems.

• To assist with cleaning the main school floors after lunch.

• To assist with the provision of a portering and furniture moving service as required in order that school activities can proceed and that the entrance of the school is always clear and welcoming.

• To assist with orders received into school and ensure these are delivered to the appropriate area / person as necessary.

• Support the Site and Health & Safety Manager to ensure that routine maintenance service checks on all serviceable equipment are carried out i.e. boilers, air conditioning units, firefighting equipment, lightning conductors etc. and results recorded.

• To carry out emergency cleaning if required.

**Health & Safety**

• To help provide safe access to the school in the event of snow, ice or flooding.

• To have knowledge of the location of all water and gas stop cocks and mains electricity power breakers etc.

• To help carry out regular emergency evacuation procedures & keep appropriate records.

• All duties to be carried out in compliance with the Health & Safety at work Act, Nationally and locally agreed Codes of Practice which are relevant and the School’s Health & Safety Policy and Procedures.

**Administration**

• To support the maintenance of logs of all inspections and checks carried out.

• To ensure power tools are inspected before use and are PAT tested as required.

**Person Specification**

**Qualification and Experience**

• To be prepared to work towards recognised training/qualifications associated with premises management.

• The willingness to learn and understand regulations such as health & safety, manual handling, COSHH, risk assessments, asbestos, Legionella etc.

• The ability to operate and understand electrical/mechanical systems.

• Willing to learn basic building repairs and maintenance.

**Abilities, Skills and Knowledge**

• Good communication skills.

• Good numeracy and literacy skills.

• Good IT skills.

• Ability to gather information and problem solve.

• Ability to manage own time effectively and demonstrate initiative including establishing priorities.

• Ability to prioritise and manage workflow whilst being adaptable to change and maintaining a flexible approach to respond to urgent requests.

• Display a conscientious and logical approach to the variety of tasks necessary for the smooth running of the school.

• Ability to be flexible and work as part of a team or individually as required.

• Ability to demonstrate an understanding of children.

• Ability to contribute to the life of the school.

• Ability to perform the physical tasks required by the post including lifting, carrying and pushing various equipment to undertake the duties of the post.

• Ability to adhere to the school’s policies and procedures and most importantly the equal opportunities policy, child protection policy and all health & safety related policies.

• Ability to comply with Health & Safety regulations to ensure that all duties are carried out safely.