**JOB DESCRIPTION**

**Facilities Apprentice**

**Job Title:** Facilities Apprentice

**Reporting to:** Trust Facilities Manager

**Reporting Lines:** This position will report to the Facilities Manager and will have no positions reporting to him/her.

**Grade / Salary:** £7,138 plus training and travel expenses to the training provider

**Role Purpose:**

* A range of duties relating to the smooth day-to-day running of the Trust sites, the security of the buildings and property and the care, appearance and cleanliness of the School sites and facilities;
* The Facilities Apprentice will carry out any specific instructions given to him/her by the and will work to a daily schedule which should be followed unless directed otherwise;
* On and off-the-job training will be provided by an external provider. Post holders will have the opportunity to work towards a Level 2 NVQ Diploma in Building Maintenance Multi-Trade Repair and Refurbishment (QCF);
* To ensure that Turner Schools are places where children thrive and knowledge matters by upholding and modelling the Trust’s values in all aspects of the role.

**Responsibilities:**

* The security of the premises and their contents including the operation of fire detection and intruder alarms and key holder responsibilities;
* Porterage duties including the receipt of packages, furniture, equipment and other educational supplies and the transfer of deliveries within the trust sites;
* Reporting to the Trust Facilities Manager any repairs to or maintenance of the building which may require the use of an external contractor;
* Providing access, if possible, to the Trust sites in the event of snow or minor flooding or other environmental issue;
* Carrying out procedures in the event of fire, flood, breaking and entering, accident or major damage;
* Undertaking painting and maintenance duties referred to him/her by the Trust Facilities Manager.
* Attending appropriate training and undertaking studies with due care and attention;
* The Facilities Apprentice will have particular regard to:
	+ The removal of litter within and outside the building and the emptying of bins, the sweeping of paths and the removal of leaves, dirt and debris from gullies;
	+ The prompt removal of graffiti or chewing gum from desks and elsewhere;
	+ the preparation of the Trust sites for special occasions or evening activities with particular regard to seating, the appearance of the stage;
	+ In relation to evening functions to be, as requested, a permanent presence throughout and to be directly on hand to deal with difficulties as necessary;
	+ To contribute, as appropriate, to the daily clearing and cleaning of the Schools.
* Observe and comply with all good working practices.

**Qualification Criteria:**

* 5 or more 4 – 9 (A\*-C) GCSE grades.

**Other Duties:**

* To comply with individual responsibilities, in accordance with the role, for health and safety within the workplace;
* Share the Trust’s commitment to safeguarding and promoting the welfare of all young people through having knowledge of statutory guidelines and safeguarding policies;
* Ensure that all duties and services provided are in accordance with all Turner Schools policies and procedures in line with the Faculty Handbook;
* To undertake training as necessary;
* To actively engage in the performance management process;
* To be willing and enthusiastic in engaging with continuous professional development;
* To undertake any other duty as specified by the Trust Management Team/Principal/Senior Leadership Team not listed above;
* To be a key part of the life of the Trust’s community, to support both the values, vision and ethos of the Trust, and encourage pupils and students to follow this example.

All job descriptions may, following consultation with you, be subject to change to reflect or anticipate changes in the job, which are commensurate with the salary and job title.

Employees are expected to comply with any reasonable request from the Trust Management Team, Principal or the Senior Leadership Team to undertake work of a similar level that is not specified in this job description. Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

Turner Schools will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

**Acceptance:**

I confirm that I have received and understand the job description, which is a supplement to the subject specific teaching job description, both of which may be changed to reflect or anticipate changes in the job, which are commensurate with the salary and job title:

Name………………………………………………………………………….

Signed………………………………………………………………………….

Dated…………………………………………………………………………..