



Brighter Futures Learning Partnership Trust

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Job Description

JOB TITLE: Trust Apprentice Estates Assistant for Brighter Futures Learning Partnership Trust

BAND: Apprenticeship Wage (National Minimum Wage)

RESPONSIBLE TO: Trust Estates Manager

Key Purpose

The Trust Apprentice Estates Assistant will provide an effective estates service across the Trust and assist the Trust Estates Manager in all aspects of school estates maintenance, grounds maintenance, cleaning and security.

Main duties and responsibilities:

- To maintain the security of the school premises.
- To lock and unlock the school premises across the Trust, as directed by the Trust Estates Manager.
- To check at the end of the day that all windows, doors and gates are locked, lights are switched off, gas and electrical appliances are turned off.
- To set the security alarm systems, report any potential security breaches, and respond to any alarms or other callouts, following the correct procedures.
- To monitor fire safety equipment and carry out fire drills, as directed by the Headteacher/Principal/Trust Estates Manager.
- To advise and escalate all matters relating to the school security and safety to the Headteacher/Principal/Trust Estates Manager.
- To ensure a safe working and learning environment in accordance with relevant legislation.
- To provide safe access to the school in cold weather conditions e.g. gritting of the school grounds, clearing snow etc.
- To undertake minor/simple repairs e.g. changing light bulbs, unblocking drains etc.
- To carry out daily cleaning and ad-hoc duties, such as litter picking and arranging the disposal of waste, when necessary.
- To collect and dispose of general waste at the end of each day.
- To carry out emergency cleaning duties such as cleaning up spillages etc.
- To arrange deep cleans of classrooms, staffrooms, kitchen/dining areas and other areas of the school premises, in collaboration with the Headteacher/Principal.
- To be responsible for maintaining of cleaning tools, products, including replacements and ensuring a good stock level.
- To organise and carry out improvement work e.g. erecting shelves, notice boards, bookshelves etc.
- To support with moving furniture, equipment and setting up the school for events such as; parents' evenings, open evenings etc.
- To comply with health and safety policies and procedures at all times.

- To ensure all emergency exits within the school are free from any hazards and are always clear.
- To promote and ensure health and safety of pupils, staff and visitors.
- To be committed to the safeguarding and promoting of the welfare of children and young people.
- To comply with the policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, and equal opportunities and report all concerns to the appropriate person.
- To take appropriate action to identify, evaluate and minimise any risks to health, safety and security in the school working environment.
- To contribute to the overall ethos, aims, work of the school/Trust.
- To establish constructive relationships and communication with all staff and other agencies/professionals.
- To recognise own strengths, areas of expertise and areas for development.
- To participate in training and other learning activities and performance development as required.

These duties and responsibilities should be regarded as neither exhaustive nor exclusive, as the postholder may be required to undertake other reasonably determined duties and responsibilities commensurate with the grading of the post, without changing the general character of the post. Dependant on need, you may be deployed across the Trust.



Person Specification

JOB TITLE: Trust Apprentice Estates Assistant for Brighter Futures Learning Partnership Trust

BAND: Apprenticeship Wage (National Minimum Wage)

RESPONSIBLE TO: Trust Estates Manager

Qualifications	Essential	Desirable
➤ 5 GCSEs at Grade C (Level 4) or above, including English and Maths.	✓	
➤ Willingness to undertake Level 2 Apprenticeship in Facilities Operative	✓	
Knowledge & Skills		
➤ Good literacy and numeracy skills.	✓	
➤ Experiencing of working in a team.	✓	
➤ Ability to work flexibly, independently and as part of a team.	✓	
➤ Ability to plan, organise and prioritise.	✓	
Personal Qualities and effective behaviours		
➤ Good communication skills, both written and verbal.	✓	
➤ High levels of personal and professional integrity.	✓	
➤ Confidentiality.	✓	
➤ Self-motivation and willingness to accept responsibility.	✓	
➤ A positive role model for young people and colleagues.	✓	
➤ Energy, enthusiasm, optimism and ambition.	✓	
➤ Strong work ethic and a commitment to delivering ambitious outcomes aligned to the Trust vision.	✓	
➤ Health and physical capability to do the role.	✓	
➤ A good attendance record in current employment (not including absence due to disability).	✓	
➤ Act upon own initiative and prepared to go the extra mile!	✓	
➤ Willingness to contribute to and participate in continuous professional development.	✓	
➤ Appropriate awareness of health and safety in relation to area of work.		✓
➤ Have access to our vehicle and a valid UK driving licence.	✓	

These duties and responsibilities should be regarded as neither exhaustive nor exclusive, as the postholder may be required to undertake other reasonably determined duties and responsibilities commensurate with the grading of the post, without changing the general character of the post. Dependant on need, you may be deployed across the Trust.

How to Apply

Thank you for considering joining our trust. Further details and application forms are available by visiting our website at brighterfutureslpt.com. If you feel you are the person we are looking for, please complete a Brighter Futures Learning Partnership Trust application form (**CV's will not be accepted for this post**) and add a concise letter of no more than two sides of A4 addressing the following:

- Why you are applying for this position.
- How your experience to date will enable you to successfully take on the role.
- What you see as the barriers to success and how you will overcome these.

Good luck with your application.