

Site Assistant Apprentice

Perryfields Academy



Title of Post	Site Assistant Apprentice
Status	Temporary, fixed term – for the duration of your apprenticeship
Salary/Grade	Apprenticeship wage (in line with national guidance)
Start date	1st September 2026
Advert Closing Date	31st July 2026
Proposed interview date	14th August 2026

Job Description

To assist with a wide range of duties and responsibilities connected with the management of Perryfields Academy buildings and grounds. To support with organising maintenance through appointed contractors and ensuring the cleanliness of the school building

The Site Assistant Apprentice will operate with due regard to health and safety policies and legislation and will ensure the efficient and effective operation and development of the school site.

Apprenticeship Scheme

This role is an apprenticeship where the Trust will provide training for the successful candidate to achieve the Facilities Services Operative Apprenticeship Standard (L2). You will be required to report your progress to an assigned mentor.

The Facilities Services Operative apprenticeship is run as 15-month programme which includes 3 months for achieving End Point Assessment.

Duties and Responsibilities

Work effectively with all team members to ensure the Trust sites is safe and clean for its students, staff, visitors and hirers.

General maintenance of the Trust Sites:

- To ensure the opening and closing of Trust premises, including gates, doors, windows, fire exits etc. for the purpose of school use, community use, lettings, out of hours functions, maintenance and emergency services.
- To liaise with and work under the instruction of the Site Manager when calling in professional contractors to undertake any work.
- To support with carrying out any minor building and decorating work required across the Trust sites, as guided by the Site Manager
- To ensure all paper work for contractors is in place prior to carrying out work on Trust sites and ensuring that it fits in with the individual school priorities.
- To support with any general emergency repairs and maintenance when it occurs e.g. door closers, furniture, locks etc. Reporting all issues to the Site Manager for follow up.
- Ensure that statutory building checks are carried out in accordance with the recommended target timescales, as dictated by the Site Manager.
- Carry out designated cleaning of allocated units.
- Carry out routine maintenance of drainage system including unblocking any gulley, cleaning debris, litter and leaves etc.
- To ensure regular litter patrols are undertaken and target additional patrols as necessary.
- Empty daily and sanitise weekly the waste bins in and around the building/s.
- Maintenance of grounds including weeding, pruning, etc.
- To report acts of vandalism to the Site Manager/ Headteachers and arrange temporary repairs as required through external contractors, liaising with the Site Manager as necessary.

This Job Description is current at July 2026, and is representative of the duties/responsibilities expected of the post. These duties and responsibilities are neither static nor exhaustive and, at the discretion of the Headteacher, are liable to variation to reflect any future changes required of this post.

Person Specification

Attributes	Essential	Desirable	How Assessed
Relevant Experience	• An interest in facilities services function and health and safety • Sound understanding of IT Software e.g. MS Office.		Application form
Personal Skills	• Ability to work on own initiative and organise own workload • Ability to communicate effectively at all levels with all stakeholders • Openness to ideas and ability to develop own ideas to find best solution.	• Excellent personal and organisational skills.	Interview/Reference
Qualifications	• GCSE English, maths A*-C or 9-4 or NVQ equivalent	• Willing to undertake First	Application form

		Aid training	
Personality and Deposition	• Reliable • Ability to relate professionally to all stakeholders and work in a team • A positive outlook, energy and humour • A flexible approach to tasks • Interest in continuing professional development • Willingness to take a full and active interest in the school as a whole • Generosity of spirit • Be committed to safeguarding and promoting the welfare of children and young people.		Reference Application Form

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. Successful candidates will be subject to an enhanced DBS check.

We reserve the right to close the advert early if a strong field of applicants is received prior to the closing date.

We are committed to equality and value diversity, and therefore particularly welcome applications from under-represented groups.

This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent and spoken English is an essential requirement for this role.

This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020, which means certain

