

JOB DESCRIPTION

Job Title:	Apprentice Site Officer
Apprenticeship Level/Standard title	Level 2 Facilities Services Operative
Duration	15 months duration (fixed term contract)
Training:	During the Apprenticeship you will be assigned a Tutor from Straight A Training to work with you on meeting the standards to achieve the Level 2 certificate
Apprentice Pay Rate:	SRWA offers an Enhanced Apprentice Pay Rate of £10.18p.h. , paid from the commencement of the fixed term Apprenticeship contract. This equates to an annual salary of £19,586.
Place of work:	The Sir Robert Woodard Academy
Working hours:	37 hours per week, 52 weeks per year to include at least 20% of working hours allocated to training and development.
Reports to:	Site Manager/Deputy Site Manager

Role context and purpose:

Under the direction of the Site Manager and Deputy Site Manager:

- to undertake a general caretaking service, assisting in the maintenance, security, cleaning and day to day running of the Academy.
- To complete the training programme for the Apprenticeship Level, using work experience gained to support this.

Main Responsibilities:

- To assist in ensuring the Academy premises are secure, including (after training) operating the alarm system and, if required, to be a key-holder
- To carry out prescribed security duties for the buildings and grounds and to take all reasonable and practical steps to prevent trespass and unauthorised parking of vehicles
- To assist in planned maintenance, repair and improvements of buildings, grounds, fixtures and fittings and to undertake emergency works and/or repairs as reasonably required
- To immediately report to the Line Manager, Head of Operations or Principal any defects affecting the health and safety of persons on site and, where possible, to make safe and/or isolate hazards
- To report any defects on buildings, furniture, fitting and/or plant to the Line Manager, where they cannot be made good within the skills requirement of this post-holder
- To carry out any general handyperson's duties relating to the premises as reasonably required by the Line Manager, Head of Operations or Principal
- To assist with the regular day to day classroom running as required, e.g. lighting, heating, locks, windows, tools, appliance testing etc.
- To carry out or assist with preparation of specific areas and/or rooms, such as for exams, assemblies and lettings, and the reinstatement thereafter; to include (re)arranging, moving, dismantling fixtures, fittings and furniture
- To receive and check all goods and supplies into the Academy and distribute them as necessary

- To provide a portage service on site as necessary, to include assisting staff or students with the movement of bulky items around the site
- To clean and be responsible for the removal of litter or other obstructions from paths, drives and other hard surfaces, grass areas and flower beds and all areas within the Academy's boundaries; to keep hard surface areas free from moss or weeds, to clear gullies, grates, drains etc. of debris
- To ensure bins and other litter receptacles are emptied daily and kept in good order
- To effectively remove graffiti and to wash any previously defaced walls, signs etc.
- To replenish dispensers for soap and towels in toilets and kitchen areas.
- To participate in the Academy's performance management process
- To undertake any other duties as may be deemed necessary to carry out the role successfully or are commensurate with the role.

Additional expectations:

All staff are expected to:

- Promote and support the distinctive Christian character of the Academy as demonstrated through its ethos and worship, service to the community, promotion of spiritual and moral values and its commitment to community cohesion
- Understand the concept of *in loco parentis* and be concerned for the development and well-being of each student as a whole person through pastoral and spiritual leadership
- Take responsibility for their own professional development and support that of colleagues where appropriate
- Engage in the Academy appraisal process and support colleagues in achieving their own targets where appropriate
- Follow Trust policy and procedures in relation to keeping children safe in education
- Observe health and safety requirements and play their part in ensuring a safe working environment
- Contribute to the whole professional life of the school which has successful teaching and learning as its core purpose supported by all staff contributing to the Trust's commitment to each student gaining meaningful enriching experiences.

All staff have an entitlement to high-quality induction and continuing support and development. All staff will have opportunities to discuss their professional needs, both through performance management and through other professional dialogues.

Safeguarding Statement

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Successful applicants will need to undertake an Enhanced DBS check and/or a Barred List check. Management posts will also be subject to a Section 128 clearance.

Equal Opportunities

The Trust is committed to equality of opportunity. We positively welcome applications from all sections of the community.

This job description may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations in relation to the post holder's responsibilities.