

JOB DESCRIPTION	
Job Title	Apprentice Site Assistant
Salary Scale	National Apprentice hourly rate
Hours of Work	37 hours per week – Full Time
Responsible to	Site Manager

Purpose of the job

Our vision is to create a school system where every child thrives, regardless of background. Our people are at the heart of our approach – they are our greatest asset. We exist to provide the best learning opportunities every day, in every school for every child. It is the people and teams in our academy who make this a reality and ensure we have the greatest impact.

The key purpose of the post is to work with the Site Team to provide caretaking and estates services to operate and maintain a safe environment for the benefit of our students, staff and visitors

Main duties and responsibilities

- Undertake site compliance checks as directed by the Site Manager/Site Supervisor, which may include weekly fire alarm tests, fire extinguisher and fire door checks. Update site records and report faults to senior staff.
- As part of the site maintenance team undertake repairs, maintenance which may include decorating, as directed by the Site Manager/Site Supervisor.
- Under the direction of the Site Manager/Site Supervisor ensure that site equipment such as ladders and cleaning machines are maintained, safe and made available for use by other members of staff.
- Carry out duties in adverse weather to ensure the site is safe for occupancy and operation.
- Ensure all Academy grounds and facilities are free from litter, vandalism and graffiti.
- Carry out regular maintenance to drains, gutters and downspouts are kept free of blockages.
- Respond in a timely manner to any premises related issues.
- Work alone as required to undertake the role and in line with the academy's lone worker policies and procedures.
- Maintain appropriate levels of cleaning products at various locations as directed by the Site Manager/Site Supervisor.
- Carry out general portage duties including movement of deliveries, equipment and furniture.
- Support planned and unplanned fire evacuations and site lockdowns.
- Support the management of health and safety in relation to the premises and undertake training as required.
- Abide by the correct procedures for the safe and efficient handling of Academy waste.

Daily Duties

- Ensure all Academy grounds including; artificial sports pitches, outside steps, hard surfaces and approaches are free from litter, vandalism and graffiti.
- Carry out daily collections of litter within the Academy buildings and grounds.
- Keep drains and grids clear and free from debris and other litter on a daily basis.
- Complete hard copy records and update electronic systems so that all work relating to the Academy buildings and site is accurately recorded.

- Wear the uniform and all personal protective equipment provided by the Academy.
- Report any damages to Academy property or other relevant matters using the electronic system and where appropriate raise these directly with a senior member of staff.
- Respond in a timely manner to any premises related issues with the delivery of routine and non-routine services.

Apprenticeship

- Study the Facilities Services Operative Level 2 Apprenticeship with GLP Training whilst working during a fixed-term (16 month) placement.
- Work with the designated mentor to complete assignments and tasks in line with the program.

Generic

- Carry out appropriate duties as required by the Principal.
- Attend events as and when required, e.g. Options Evenings, Open Evenings and Parents' Evenings
- Attend training sessions and meetings appropriate to the role, when requested by the Principal, Senior Leadership Team and DSL
- To undertake such other duties appropriate to the grade of the post as the Principal may from time to time reasonably determine

All adults at Ormiston Victory Academy are expected to:

- Actively promote the academy's positive and inclusive ethos and values
- Subscribe to the priorities within the Academy Improvement Plan
- Play a full part in the life of the school community
- Comply with and promote the academy's corporate policies including, but not restricted to, Health and Safety, Child Protection, Safeguarding and Data Protection
- Be courteous to colleagues and provide a welcoming environment to visitors and telephone callers

Performance Management

All employees will participate in the Academy's arrangements for performance management, professional development and any arrangements for quality assurance and internal verification.

Context

All colleagues are part of a whole Academy team. Each individual is required to support the values and ethos of the Academy and the priorities as defined in the Academy Improvement Plan. This will mean focusing on the needs of colleagues, parents and students and being flexible in a demanding environment.

PERSON SPECIFICATION

Qualifications

- Level 2 qualification in English and Mathematics or equivalent

Knowledge and skills

- Ability to communicate effectively, both orally and in writing, with a range of audiences
- General competence in ICT applications
- Ability to build and develop working relationships with colleagues, students and parents/carers
- Good organisational skills

Personal Qualities

- Has the ability to work on own initiative and as part of a team
- Is meticulous and pays attention to detail with all matters relating to the role
- Is approachable, adaptable, reliable, flexible, and willing to learn.
- Is flexible, able to work under pressure and meet deadlines

Other

- a) This post is subject to an enhanced Disclosure and Barring Service check.

Ormiston Victory Academy is committed to safeguarding and expects all staff and volunteers to share this commitment. All staff are subject to an enhanced DBS check

Signature	
Print Name	
Date	

This job description will be subject to review and may be modified or amended at any time after consultation with the post holder.