

Job Description: **Site Team Apprentice**



Title of Post	Site Team Apprentice
Grade and SCP	Apprentice Wage
Hours/Working Weeks	37 hours per week/ 52.14 weeks per year
Post Status	Fixed Term – 2 years
Accountable To	Operations Manager

Main Purpose

To support the effective maintenance, safety, and smooth operation of the school premises and facilities. The Site Team Apprentice will work under the guidance of the Site Team, learning practical skills and gaining experience in facilities management while ensuring a safe and welcoming environment for pupils, staff, and visitors. The role may include some occasional weekend / evening working to support school events.

Duties & Responsibilities

- Assist with the day-to-day upkeep and maintenance of the school buildings, grounds, and equipment.
- Support routine statutory and other health and safety checks.
- Help with setting up rooms and spaces for school activities, events, and meetings.
- Janitorial provision for the school as required.
- Following appropriate training; install, maintain or repair equipment and furniture.
- Carry out basic repairs and report any issues with the building promptly to the Senior Site Assistant.
- Assist in renovation/refurbishment projects, including decorating.
- Learn and apply safe working practices in line with school policies and statutory regulations.
- Assist with monitoring and replenishing cleaning and maintenance supplies.
- Carry out porter duties as required

Professional development

- Help keep knowledge and understanding relevant and up-to-date by reflecting on your own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness.
- Attend Telford College one day per week (term time)
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school.
- Complete all required apprenticeship training modules and assessments.
- Gain practical experience in facilities management, health and safety compliance, and building maintenance.
- Gain practical experience in the use of equipment and power tools needed for the role, with support from the school.

- Receive mentoring and guidance from the Site and H&S Manager and other experienced staff.

Other Responsibilities

- Responsibility for safeguarding and promoting the welfare of children.
- Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and comply with all schools' policies and procedures
- Be aware of and support difference and ensure equal opportunities for all
- Contribute to the overall ethos and aims of the Schools and Trust
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings, training and learning activities as required

The postholder may be required to carry out any other duties that are commensurate with the post. Whilst every effort is made to explain the main duties and responsibilities of the post each individual task undertaken may not be identified.

This job description is subject to review, in negotiation with the post holder at any time. However, an annual review of this job description and allocation of responsibilities will take place as part of agreed performance management arrangements.

Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Good standard level of education • 5 GCSEs or equivalent, including English and Maths 	<ul style="list-style-type: none"> • First Aid qualification or willingness to undertake • Qualification within relevant discipline linked to the role
Work or relevant experience		<ul style="list-style-type: none"> • Experience of working in a similar practical role
Skills/Knowledge	<ul style="list-style-type: none"> • Willingness to participate in training and development new skills • Good ICT skills, particularly to aid learning • Good communication and teamworking skills • Basic understanding of health and safety principles • Practical problem-solving skills 	
Personal Attributes	<ul style="list-style-type: none"> • Ability to relate well to children and adults • Reliable, punctual and able to follow instruction • Proactive and able to work independently or as part of a team • Flexibility and reliability • Ability to bring to the role, initiative, enthusiasm and commitment • Ability to maintain confidential information • Interest in building maintenance and facility operations 	
Special Conditions	<ul style="list-style-type: none"> • Sufficiently fluent in spoken English to ensure effective performance in the role • Willingness to undertake an enhanced Disclosure and Barring Service (DBS) check 	