



RECRUITMENT PACK

Property Maintenance Apprenticeship

Closing Date: 12 noon, 26 August 2026





Property Maintenance Apprenticeship

24-Month Apprenticeship Role

Salary - first year £14,560

(Rising in line with National Apprenticeship Wage or age-related minimum wage)

**Full time, 35 hrs per week including study leave (8am - 4pm)
52 weeks per year**

We are looking for a motivated and dedicated individual to join our team at Claremont High School, part of Chrysalis Multi Academy Trust, as a Property Maintenance Apprentice. This exciting fixed-term apprenticeship provides the opportunity to work towards a recognised apprenticeship qualification whilst providing you with valuable hands-on experience and skills in building maintenance, grounds upkeep, health and safety compliance, repairs, decorating, event set-up and facilities management, all with the support of experienced colleagues.

We're looking for someone who is:

- Practical and eager to learn
- Reliable, enthusiastic and hardworking
- A team player with a positive attitude
- Interested in maintenance, construction or property care
- Committed to developing new skills and completing an apprenticeship programme
- No previous facilities experience is required as full training will be provided.

This apprenticeship role offers a fantastic pathway for someone looking to build a career in facilities management, offering real growth, development and the chance to make a meaningful difference every day. You will play a vital role in maintaining and enhancing our school's welcoming atmosphere, ensuring a safe, clean and well-presented environment for students, staff and visitors.

To apply please refer to:- <https://mynewterm.com/trust/Chrysalis-Multi-Academy-Trust/16878>

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Chrysalis Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS). The Trust may carry out online searches on shortlisted applicants.

The post is exempt from the Rehabilitation of Offenders Act 1974. The Trust is therefore permitted to ask job applicants to declare all convictions and cautions on a self-declaration form in advance of attending an interview (including those which are "spent" unless they are "protected" under the DBS filtering rules) in order to assess their suitability to work with children.

JOB DESCRIPTION

Job title: Property Maintenance Apprenticeship

Responsible to: Line Manager (Site Manager)

Responsible for: Helping with the maintenance and running of the school site and grounds.

Main Duties and Activities:

- Support routine, planned and reactive maintenance tasks across the school site, including buildings and grounds
- Learn and assist in basic tasks in general repairs, minor site projects, plumbing, carpentry, decorating, groundskeeping and preparation of materials
- Carry out checks and routine maintenance under the guidance of the site team, helping to maintain clean, safe, and secure school facilities
- Complete assigned jobs from the facilities ticketing system under supervision, while learning to manage day-to-day duties and ad-hoc tasks effectively
- Undertake portage duties, including receiving deliveries, distributing goods, moving furniture and equipment, and supporting the setup and clearing away of school functions and events
- Support the safe operation, cleaning and tidiness of internal and external areas, including litter picking, reactive cleaning following spillages, keeping paths clear, sweeping external areas and ensuring drains and gullies remain free from debris where required
- Learn to use hand tools, small machinery and maintenance equipment safely and appropriately, always under suitable supervision until competent
- Respond to minor faults and issues raised by staff when competent
- Support the school's commitment to safeguarding, health & safety, and security procedures
- Attend and complete all required apprenticeship training, tutorials, coursework and assessments, including any off-site or college-based training required by the apprenticeship provider

General Responsibilities common to all support staff job descriptions

1. To undertake general duties, administration and any reasonable task as directed by the Line Manager or Headteacher and to carry out such other tasks as are essential to fulfil the job's core purpose
2. Participate in training and development, and attend and participate in meetings, as required.
3. Be aware of and comply with policies and procedures, and report all concerns to an appropriate person, in respect of:
 - child protection,
 - health, safety and security,
 - confidentiality, and
 - data protection.



4. Contribute to the school's commitment to equality of access to opportunities to learn and develop for all students
5. Undertake these duties within agreed school objectives, policies and procedures and promote the Schools Equal Opportunities Policy
6. To present a positive impression of the school in all encounters with visitors or on school visits
7. To respond calmly to the challenges of school life

This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which the post holder will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. This job description does not form part of the contract of employment and may be varied in accordance with the demands of the role with appropriate discussion.

PERSON SPECIFICATION

Role: Property Maintenance Apprenticeship

	Essential	Desirable
Qualifications	- GCSEs or equivalent in English and Maths at Grade 4/C or above, or willingness and ability to work towards these where permitted as part of the apprenticeship - Willingness to complete maintenance apprenticeship - H&S awareness course - or willing to do course to obtain	Relevant technical or vocational qualification, e.g. Design & Technology, construction, property maintenance or similar
Knowledge and Experience	- Interest in property maintenance or hands on practical work - Experience using basic hand tools or carrying out minor repairs	Previous work experience in a maintenance or facilities environment
Skills	- Good communication and interpersonal skills - Ability to follow instructions and work under supervision - Ability to work independently and with others to provide excellent customer service - Basic problem-solving skills - Ability to use basic IT systems or willingness to learn - Ability to work flexibly and manage time effectively - Ability to maintain confidentiality and professionalism, particularly in a school setting	
Personal Attributes	- Reliable, punctual and trustworthy - Keen to learn and develop new skills - Respectful and courteous to staff, pupils and visitors - Awareness of the importance of safeguarding children - Willingness to undertake further training and development	