

JOB DESCRIPTION: APPRENTICE FACILITIES MANAGEMENT SUPERVISOR

Grade: Apprentice Scale (Level 3 Standard)

Main purpose

To develop the knowledge, skills, and experience required to manage school premises effectively. Under the guidance of the Facilities Manager, the apprentice will assist in the maintenance, security, and smooth operation of the school site, ensuring a safe environment for staff, students, and the public while working towards a Level 3 Facilities Management qualification.

Key responsibilities

- **Learn to secure the site:** Assist in ensuring that buildings and the site are secure (including during out-of-school hours) and shadow senior staff to learn how to take remedial action if required.
- **Key holder training:** Train toward acting as a designated key holder for the school premises.
- **Systems management:** Learn to operate and regularly check building systems such as heating, cooling, lighting, and security.
- **Maintenance & repairs:** Undertake basic minor repairs (not requiring a qualified craftsman) and routine maintenance of the buildings and site under supervision.
- **Emergency & compliance coordination:** Assist in arranging emergency repairs and facilitating regular maintenance and safety checks.
- **Contractor oversight:** Shadow senior staff to learn how to oversee onsite maintenance contractors, eventually checking that work is completed to required standards and timescales.
- **Stock control:** Monitor stock levels and assist the Facilities Manager in ordering necessary supplies.
- **Portage duties:** Undertake general portage duties, including moving furniture, handling deliveries, and setting up equipment within the school.
- **Health & Safety compliance:** Perform duties strictly in line with health and safety and COSHH regulations, taking immediate action to report hazards to line management.
- **Site inspections:** Participate in regular health and safety checks of buildings, grounds, fixtures, fittings, and equipment (including fire safety compliance).
- **Safety equipment:** Ensure appropriate PPE is worn for all relevant tasks (supplied by the school at no cost).
- **Apprenticeship commitment:** Consistently dedicate allocated working hours to study, portfolio building, and assessments to successfully achieve the Level 3 qualification.

Individuals in this role may also undertake some or all of the following:

- Train to operate and maintain specialised school equipment (e.g., sports, theatrical, or swimming pool equipment).
- Assist in facilitating community lettings and carrying out associated operational tasks.
- Work collaboratively with cleaning staff to ensure the premises are clean, hygienic, and ready for occupation.

The duties and responsibilities listed above describe the post as it is at present. As a training position, the duties will evolve alongside the apprentice's skills, and the post holder is expected to accept reasonable alterations as necessary.

Job context

The Site Team has responsibility in the school for the smooth running of the premises. The school site is used extensively, both for curriculum activities and for community purposes by external hirers. The school is potentially available for approved activities throughout the year (7 days a week, 52 weeks a year).

The Site Team is primarily tasked with ensuring the site is clean, presentable, safe, and secure for all those that use it in any capacity.

Knowledge, skills and abilities

- **Commitment to learning:** A strong desire to learn school policies and procedures regarding security, alarm systems, health and safety, and building maintenance.
- **Academic potential:** Capacity to work toward and achieve a national qualification at Level 3.
- **Communication:** Good interpersonal skills to effectively exchange information with school staff, students, and external contractors.
- **Practical skills:** Manual dexterity for operating basic tools and equipment and performing minor repair work.
- **Organisation:** Ability to manage time effectively to balance practical on-site duties with independent study requirements.

Supervision

The job holder will work under the direct supervision and mentorship of the Facilities Manager or a Senior Caretaker. As the apprenticeship progresses and competence grows, the apprentice will be granted more autonomy to make decisions within established procedures, plan specific tasks, and deal with unexpected problems. They will also assist in the supervision of contract cleaning staff as part of their leadership development.

Problems, demands and decisions

- Learning to monitor and check complex building systems (heating, security).

- Assisting in the organisation and response to emergency repairs or unexpected maintenance issues.
- Balancing the immediate physical demands of site management with the coursework and deadlines of a Level 3 apprenticeship standard.

Dimensions

Assisting with the overall security of the school premises; training to become a designated key holder for locking and unlocking the site; and supporting stock control for a range of maintenance materials and equipment.

Physical effort

Requires regular physical effort such as bending, stretching, pulling, or pushing equipment, with occasions of more intense effort, such as moving or lifting furniture and handling heavy deliveries.

Working environment

Involves both indoor and outdoor work in all weather conditions. Includes exposure to cleaning chemicals, dust, and performing minor repairs in all areas of the school (including toilet areas). Deals with spillages and waste collection as required to maintain site standards.