

Apprentice Premises Officer

Introduction to the role and the purpose of the role

Grade:	Apprenticeship Salary
Hours:	37 hours, 52 weeks a year
Responsible To:	Headteacher and Deputy Headteacher, Premises Officer, Site Manager
Key Relationships/ Liaison with:	SLT, Office Staff, Classroom Teachers, Support staff, Children
Occupational Standards:	You will undertake an apprenticeship
Job Purpose:	To work alongside our Premises Officer, carrying out routine repairs and servicing, as well as general day to day tasks in a busy school.

Main duties and responsibilities

- Main duties and responsibilities for the role
- Observing, learning and understanding a wide range of maintenance and facilities skills and processes while under the instruction of skilled technical staff
- To be able to demonstrate these skills and processes as the training period progresses by working independently or with a team, to undertake tasks as instructed and increasing overall contribution to the department
 - To undertake and successfully complete suitable college courses throughout the training period, achieving the academic grades and practical skills
 - Learning and understanding the importance of Health and safety within the workspace and the academy
 - To learn how to maintain resources and equipment and to keep them in good repair
 - To maintain a logbook over the duration of the apprenticeship period, recording projects that have been undertaken and the skills learned
 - To assist in the weekly Health and Safety checks
 - To maintain and to ensure general good housekeeping of the workplace
 - To carry out or to assist in the day-to-day repairs and servicing of the school, to include but not limited to:
 - i. Litter picking
 - ii. Emptying bins
 - iii. Sweeping paths/leaves
 - iv. Setting up the hall for assemblies, events, clubs etc
 - v. Ensuring cleaners have sufficient mops, cloths and cleaning supplies
 - vi. Assisting with deliveries

- vii. Assisting with site security e.g. locking and unlocking gates
Maintenance of the fish tank
 - viii. Collection of fruit and milk/delivering to classes
 - ix. Cleaning of the outside of the building e.g. windows, doors, outside of classrooms etc
 - x. Collecting recycling Supporting with maintenance checks
 - xi. Assisting with painting, minor repairs and directing contractors
 - xii. Assisting in recommendations from audits or H and S walks
- To maintain a smart appearance and to act in a professional manner at all times during shift
 - To carry out any other duties appropriate to the grade and role of the post holder

SPECIAL FACTORS:

Subject to the duration of the need, the special conditions given below apply:

- The nature of the work may involve the post holder carrying out work outside of normal working hours.
- The postholder may be required to attend, from time to time, training courses, conferences, seminars or other meetings as required by his/her own training needs and the needs of the school.
- Expenses will be paid in accordance with the Local Conditions of Service.
- This post is eligible for a DBS check under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (i.e. it involves certain activities in relation to children and/or adults) and defined as regulated activity under Part 1 of the Safeguarding Vulnerable Groups Act 2006 before the coming into force of section 64 of the Protection of Freedoms Act 2012 on 10th September 2012. Therefore **a DBS enhanced check is an essential requirement.**

This job description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.

Discovery is seeking to promote the employment of disabled people and will make any adjustments considered reasonable to the above duties under the terms of the Equality Act 2010 to accommodate a suitable disabled candidate.

Person Specification

Job Title: Apprentice Premises Officer

Grade: Apprenticeship Salary

	Essential	Desirable	How assessed
Qualifications <ul style="list-style-type: none"> 5 x GCSEs A-C Grade or equivalent qualifications Competence in English, Maths and IC 		✓ ✓	App/Int/Ref App/Int/Ref
Skills/Attributes <ul style="list-style-type: none"> Ability to work under pressure Enjoys working in a team Good people skills Good communication skills Good time management skills Good at fault finding Punctual and reliable Willingness to take on personal development Keen and motivated to learn A positive attitude and open to changes Ability to organise and prioritise workload High standard of numeracy and literacy skills Confident with ICT 		✓	App/Int/Ref App/Int/Ref
General Circumstances <ul style="list-style-type: none"> An understanding of, and commitment to, Equal Opportunities, and the ability to apply this to strategic work and day-to-day situations. 	✓		App/Int
Factors not already covered <ul style="list-style-type: none"> Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the provisions of the Equality Act 2010. 	✓		Med

App = Application Form

Test = Test

Int = Interview

Pre = Presentation

Med = Medical Questionnaire

Doc = Documentary Evidence (E.g., Certificates)