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**JOB DESCRIPTION**



**Post Title:** Apprentice Site Assistant

**Grade:** B

**Accountable to:** Site Manager

**Place of Work:** Talbot Primary School

**FTE:** 0.87

32.5 hours weekly/52 weeks annually

***Role Remit:***

* Complete a Level 2 Apprenticeship in Facilities Services Operative
* Assist the Site Manager in the day-to-day security, safety, cleanliness and general maintenance of the school site.
* Ensure that the school premises, including outside areas, are maintained in a clean and tidy condition that meets agreed standards.
* Friendly, welcoming and enabling positive communication for all stakeholders.

***Key Responsibilities:***

**General**

* Assist the Site Manager in ensuring security of the site and its contents, in accordance with school arrangements.
* Assist in undertaking routine maintenance of heating, drainage and water services, reporting faults to the Site Manager.
* Under the direction of the Site Manager, undertake handyperson tasks associated with the maintenance of the premises and site, including external hard surfaces, fixtures, fittings, furniture, and equipment.
* Assist the Site Manager in carrying out inspections in accordance with the school’s Health and Safety policy.
* Undertake porterage duties including receipt and dispatch of goods, materials and waste, and any necessary storage and distribution.
* Replenish toilet requisites as required, including paper towels, soap, toilet paper etc. Report any faults in electrical appliances such as warm air dryers to the Site Manager or relevant school manager.
* Carry out any designated cleaning and maintenance of allocated areas of the premises, including fixtures, fittings and equipment, and any special cleaning and treatment of surfaces as required to an agreed standard.
* Undertake day-to-day care and maintenance of school cleaning equipment and machinery and report faults.
* Be responsible for taking delivery of stores, goods and equipment, and arrange storage or distribution, as required.
* Under the direction of the Site Manager, arrange regular checks on the fire alarm system and fire extinguishers and report any problems arising.
* Assist the Site Manager in the day-to-day operational responsibility for all security activity within the site.
* Respond to emergencies such as floods, illegal entries and fires.
* Receive and direct visitors as and when required, including contractors and tradespeople.
* Support the Site Manager in identifying and resolving Health and Safety issues around the building, and work in accordance with safe practice and Health and Safety legislation.
* Report any problems/incidents to the Site Manager or relevant school manager. Respect any and all confidential relationships.
* Undertake such other duties as may be required from time to time commensurate with the level of the post. The particular duties and responsibilities attached to the post may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Undertake such other duties as may be required from time to time commensurate with the level of the post. The particular duties and responsibilities attached to the post may vary from time to time without changing the general character of the duties or the level of responsibility entailed.
* Comply with all decisions, policies and standing orders of the school and Hamwic Education Trust; comply with any relevant statutory requirements, including Equal Opportunities legislation, the Health and Safety at Work Act and the General Data Protection Regulations.
* Have a commitment to Child Safeguarding, to promoting the welfare of children and young people in accordance with the school’s agreed procedure, and to meeting the outcomes of Keeping Children Safe in Education (KCSiE).

#### Knowledge and Skills:

* Must undertake Level 2 English and maths functional skills if unable to provide certificates of exemption.
* No formal qualifications required as you will be working towards your Apprenticeship qualification.
* Good organisational and communication and customer care skills.
* Experience of buildings and associated trades would be an advantage but not essential.
* Relevant Manual Handling training, Control of Substances Hazardous to Health (COSHH) certificates and, if required, a Portable Appliance Testing (PAT) qualification. Training can be provided.
* Awareness of school policies on the provision of personal information, security, GDPR, emergency and Health and Safety procedures.
* No formal qualifications required as you will be working towards your Apprenticeship qualification.
* The post holder must possess approved certificates in the use of any specialist machinery or work towards them while in post.

#### Creativity and Innovation:

* Ability to prioritise work, especially at busy times.
* The post holder must have the ability to deal with a wide range of people, and be able to handle their inquiries in a sensitive and confidential manner and in a way which supports the ethos of the school.

*Contacts and Relationships*:

#### Maintain regular contact with the Site Manager and relevant school manager to report on routine site management issues.

#### Provide information to assist the Site Manager in management of the school site.

#### The post holder may have contact with other staff members, pupils and parents when reporting on issues related to site management.

#### Adhere to Health and Safety procedures.

#### Decisions:

#### Decisions will be made on the best approach to routine handyperson work, and on making recommendations on arrangements for repairs to be carried out as authorised by the Headteacher or relevant school manager within agreed school policies and procedures.

#### Identify health and safety hazards and work with relevant school manager to ensure the health and safety of all site users.

#### Resources:

* Responsibility for resources such as cleaning materials and equipment used on a regular basis. Responsibility for safe storage of equipment.
* Use of the specialist equipment following suitable training.
* Overall responsibility for the site rests with the Site Manager, and ultimately the Headteacher.

*Work Environment:*

* Work requiring normal physical effort and it will require some outdoor work in adverse weather conditions, including ensuring safe access to school buildings when snow, heavy rain or ice problems occur.
* Handyperson duties may result in working in dusty conditions with machinery and tools. In addition to normal cleaning duties and use of equipment such as buffing machines, some lifting may be required. Routine cleaning may include the movement and handling of cleaning equipment, machinery and school furniture.
* Cleaning and maintenance duties may involve dealing with blocked drains and blocked toilets, including the cleaning up of bodily fluids.
* Work subject to interruptions.

***Other Duties:***

At an appropriate level, according to the job role, grade and training received, all employees in the Trust are expected to:

* Support the aims, values, mission and ethos of the Trust and participate to the team approach of the Trust
* Attend and contribute to staff meetings and training days as required, and identify areas of personal practice and experience to develop
* Take appropriate responsibility for safeguarding and children’s welfare and be aware of confidential issues linked to home/child/teacher/academy and keep confidences appropriately
* The post holder at all times, whether or not in the employ of our schools or Trust and except where such information is in the public domain maintain the strictest secrecy with regard to the business affairs of our schools or Trust and its customers/stakeholders, products and product lists
* Be aware of health and safety issues and act in accordance with the Health and Safety Policy
* To liaise with other staff, contractors and outside agencies/organisations as appropriate

The post holder may be expected to carry out duties other than those given in the job description where the level of responsibility is similar, and they have appropriate qualifications or received appropriate training to carry out these duties.

**Manager Signature:** …………………………………………………………………………………………

**Employee Signature:** ………………………………………………………………………………………….

**Date:** ………………………………………………………………………………………….



**Person Specification**

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***Our Managed Service Team have identified the traits above that they feel any Hamwic employee should have, with professionalism, honesty, emotional intelligence and commitment being the top traits.***

**Qualifications:**

* GCSE’s with a minimum grade C (4) or above in English and Mathematics, or working towards functional skills in both mathematics and English, this can be completed as part of the apprenticeship.
* COSHH certificate, or willingness to work towards this.

**Experience:**

* Experience in a similar role or within the field of buildings and/or associated trades would be an advantage but not necessary.
* Ability to work independently and as part of a team.
* Ability to handle confidential information with discretion

**Knowledge:**

* Working towards knowledge of Health and Safety guidelines and good practice
* Working towards knowledge of site maintenance and improvements
* Working towards knowledge of school’s behaviour and management policy and procedures
* Working towards knowledge of school’s fire and emergency procedures
* Gain knowledge of Child Safeguarding procedures through in school training

**Personal Attributes:**

* Ability to work on own initiative and to organise/ prioritise a varied workload
* Ability to problem solve and work closely with the Site Manager
* A deep commitment to the vision, values and ethos of the Trust
* Good communication skills
* Ability to work well under pressure and in a calm, professional manner
* Friendly, welcoming and happy disposition