

Job Description

**Apprentice Property Maintenance Operative**

Salary scale: Dependant on age – see salary scale on advert

37hrs per week, 52 weeks per year with annual leave entitlement

1 day per week release to college to complete – Property Maintenance Course – Level 2

# Purpose of the Role

To assist in the maintenance and security of the school premises and site, ensuring a safe working environment, as directed.

# Accountability

The post holder is managed by the Site Manager and School Business Manager.

**Key responsibilities**

* Ensure that buildings, site and resources are secure, undertaking daily/weekly/monthly security and compliance checks
* Keep records relating to compliance maintenance and security
* Perform duties in line with health and safety regulations (COSHH) and take action where hazards are identified, report serious hazards to line manager immediately
* Support your line manager with larger projects during the school holidays
* Facilitate and support contractors during the school holidays
* Support at other sites on a timetabled schedule(reactive/emergency base changes needed)
* Undertake general portage duties including moving furniture and equipment within school
* Undertake minor repairs (i.e. not requiring qualified craftsperson) and maintenance of the buildings and site
* Operate systems such as heating, cooling, lighting and security (including CCTV and alarms)
* Undertake statutory training and ah-hoc training related to your role

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

* Periodic cleaning of designated areas of the school building and grounds according to instructions
* Undertake lettings and carry out associated tasks, in line with local agreements
* Act as a key holder, providing emergency access to the school site
* Act as school contact in relation to premises related contractors
* Support and develop the schools DofE provision
* Support the utilisation of the school MPV, including driving and delivering as needed

# Health and Safety

To be aware of and comply with the School’s health and safety policies.

# Safeguarding

To be aware of and comply with the School’s safeguarding policies.

# Data Protection

To be aware of and comply with responsibilities under the Data Protection Act (2018) for the security, accuracy and significance of personal data held on paper or electronic systems.

This document will be reviewed annually, as part of the performance management programme. The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.

This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the DBS as part of The Pilgrim Schools pre-employment checks.