

FACILITIES MANAGEMENT APPRENTICE (Property Maintenance)

To work and train with the Premises team in order to manage and maintain all aspects of the school's buildings and grounds to provide a clean, healthy and safe environment for all school users. In addition the role will include enrolling with an external college or other training provider to meet the requirements of a role specific course to achieve the desired vocational qualification.

JOB RESPONSIBILITIES

Working with the Site Manager and Caretakers, the role will make a contribution to the maintenance of the building, fixtures and fittings.

Under the guidance and supervision, when necessary, of a Premises team member, key responsibilities will include:

- Carrying out day-to-day minor repairs,
- Setting up equipment in preparation for assemblies, parent consultations, and other school functions,
- Checking and stocking toilets daily,
- Ensuring that heating and lighting systems are working properly,
- Making sure that doors and windows are locked when the building is not in use,
- Checking the premises to guard against vandalism or break-ins,
- Assisting with painting and decorating of all school buildings,
- Litter picking and sweeping.

JOB EXPECTATIONS

The job holder will be able and willing to follow the directions of the senior team members and show an interest in learning new skills. They will be able to organise their own time in order to manage studying and working commitments. The job holder must display sensitivity and maintain confidentiality in and out of the school environment. They must be willing to work flexibly as part of a team, show a desire to learn and take responsibility for their own development, and show a strong commitment to completing the Apprenticeship and obtaining a formal qualification.

This apprenticeship is offered in conjunction with West Herts College. Application is via the process explained at the following link:

<https://www.getmyfirstjob.co.uk/Search/Jobs.aspx?id=90610>