

**Job information as shown on organisation chart**

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| **Job Title:**  Apprentice Site Manager | **Post No:**  SMANb | **Grade:**  Apprentice wage |
| **Organisational information:**  **Responsible to:**  Director of Finance and Administration.  **Dimensions:**  *Working closely with the Site Manager and Assistant Caretaker you will learn the tasks required to ensure the smooth running of the site and maintain the pleasing internal and external environment.*  **Responsible for:**  **Key relationships/Functional links with**:  *Internal:* Teaching staff, technicians and other non-teaching support staff, students  ***External:*** LA, suppliers of equipment and service representatives. | | |
| **Main Purpose of Job:**  To assist and learn from the Site Manager all aspects of to keeping the internal and external site clean, safe and fully maintained. | | |
| **Main Responsibilities / Accountabilities**  *The jobholder will be expected to complete the responsibilities / accountabilities effectively in order to deliver the key objectives of the organisation*  Apprentice Site Manager will be required to learn and assist the site Manager in the following areas:   * To clean areas as required and to keep the school grounds free from litter and rubbish. * Keep stock and storerooms clean and tidy, with storage of potentially hazardous substances complying with COSH regulations. To follow the relevant procedures for ensuring that information and data is collected and recorded accurately thus enabling the production of reliable analyses and reports. | | |

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| * Assist the site Manager to undertake minor building works, maintenance, repairs, and general duties. * To learn to undertake basic handyperson duties as necessary (i.e. replacing light bulbs, securing broken windows). * Assist the Site Manager to ensure the school minibuses are maintained in a roadworthy condition and meet all legal requirements. * To assist the Site Manager to monitor all service contracts, ensure all contractors fulfil their contracts and their work to an acceptable standard. * To set out and clear away chairs in the school hall as required. * To ensure, through liaison with the school’s management team, that fire drills are carried out as necessary and that appropriate records are kept. * non-routine cleaning as appropriate. * To undertake cleaning duties which occur during the school day and which cannot be left for cleaning staff. * To immediately clear up any hazard to students and staff (i.e. spilt chemicals, broken glass). * To clear up paved areas and playgrounds (i.e. by disinfecting drains, emptying litter bins and clearing grids). * To undertake porterage duties as required and to assist in the unloading of deliveries to the school and loading of deliveries from the school. * To learn the details of school health and safety and ensure the school complies with health and safety at work regulations to include training in the weekly legionella, fire alarm and emergency light testing. * To assist the Caretaker with locking up the site at the end of the day. * To gain familiarity with energy and water supply systems and monitor energy supplies. * Responsible for the use, maintenance and security of plant, machinery, equipment and electrical appliances based at school. * Undertake safeguarding and any other necessary training at appropriate level to the role. |

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| **Other information:**   * Disclosure type: enhanced. |
| **General information:**  The post holder will be required to comply with organisation’s policies and procedures.  The organisation has a no smoking policy. Employees are not permitted to smoke on any of the organisation’s premises nor in any vehicle used on organisation business.  The post holder will promote Fairfield High Schools Health and Safety work policies and ensure that these are implemented effectively within his/her areas of responsibility.  Employees have a duty to safeguard and promote the welfare of children, young people and vulnerable adults. It is an essential requirement that employees are aware of the Fairfield High School Safeguarding procedures for sharing information about the welfare of any person for whom they have safeguarding concerns. Employees have a duty to ensure they attend training to enable them to recognise the indicators for concerning behaviour and receive safeguarding supervision as appropriate.  This Job Description covers the main duties and responsibilities of the job and will be subject  to review and amendment, in consultation with the post holder, to meet the changing needs of  the organisation.  Other activities commensurate with this Job Description may from time to time be undertaken  by the post holder. |

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| Line Manager Name: | Line Manager Signature:  Date: |

Date Job Description last reviewed:

June 2024



**APPRENTICE SITE MANAGER PERSON SPECIFICATION**

**Job information as shown on organisation chart**

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| **Job Title:**  Apprentice Site Manager | | **Post No:**  SMANb | **Grade:**  Apprentice wage | |
| All candidates will be considered on their ability to meet the requirements of the person specification | **Essential criteria** | | | **Method of Assessment\*** |
| **Experience** | * Relevant experience such as cleaning, handyperson duties or an interest and willing to learn. * Ability to work and liaise with different groups of people. | | | AF, I |
| **Skills and Abilities**  *Including personal attributes* | * The ability to carry out basic handyman duties or willing to learn. * A good timekeeper. * An awareness of health and safety issues, including COSHH or willing to learn. * Attention to detail, particularly in relation to the security of the building (s). * Excellent communication and interpersonal skills. | | | AF, I |
| **Qualifications and Training**  *including professional qualifications* | * Willingness to undertake appropriate training, to acquire skills. * Willingness to complete level 2 qualification in facilities services. * A current clean driving licence plus access to a car. | | | AF, I |
| **Other Factors**  *e.g. ability to work shifts, physical requirements (with adaptations where appropriate), ability to drive, agility to travel around county etc.* | * A commitment to providing a high standard cleanliness and pleasant environment for students and staff. * To work in support of the ethos of the school. * Police clearance | | | I  DBS check |
| Line Manager Signature:  Date: | | | | |

\*Method of Assessment: AF = Application Form; I = Interview; S = Selection Method; P= Presentation

Date Person Specification last reviewed

June 2024