



Job Description – Apprentice Caretaker

Job Title:	Level 2 Apprenticeship in Facilities Management (12 month fixed term contract)
Location:	Parkway Primary School, Alsike Road, Erith DA18 4DP
Reports to:	Facilities Manager
Qualification:	Level 2 Facilities Management
Salary:	£8,042.00 per annum
Hours:	36 per week, 52 weeks per year

This apprenticeship would ideally suit someone who is flexible, adaptable, can show initiative and keen to learn the role of a caretaker. The ideal candidate will be well organised; enjoy being busy, have a keen eye for detail and good communication and problem-solving skills. The role will be based both indoors and outdoors and include a wide range of building services, horticulture and grounds maintenance skills. The candidate must be willing to adhere to Health & Safety legislation and guidance required within a school premises.

Main purpose of the placement:

This apprenticeship opportunity will provide basic valuable work experience with property services and facilities management in order to meet the needs of both the organisation and qualification criteria. Under supervision the apprentice will provide day-to-day support and assistance to the facilities manager. The apprentice will be released from the work place to attend college as required and will be expected to undertake all necessary studies to achieve the formal qualification which is part of the Government's apprenticeship framework.

Major Duties and Responsibilities:

The apprentice will be expected to:

- work with colleagues, taking instruction, making notes and meeting the basic needs of the team.
- attend regular monitoring sessions with supervisors, placement co-ordinators, college assessors
- perform a range of level 2 duties which include specific tasks related to the formal qualification.
- meet the needs of the training provider and qualification by meeting deadlines and action plans and being available for observations in the workplace.

- communicate with both internal and external agencies to the standard expected using a range of communication methods (verbal, written, telephone, email, letter etc).
- Research and collate basic data/information required both in the workplace and at college
- To acquire knowledge and understanding of what it takes to keep a school environment fit for purpose. This includes:

Security responsibilities include emergency, security, fire and safety procedures; locking and unlocking and ensuring locks in good order; setting alarm systems and reporting defects

Cleaning responsibilities include supervision, organisation and monitoring of cleaners, ordering cleaning materials, clearing of paths, drains, gullies etc. and salting frozen paths. To be prepared to clear away bodily fluids where necessary, and keep the site fit for purpose.

Heating responsibilities include the operation and routine maintenance and cleaning of the heating plant and adjacent areas

Porterage duties include taking delivery and distributing supplies, moving furniture and equipment, movement of school laundry and milk

Maintenance duties include general handyman repairs to furniture and fabric, reporting when more major repairs are required, directing workmen and contractors

To undertake any other duties that may be reasonably required both in the workplace and as part of the qualification.

Under supervision the apprentice will learn to:

Assist across all areas of the school site and grounds - this could include:

1. **Regular inspections** of mechanical cleaning aids, access equipment and fire fighting equipment
2. **Repair furniture and buildings fabric**, requiring good standard of practical "handyman" skills and occasional creativity
3. **Meet workmen and contractors** who are visiting the school and oversee their work and behaviour whilst on the premises
4. **Follows established practices** in deciding on courses of action concerning the cleaning, repair, maintenance, safety and security of the school
5. **Oversee deliveries**

Job Activities:

The role of the apprentice is generic; its objective is to provide work-based learning which enables the individual to become competent to a level 2 standard. The individual will be closely supervised and expected to work in a flexible manner and carry out appropriate work to maintain service objectives. It is a work-based learning opportunity which allows individuals the opportunity to bridge the gap between full time education and employment by offering live work experience which leads to individuals achieving a competency based formal qualification.

Knowledge, Competence and Skills: Person Specification

SELECTION CRITERIA	ESSENTIAL/ DESIRABLE	METHOD OF ASSESSMENT
<u>1. Education</u>		
5 x GCSEs at A-C level, including English & Maths (or equivalent)	Desirable	Application Form
5 GCSEs at any grade or necessary target skills results to secure a place on the apprenticeship programme	Essential	Application Form Training Provider Target Skills Results
<u>2. Ongoing Training</u>		
Secured enrolment with a training provider to work towards the qualification side of the apprenticeship.	Essential	This will be organised by the organisation once apprentice has been appointed
<u>3. Relevant Experience and Knowledge</u>		
Demonstrate basic commitment and knowledge of the scheme, qualification and organisation.	Essential	Application Form/Interview
Ability to learn and adopt organisational procedures and follow legislative guidelines whilst maintaining confidentiality and sensitivity in all circumstances.	Essential	Application Form/Interview
Basic experience of using ICT packages to input and manipulate data, which must include Word, Outlook, Excel	Desirable	Application Form/Interview
Work experience in the chosen vocational area.	Desirable	Application Form/interview
Good written and verbal communication skills. Ability to pay attention to detail.	Essential	
Must be prepared to have a DBS check	Essential	