

Job Description and Person Specification

The purpose of the Job Description and Person Specification is to provide information about the role and the skills a successful candidate must have. Note for recruiting managers: If you are recruiting for an existing post, reuse the Job Description and Person Specification that already exists for the job.

Job details

Job title:	Apprentice Assistant Site Manager (Fixed Term 12 Months)
Directorate:	The VIRIDIS Federation of Orchard, Southwold & Hoxton Garden Schools
Reporting to:	Federation Business Manager/Site Manager
Grade:	£200 per week, 52 weeks

Job description

Purpose of the post:	<ul style="list-style-type: none">• To assist the Site Manager in ensuring the security of the school premises• To assist with maintaining any machinery or plant within the school• Assist with maintaining the internal and external fabric of the schools' premises as a safe working environment• To develop administration skills and obtain the national Level 3 qualification in Facilities Management
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Main duties and responsibilities: To assist the Site Manager in undertaking a range of duties as follows:

General Tasks

- Monitoring the contract for cleaners; carrying out fire risk assessments; general cleaning; compliance with health and safety matters; ordering of stocks and supplies; delivery of internal mail and dealing with general enquiries from staff and pupils

Security

- Maintain general security of the school building, including gates, windows, doors fire escapes etc; daily safety checks; regular emergency testing; and liaison with emergency services if required

Heating

- Check that the school heating system is functioning in good working order; and undertake minor operations such as oiling and greasing of pumps; cleaning of external parts; meter readings

Emergencies

- Attend to any emergencies that may arise for example flooding, breakages and ensure adequate access is available for the emergency services
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Internal Maintenance

- Undertake a range of duties to ensure the internal maintenance of the school premises eg: inspect electrical fittings and plumbing works and report defects; carry out minor repairs and decorations

External Maintenance

- Undertake a range of duties to ensure the external maintenance of the school premises eg: cleanliness of all external areas; inspection of fencing, gates and steps; maintenance of school garden; and report any hazards or hazardous materials

General requirements

- Enhanced DBS Certificate.
 - You must work within the VIRIDIS Federation policy on Health and Safety at Work Act.
 - You must ensure that your behaviour is in line with the VIRIDIS Federation's policy on Equality and Diversity and be sensitive and caring to the needs of others.
 - You must promote and safeguard the welfare of children, young and vulnerable people that you are responsible for or come into contact with
 - Any other duties reasonably requested.
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Job	Apprentice Assistant Site Manager
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Person Specification

	Essential	Desirable
Qualifications		
1. Maths and English GCSE or NVQ Level 2 in appropriate discipline	✓	
Experience		
2. Experience of current cleaning materials/methods/appliances and building maintenance.		✓
Skills and Knowledge		
3. An understanding of basic Health & Safety		✓
4. D.I.Y. skills to undertake day to day repairs and maintenance of building		✓
5. Ability to manage own time and set priorities to complete work	✓	
6. Ability to work within the school's policies and procedures	✓	
7. Ability to work alone or part of a team as required	✓	
8. Ability to perform the physical tasks required by the post, including reasonable lifting, carrying and pushing various equipment to undertake the duties of the post.	✓	
3. Good communication skills in speaking and writing	✓	
4. Good numerical skills	✓	
5. Ability to organise own work	✓	
6. Ability to handle sensitive and complex material reliably and with tact	✓	
7. Self-motivation with the ability to use own initiative where reasonably required	✓	
8. A high level of accuracy and attention to detail	✓	
General		
9. Willing to complete 12 months study to obtain the required professional qualification	✓	
Behaviours (from The Learning Trust Behaviour Framework)		
10. Uses straightforward language and a clear structure	✓	
11. Commits to deadlines and meets these	✓	

12. Takes responsibility for actions	✓	
13. Seeks to build constructive relationships with everyone they work with	✓	
14. Takes responsibility for meeting customer's needs	✓	