



RICKMANSWORTH SCHOOL JOB DESCRIPTION

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| TITLE: | Facilities Apprentice |
| RESPONSIBLE TO: | Estates Manager |
| GRADE/SALARY: | Prevailing apprenticeship rate |
| NOTICE PERIOD: | 1 month |
| HOURS: | 08:00 to 16:00 Monday to Friday (one day at college during term-time TBC) |
| CONTRACT: | Fixed term contract in line with the Level 2 Property Maintenance Operative qualification (at least 12 months) |
| PURPOSE OF THE POST: | To assist the Estates Team with general repairs and maintenance of the School building and grounds |

Rickmansworth School is seeking a Facilities Apprentice. The successful applicant will complete a Level 2 Property Maintenance Operative qualification and undertake at least 20% “off the job training” (equivalent to one day per week) at a local college.

Main Duties

- Maintain the School buildings and grounds to include decorating, small plumbing and electrical tasks, minor carpentry work and grounds maintenance
- Set up the School facilities for internal or external events
- Undertake portering of furniture and equipment as required
- Replenish washroom and kitchen areas with soap, paper towels and tissue as required
- Such other duties within the broad scope of the post as may reasonably be required from time to time by the Headteacher or Estates Manager

Working Environment

Some of the work may need to be done out of doors such as repairs, and may involve working in wet and cold weather.

Other Duties:

You may be required to perform duties, appropriate to the post, other than those given in the job specification. The particular duties and responsibilities attached to posts may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and would not themselves justify reconsideration of the grading. As a result of such variations, it will be necessary to update this job specification from time to time.

This job description allocates duties and responsibilities but does not direct the amount of time to be spent on carrying them out and no part of it may be so construed.

This job description is not necessarily a comprehensive description of the duties required but outlines the main responsibilities of the post. It will be reviewed annually and can be added to at the discretion of the Headteacher.

An enhanced DBS check will be required for this post.

The job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title. The successful candidate must have a commitment to safeguarding, promoting the welfare of children and young people and uphold the values as set out in the School's Equality Policy through promoting equality of opportunity and the elimination of unlawful discrimination.

Applicants must declare any criminal convictions and submit to a check with the Disclosing and Barring Service as the post is exempt from the Rehabilitation of Offenders Act 1974.

