

## Apprentice Job Description

**Job Title: Facilities/Site Supervisor Apprentice**

**Reporting to:** Site Manager

**Grade: £153.55 per week**

**Accountable for:** N/A

The role of an Apprentice Facilities Operative is to support the smooth running of the facilities site/sites. This will include supporting the facilities team in ensuring that the facility is safe, auditing the site and support in the scheduling of site work plus providing support for various members of staff.

### **Main Duties & Responsibilities will include:**

- Assist with the support in all day to day activities either internal or external
- Assist with ensuring statutory compliance, satisfactory performance and completion of Planned Preventative Maintenance, Cyclical Programmes and other required duties
- Assist with providing a safe and fit for purpose premises for pupils, staff, visitors and volunteers to complete their day to day activities
- Assist with the undertaking of day to day activities of the Property, Estates and New Projects team as directed
- Assist with the delivery of high quality, customer focused Property, Estates and New Projects functions to a selected Outwood Academy
- Act as a point of contact in assistance of Property, Estates and New Projects matters for selected Outwood Academy in support of the Principal, staff and other external service providers
- Assist with the responsibility of the security of the site and ensuring opening and closing the Academy at the start and finish of the day
- Assist with maintaining access control, CCTV and physical security systems on site
- Assist in ensure the appropriate programme of repair and maintenance for property and grounds are followed and all records are updated as and when required

- To undertake emergency, planned repairs and maintenance within capability, responding effectively and keeping records of all such work
- Ensure all such faults are reported to the correct line management in a timely manner
- Assist with routine building inspections of Academy and recording daily maintenance and Health and Safety compliance checks
- Assist with the undertaking allocated Health and Safety checks for academy on a daily, weekly, monthly & annual basis or as and when required. Ensuring Health & Safety systems are fully maintained and updated
- Assist with ensuring all operations comply with relevant environmental legislation
- Assist to maintain accurate Property & Service contract records for Academy
- Provide portering services to Academy ensuring school day to day activities proceed as expected
- Assist with maintaining stock control of all Academy consumables
- Maintain and develop a professional effective working relationship with all stakeholders to ensure an integrated approach to the achievement of key Property and Estates functions
- Assist with maintaining energy efficiency measures with the Academy
- Act in a professional diligent manner at all times
- Comply with Quality Assurance procedures and agreed direction
- Be collaborative and flexible in your approach and able to change with the evolving nature of Oasis in an inclusive and adaptable way
- Be considered, inclusive, and holistic in the approach to delivery/outputs