

Job Description and Person Specification

Job title	Premises Apprentice
Reports to	Site Manager
Contract	Apprentice
School	The Gatwick School
Location	23 Gatwick Road, Crawley, West Sussex, RH10 9TP
Rate Of Pay	£6.40 per hour
Hours	37 hours per week (with 20% allocation to apprentice training)
Working weeks	All year round

Job description

Role purpose

To work proactively under the direction of the Site Manager to support the day to day running of the school, ensuring a high standard of cleanliness, maintenance and security resulting in a pleasant and safe learning environment for the pupils which facilitates high levels of educational standards.

Key tasks

- Maintain and secure the school premises, furniture and fittings to a high standard, including both reactive repairs and carrying out preventative maintenance tasks
- Ensure that the site promotes pupil equality of access to opportunities to learn and develop
- Interpret information and resolve a range of problems proactively, flexibly and innovatively
- Advise the Site Manager on matters relating to site and buildings, promptly highlighting any issues that affects the safe operation of the school
- Undertake regular site inspections, and taking action to ensure that the school site and buildings are clean and well maintained
- Actively support the use of the site, buildings and related resources by the community
- Undertake portorage duties, such as moving furniture and equipment as required and in good time to support effective teaching and learning
- Provide a service that achieves best value, including, where appropriate, the undertaking of general maintenance tasks
- Assist in keeping the iAM compliance system up to date
- Assist in regular fire drills, alarm and emergency lighting testing, with remedial works actioned promptly
- Undertake regular inspections of the perimeter fencing to ensure the safety of pupils and report any issues to the Site Manager.

- Promote high standards of Health and Safety, ensuring personal safety and safety of others, such as pupils, staff, parents and contractors etc. Attend periodic H&S awareness training and report any concerns on site.
- Ensure that the cleaning of the school is to a high standard. Report any non-conformance to the Site Manager. This may require the job holder to undertake cleaning and/or stock replenishment duties
- Ensure deliveries are stored away promptly
- Be a key holder for the school site, responding to:
 - Intruder alarm call-outs
 - Fire alarm call-outs together

Support of Colleagues

- Role model and encourage in others a good health and safety culture
- Work proactively and collaboratively with other members of the staff team

Self-Development

- Attend staff and team meetings as required
- Participate in training and other learning activities offered by the school
- Improve own practice, including through observation, evaluation and discussion with colleagues

Legislative and Procedural Compliance

- Maintain confidentiality on all school matters at all times
- Assist in the preparation, and support the maintenance, of site related policies, including site access plans, premises evacuation etc
- Follow all legislation and best practice relevant to your role
- Follow all school and Aurora Academies Trust policies, procedures and guidelines

Safeguarding and Child Protection

- All staff have a responsibility for providing and safeguarding the welfare of children and young people they come into contact with
- All staff must comply with the school's Safeguarding Policy
- If, in the course of carrying out the duties of the post, the postholder becomes aware of any actual or potential risks to the safety and welfare of our pupils, these concerns must be reported immediately in accordance with the policy
- It is a requirement of the role that appropriate safeguarding and child protection training is undertaken
- A Disclosure and Barring Service (DBS) Check will also be required, and any additional checks recommended by Keeping Children Safe in Education may be undertaken (which may include online and social media checks)

The list of duties in this job description should not be regarded as exclusive or exhaustive.

This job description details the duties of the post at the time it was drawn up. Such duties 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 cannot, of themselves, justify a reconsideration of the grading of the post.

Aurora Academies Trust reserves the right to update this job description, from time to time, to reflect changes in, or to, your job. You will be consulted about any significant proposed changes.

Person specification

	Criteria	E = Essential D = Desirable	Assessed by A = Application C = Certificates I = Interview
Qualifications	First aid trained, or willingness to become so	E	C
Experience	Previous experience in a similar role	D	A
	Experience of establishing positive relationships with children and/or young people	D	I
	Experience of working as part of a team	D	A
Skills and abilities	Proven DIY skills	D	I
	Good numeracy, literacy, IT and communication skills	E	I
	Ability to problem solve proactively and positively	D	I
	Ability to remain calm and patient under pressure, whilst working to deadlines	D	I
	Ability to work effectively and supportively as a member of the school team	D	I
	Ability to work in an organised and methodical manner	D	I
Knowledge	Knowledge and understanding of health and safety regulations in a school setting	D	I
	Knowledge of building maintenance	D	I
Attributes	Willingness to learn new techniques and methods in the execution of the work	E	
	Ability to work flexibly and out of school hours as required	D	I
	Display a commitment to, and an ability to contribute to, the protection and safeguarding of children and young people	E	I
	Model behaviour, attitudes and dress that set the best possible example to pupils	E	I
	Ability to carry out the physical requirements of the role, i.e., lift heavy objects, move bulky objects, carry objects some distance, work at height ascending and descending ladders etc	E	I
Other	Ability to maintain confidentiality on all school matters	E	I

	Ability to create and maintain an appropriate environment which ensures the safety of all users of the school	E	I
	Willingness to participate in further training and development opportunities offered by the school, Aurora Academies Trust and the county	E	I
	Flexibility in the approach to work and the demands of the post and to be adaptable to the changing circumstances of the school	E	I
	A commitment to the school's vision, values and ethos	E	I
	A commitment to Aurora Academies Trust vision, values and ethos	E	I