



STEP Apprenticeship Caretaker

Weekly Salary: £175pw
Working week: 08:00-16:30
36 hours per week all year round

Apprenticeship duration: 12 months

Apprenticeship summary

You will:

- Support the caretaker in carrying out preventative and planned maintenance.
- Work safely with tools, ladders, maintenance equipment and materials.
- Undertake training in all aspects of caretaker duties.
- Communicate effectively face-to-face with staff, pupils & external customers.
- Establish and maintain good working relationships with colleagues.
- Ensure compliance with company safety procedures & statutory legislation.
- General cleaning and removal and transport of bulk refuse & furniture.
- Set up rooms for special events and school functions.
- Work on own initiative using problem-solving skills.

Requirements and prospects

Desired skills

- Ability in cleaning/caretaking functions;
- Ability to lift heavy/bulky items;
- Good customer service skills;
- Ability to communicate effectively with pupils and staff;
- Ability to work on own initiative,
- Good numeracy and English language skills.

Personal qualities

Self-motivated, effective communicator, well organised, methodical, able to prioritise, not afraid to ask questions, punctual, reliable.

Qualifications required

GCSEs or equivalent in English and Maths are desirable but not essential.

Future prospects

Possibility of permanent post upon completion of the apprenticeship.

Things to consider

- The applicant must be medically and physically able to lift and move heavy/bulky items.
- May be asked to work additional hours as required.
- As the successful applicant will be working in an academy, an Enhanced DBS check is required.
- The applicant must be able to drive.
- Apprenticeship National Minimum Wage (ANMW): The National Minimum Wage for Apprentices is £3.40 per hour. This is the legal minimum pay per hour applying to 16-18 year old apprentices and those aged 19 and over in the first year of their apprenticeship.
- For apprentices 19 or over who have completed their first year and are continuing their apprenticeship, the National Minimum Wage appropriate to their age applies.

Person Specification

Job Title:	Caretaker Apprentice
Essential knowledge:	Some understanding of basic health & safety requirements that are relevant within an educational environment.
Essential skills and abilities:	DIY skills to undertake day to day repairs and maintenance of building. Literacy skills. Numeracy skills. Ability to operate as part of a team or individually as required. Ability to perform the physical tasks required by the post, including lifting, carrying and pushing various equipment to undertake the duties of the post.
Special conditions:	Enhanced DBS Check Driving licence and access to a vehicle to enable efficient travel between academies.