



STEP Apprentice Premises Site Manager

Apprenticeship summary

You will:

- Support the Site Manager in carrying out preventative and planned maintenance.
- Work safely with tools, ladders, maintenance equipment and materials.
- Undertake training in all aspects of Premises 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.

The post will be linked with training for Property Operative at local college.

Requirements and prospects

Desired skills

- Ability in caretaking /cleaning 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 willing to travel between academies.

PERSON SPECIFICATION

Job Title:	STEP Apprentice Premises Site Manager
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