

Caretaker Apprenticeship Job Description

You will be employed by the Loxford School Trust to complete an Apprenticeship in Caretaking which includes a NVQ in Facilities and Site management.

With full training and supervised by the Site Manager you will:

1. Maintain the security of the premises by opening and closing gates, repairing doors, latches and fences, to maintain a safe environment.
2. Undertake daily and periodic cleaning of designated areas as directed to cover for any absence of the cleaner i.e. dusting, vacuuming, cleaning toilets, emptying bins, etc., to ensure a tidy environment is maintained.
3. Ensure outside areas are kept free from litter, sweeping leaves, emptying bins, etc. to maintain a clean and tidy environment.
4. Undertake daily and seasonal maintenance of the site and equipment, inside and out, including changing light bulbs, taps, clock batteries, door locks, woodwork, decorating, clearing drains and toilets to ensure a safe environment is maintained.
5. Maintain adequate supplies of cleaning materials and supplies (light bulbs, batteries, salt, etc.), to meet the school's needs.
6. Support the Site Manager in facilities management by completing required periodic checks and associated record keeping.
7. Attend training as required and assist in the training of other premises support staff as directed.
8. General portering duties including movement of furniture and equipment within Health and Safety guidance, i.e. Manual Handling Regulations.
9. Undertake simple gardening maintenance jobs e.g. grass cutting, care of planted areas, pruning shrubs back or removing low level branches that pose a danger to children.
10. Be responsible for chair arrangements for all school functions.
11. Observe and, where possible assist, the Site Manager in more specialist/technical

tasks.

12. The use of powered equipment may be required.
13. Undertake additional tasks, being able to work on their own initiative.
14. Comply with Health & Safety, Fire Regulations and other School policies.
Be committed to safeguarding children and young people

Skills Required:

Good practical skills;
An ability to work carefully, methodically and safely;
An ability to measure accurately;
Work at heights with the appropriate training and willingness to work in all sorts of weather;
A willingness to work in confined spaces;
Good written and verbal communication skills;
An ability to work in a team as well as on your own with minimum supervision;
A flexible approach being able to manage conflicting workloads and achieve deadlines;
To respond quickly and effectively to emergencies or disruptions;
Good problem-solving skills

Personal Qualities:

Reliable
Enthusiastic
Self-Motivated
Honest
And Possess a flexible attitude to tasks and times of work

Qualifications Required:

GCSE Grades A-C in English and Maths or equivalent desirable

Benefits:

Achieve an NVQ in Facilities and Site Management.
Excellent career prospects – Ongoing employment beyond the apprenticeship duration is not guaranteed but may be available subject to budget and vacancy availability.
22 days paid holiday per year (including the 8 public holidays).
The Apprenticeship programme will last for 12 months and you will be based in the workplace so you will gain some fantastic work experience.

Working Week:

36 hours per week Mon-Fri