**The Romero Catholic Academy**

**Job Description for SSO Apprentice**

**Grade: Romero Apprenticeship Scale (minimum national apprenticeship wage)**

**Hours: 8am – 4pm Monday to Friday**

**Contract: Fixed term contract to cover duration of the apprenticeship**

This appointment is with the Academy Committee of the school. The post-holder will, by personal example, promote the Catholic ethos and Mission of the school, ensuring that it permeates all aspects of the life of the school.

This job description may be amended at any time, following consultation between the Manager and the Post-holder. It will be reviewed annually.

**Core Purpose**

To act as Apprentice to our Site Service Team, assisting with the day to day routine maintenance, cleaning duties and smooth running of the Cardinal Wiseman School site. There may be opportunities to support and shadow other Site teams across the Multi-Academy trust under the instruction of the Site Services Manager.

**MAINTENANCE & SECURITY**

**Main Duties and Responsibilities**

1. To be responsible for the security of the buildings and grounds including routine and non routine opening of the premises and setting of alarms. In the morning; unlock, open windows and doors to ensure areas are ventilated and at night ensure that windows are locked;
2. Ensure that the whole site is kept free of all litter and rubbish including fallen leaves. The general litter/glass etc., clearance from all shrub borders, hedgerows, grass areas, gullies, adjacent walls, paths, drives and play areas;
3. Ensure that the necessary steps and precautions are taken to prevent delivery and other vehicles driving over paths, grass or other unauthorised areas where possible preventing trespass and unauthorised parking;
4. To work with the Site Services Manager in managing all repairs and maintenance needed outside of this job description, progress chasing and reporting on delays.
5. Inspection of all play areas and equipment and removal of any dangerous materials or objects daily and as necessary to ensure the safety of users and report where action is needed;
6. Under the supervision of the Site Services Manager support the operation of the heating plant, maintain required temperatures and the availability of an adequate supply of hot water, reporting any deficiencies to the Site Services Manager.

With training and development you will be responsible for minor repair and maintenance work, including:-

11. Carpentry – refitting wipeboards and pinboards, replacing door and window furniture, assembling flat-pack furniture, easing doors etc.

Plumbing – repairing leaking tops, refitting toilet seats, renewing ball valve washers and floats, clearing blocked toilets, ensuring drains, channels, grease traps and potato sumps are kept clear and disinfected.

Electrical – fitting of plug taps, replacing plug fuses, light tubes, bulbs and starters.

General – minor plaster repairs, minor repairs to floor covering, internal decorating & paintwork, removal of graffiti, replacing fixtures and fittings e.g. toilet roll holders, paper towel holders, brackets, shelves, cupboards, plus minor repairs to fencing, paths, drives and playgrounds, minor glazing repairs.

12. To undertake limited grounds maintenance duties including setting up portable sports facilities for play, taking equipment from and returning it to school stores on a day to day basis.

13. To ensure an adequate stock of essential items and safe maintenance and control of equipment for the role.

14. Monitor fire safety and carry out fire alarm testing.

**CLEANING DUTIES**

15. Cleaning of school signs, name boards, directional signs and windows as required.

16. Undertake cleaning of areas as required, without encroaching on allocated time required for your monitoring and handy person duties.

**MISCELLANEOUS**

19. Carry out procedures in the event of emergencies and provide assistance in dealing with general enquires relating to the use of the site.

20. To undertake work during school holidays as defined by the Principal.

21. To keep paths, steps, walkways, etc., free of snow and ice, using and ordering salt and grit as necessary.

22. To carry out any other relevant duties as requested.

All duties and responsibilities must be carried out with due regard to the Romero Catholic Academy’s Health and Safety Policy.

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the Romero Catholic Academy’s Equal Opportunities Policy.

Duties which include processing of any personal data, must be undertaken within the corporate Data Protection Guidelines (Data Protection Act 2018)

**The Romero Catholic Academy**

**Person Specification for SSO Apprentice**

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|  | **Essential** | **Desirable** | **Evidence** |
| **Qualifications/Education:** |  |  |  |
| GCSE grades A\*- C / 9-4 or equivalent, including English and Maths |  | ✓ | A |
| **Knowledge, Skills & Experience:** |  |  |  |
| Experience of using computers and in particular Microsoft Office and Email |  | ✓ | A, I |
| Well organised and able to plan work using own initiative to meet deadlines. | ✓ |  | A, I |
| Numeracy skills to check stock levels, deliveries and measure areas.  Ability to follow instructions and complete tasks set. | ✓ |  | A, I, T |
| Ability to meet the physical demands of moving equipment/objects and general manual tasks. | ✓ |  | A, I, T |
| Ability (with appropriate support) to undertake general tasks not requiring skilled trade qualifications, eg. Basic electrics, building, plastering, painting, gardening, carpentry. | ✓ |  | A, I |
| Ability to understand information about operating equipment. | ✓ |  | A, I |
| Basic knowledge of cleaning, security and handyperson skills. | ✓ |  | A, I |
| Basic awareness of Health and Safety issues. | ✓ |  | A, I |
| Collaborative, works well in a team | ✓ |  | A, I |

This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. A Disclosure and Barring Service (DBS) will be required prior to appointment. This Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

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