

## Spencer Academies Trust

<b>Job Title:</b>	Apprentice site assistant	<b>Location:</b>	Hilton Mease / Chellaston
<b>Number of Vacancies:</b>	1	<b>Company Website:</b>	
<b>Salary:</b>	Wage per Hour: £3.90 Wage per Week: £?	<b>Position Type:</b>	Apprenticeship to last between 12 – 18 Months  Full time position
<b>Working Hours and Days:</b>	Monday – Friday working hours as agreed with line manager  Hours per week: 37	<b>Company Contact:</b> <b>Line Manager:</b>  <b>Senior Manager:</b>	Name: M Lucas Contact Number: 0115 917 0100 ext 612 Email: mlucas@satrust.com Job Title: Trust Estates & Facilities Manager  Name: Contact Number: Email: Job Title:
<b>Address:</b>	Address Line:  Town: Stapleford  City: Nottingham  Post Code: NG9 7FW	<b>Closing Date:</b>  <b>Possible start Date:</b>	August 2019

### Description:

#### About Employer: Who are we?

Spencer Academies Trust is an educational charity and academy sponsor, which is committed to ensuring that every child, regardless of background, has access to an outstanding education and real choices in life. We have a successful track record of providing high quality teaching and learning which ensures improved outcomes for children and young people. The Trust mission statement reflects our vision and aim for all Trust schools. Our highly-successful network of 17 schools (8 Secondary and 9 Primary) educates students across Nottinghamshire, Derbyshire, Nottingham City, Derby City and Leicestershire:

#### Vision

Spencer Academies Trust is an exceptional Trust, which provides an outstanding education for local children. Our Trust is a model of national excellence. We work collaboratively to achieve the best possible outcomes for all young people, in an environment where partnership is valued and success is celebrated. Our education delivers real life experiences for students, promotes independent enquiry and stimulates intellectual curiosity; whilst developing a strong sense of individual responsibility and a personal belief and confidence. All of our students fulfil their potential and make unparalleled progress. They are fully prepared for the next phase of their education and have unrivalled opportunities to become future leaders.

#### We Believe:

- All children have a right to a quality education regardless of background or ability, and have an entitlement to the opportunity of a secure progression route in their learning and development.
- Schools are stronger when they work in collaboration with each other, operate within a 'family' and are open to a true sense of partnership.
- We grow the effectiveness and sustainability of our schools by developing the people within them, and that through shared and equitable responsibility for quality and outcomes; we achieve more.

Please visit our website for further details.

### **Full Job Description:**

Spencer Academies Trust has a vacancy for an Apprentice Site Assistant to join our Trust Central Team and contribute to the efficiency and effectiveness of the site.

The post will be based at either Hilton Mease or Chellaston Primary Academy, 2 new schools opening in September 2019 .

This newly created post will provide the candidate with the skills to manage a school site with the possibility to progress to other sites within the Trust Estates.

This is an exciting opportunity for the right individual, with a variety of tasks, from day one whilst working towards a qualification.

Educated to GCSE standard is desirable, applicants should have minimum of 5 GCSEs at Grade C/Level 5 or above including English and Maths. You will be ICT literate with Microsoft Office to enable the use of our data packages. In addition, you will have an interest in building maintenance. This post offers an excellent opportunity for an apprentice to learn about buildings, facilities and maintenance functions of the Trust to develop a career in site services. We will also offer training for some basic skills such as plumbing, joinery and decorating.

The Trust is committed to providing excellent CPD opportunities for all staff. We offer membership of the Local Government Pension Scheme, generous holidays and a real commitment to professional development. We have also partnered with Perkbox to provide a range of employee benefits. Spencer Academies Trust is an equal opportunity employer and positively encourage applications from as diverse a group as possible. The Trust is committed to safeguarding and the appointment is subject to an enhanced DBS check, completion of Level 2 safeguarding training and other pre-employment checks.

To be successful, you will need to be enthusiastic and a team player willing to go that extra mile.

Working as part of this important team you will be required to carry out the following duties.

### **Main Duties and Responsibilities**

- Overseeing the preparation of all facilities ready for day-to-day school use.
- Supporting the site manager in general maintenance across several sites
- Risk assessments
- Open up/Lock down of site
- Prompt attention to ensure that any problems (e.g. vandalism, graffiti, excess litter) are dealt with effectively and promptly
- To work under the direction of the site Manager, class teachers and other staff to support maintenance functions
- To be responsible for the ongoing operation of the building services, ensuring that defects and malfunctions are reported to the Site Manager and dealt with in a timely fashion. **In the case of a serious malfunction the Senior Leadership Team must be informed immediately.**
- Be responsible as key holder. Assist with call outs where required
- To be responsible for ensuring clear and safe pedestrian access to the school in particular during adverse weather conditions (e.g. snow clearing, gritting etc.).
- To store and dispose of waste materials in a safe, hygienic manner ensuring that it is available for collection as required.
- To undertake portorage tasks as required including setting up and clearing away furniture.
- To undertake maintenance task as requested.
- To attend as necessary to visitors, such as contractors, utility supplier representatives, and monitor any work being carried out.
- In conjunction with the Cleaning contractors ensure that standards of cleanliness are maintained. To undertake cleaning duties, interior and exterior, as appropriate.
- To assume delegated responsibility for compliance with statutory regulations relating to asbestos, PAT and legionella and emergency light testing, gas and electrical testing and to undertake risk assessments as appropriate.
- Responsible for the availability and operation of the premises during lettings, attending and securing the school during/following regular and occasional lettings outside normal school hours.

The nature of the Academy Year requires some of these tasks to be completed regularly whilst others will be on an annual cycle.

The post holder will be expected to use all Trust standard computer hardware and software packages where appropriate.

**Qualifications Required and Desirable Experience:**

- GCE A Level desirable
- GCSE A\* to C /Level5 in English and Maths or equivalent essential
- Some form of work experience in an office is desirable but not essential
- A full UK driving license is desirable but not essential.

**Skills Required:**

- Computer literate
- Ability to manage workload and prioritise
- Confidence dealing with people
- Good team player, but also able to use own initiative.
- Able to get on with tasks without being asked and without requiring constant supervision.

**Personal Qualities: -**

- Positive 'can do' attitude
- Eager to learn and succeed
- Motivated and driven
- Hard working
- Trustworthy and Reliable
- Punctual and Committed
- Mature

**Training and Qualifications Offered:**

- Certificate in Facilities Services
- Certificate in Facilities Services (RQF)
- Certificate in Facilities Services Practice
- Certificate in Property, Caretaking and Facilities Services

**Benefits Offered:**

- 24 days' holiday + 8 days bank holiday
- Pay Review after 12 months
- Potential opportunity to progress within an expanding organisation for the right candidate.
- Staff car Park available

**Future Prospects:**

This is a permanent position if you prove yourself to be a valuable member of the team, there is a strong chance of progression within the business, with the chance to further your qualifications.