**Job Description: Premises Apprentice**

**Reporting to: Premises Manager**

**Location: Ark Tindal Primary Academy**

**Contract: Fixed Term for the duration of the apprenticeship**

 **(15 months)**

**Working Pattern: Full time**

**Salary: £6.40 ph, rising to £7.55 ph in April 2025, in line with the minimum apprenticeship wage change (actual salary £11,980 rising to £14,133 in April 2025)**

The Role

As Premises Apprentice, you will work towards achieving all elements of the following job description with the support of staff in the Premises Team at the Academy, whilst completing a Level 2 qualification. You will play an integral role in ensuring the Academy is a safe, inviting and positive learning environment for pupils, staff and visitors.

You will support the management and operations of premises-related functions at the Academy including buildings and grounds maintenance, security, cleaning, health and safety, and management of contractors.

Key Responsibilities

**Health, Safety and Security**

* Work with the Premises Manager to ensure compliance with Health and Safety legislation and guidance
* Work with the Premises Manager to ensure cover for all agreed Academy opening hours, which may include evening and weekend use
* Work with the Premises Manager to ensure the general security of the buildings and grounds
* Assist with maintaining risk assessments and management plans ensuring that they are up to date and comply with any action plans to rectify any deficiencies identified
* Work with the Premises Manager in conducting routine inspections and keeping records using the building management system
* Report and make safe any hazards on site (internal and external), reporting these to Premises Manager
* Follow fire safety and evacuation measures and ensure fire risk assessments are followed

**Buildings and Grounds Maintenance**

* To ensure that all plant and other equipment is available and working effectively during the opening hours of the Academy and adjusted as required for evening and weekend use
* Undertake site and maintenance work on the grounds, ensuring the work is carried out safely and to a high standard
* To ensure that all refuse is disposed of promptly and in accordance with legislation
* Deliver goods around the Academy as required
* To undertake general maintenance and remedial works in-house, calling on contractors if required and reporting any defects of buildings, furniture, fittings and equipment to the Premises Manager
* To work with the cleaning team to ensure that all areas of the building are clean and ready for use as required

Other

* Actively promote the safety and welfare of our children and young people
* Ensure compliance with Ark’s data protection rules and procedures
* Liaise with colleagues and external contacts at all levels of seniority with confidence, tact and diplomacy
* Participate actively in school life, by attending and participating in relevant meetings and events as needed
* Work with colleagues, pupils and families to develop a strong school community
* Work with Ark Central and other academies in the Ark network, to establish good practice throughout the network, offering support where required

This job description is not an exhaustive list and you will be expected to carry out any other reasonable tasks as directed by your line manager.

**Person Specification: Premises Apprentice**

Qualifications

* GCSE at grade C or above (equiv) Maths and English
* Relevant health and safety qualifications or willingness to undergo training as required

Knowledge, Skills and Experience

* Experience of building maintenance, or relevant experience, ideally within an educational setting
* Understanding of and ability to apply relevant regulations (health & safety, fire, manual handling regulations)
* Ability to monitor the work of others (e.g. contractors and cleaners)
* Ability to use a computer and undertake administrative tasks
* Skills in plumbing, electrical work, carpentry/joinery, painting and glazing desirable
* Must be able to meet the physical demands of the role

Behaviours

* Genuine passion for and a belief in the potential of every pupil
* A robust awareness of keeping children safe, noticing safeguarding and welfare concerns, and an understanding of how and when to take appropriate action.
* Belief that every pupil should have access to an excellent education regardless of background
* Professional outlook, detail orientated and able to multi task and meet deadlines
* A team player that can work collaboratively as well as using own initiative
* Calm and professional under pressure
* Understanding of the importance of confidentiality and discretion
* Flexible attitude towards work and demonstrates sound judgement

Other

* Right to work in the UK
* Commitment to equality of opportunity and the safeguarding and welfare of all students
* Willingness to undertake training
* This post is subject to an enhanced DBS check

*Ark is committed to safeguarding and promoting the welfare of children and young people in its academies. In order to meet this responsibility, its academies follow a rigorous selection process to discourage and screen out unsuitable applicants.*

*Ark requires all employees to undertake an enhanced DBS check. You are required, before appointment, to disclose any unspent conviction, cautions, reprimands or warnings under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar you from employment - this will depend upon the nature of the offence(s) and when they occurred. To read more about Ark’s safer recruitment process, please click this* [*link*](https://arkschools.sharepoint.com/%3Ab%3A/g/ArkNetCentral/hr/EcXQDSjo9UpCpgk8lDWMN0sBVG6GBUTVWVXp9c5KkW-tog?e=bfdlES)*.*