A group of people walking into a building

Description automatically generated



**Facilities Apprenticeship**

**Level 2 Facilities Services Operative**

**An exciting opportunity has arisen for a Facilities Apprentice to develop their career within our passionate and ever courageous community**

We are a courageous, compassionate community - empowering excellence. We are a value lead organisation, being bold within every aspect of our lives at school.

We want all staff to thrive, modelling leadership and determination to the pupils and students within our rich and diverse academy, working together to fulfil our vision of creating a centre of excellence within our local community.

We empower our teams by valuing the individual and prioritising professional development. This is delivered through weekly CPD sessions, dedicated line management meetings and by encouraging staff to develop their own ideas and projects, within their departments and beyond.

Bolingbroke Academy is a uniquely exciting, fulfilling and innovative place to work, learn and grow. We are proud to be rated as ‘Outstanding’ in all five categories in the 2024 Ofsted inspection. Ofsted’s recent parent survey also ranked us as the ‘happiest secondary school’ in Wandsworth.

**The Role**

As Premise Apprentice, you will ensure the Academy is a safe, inviting, and positive learning environment for students, staff and visitors. You will also help the Academy to run as efficiently as possible, following good sustainable principles. You will be responsible for maintaining the site including all buildings and grounds maintenance, security, cleaning, and lettings of our facilities. You will liaise with all premises-related contractors and contracts and play a key role in the day-to-day implementation of the Academy’s Health & Safety Policy.

This role meets the apprenticeship eligibility criteria. The apprenticeship is a minimum of 15 months programme and the qualification received is Level 2 Facilities Services Operative.

**Reports to:** Estates & Operations Director

**Start date**: August/September 2025

**Contract:** Fixed-term Apprenticeship minimum of 15 months)

**Working hours:** 36 hours a week

**Salary**: £14,134 per annum for the first 12 months, then £22,857 per annum (subject to pro-rata)

**Closing Date:** Friday, 8th August 2025

**Key Responsibilities**

**Building & Grounds Maintenance**

• To undertake general maintenance and remedial works ensuring that work is carried out safely and to a high standard.

• To ensure that the grounds are clean, free of litter and hazards and maintained as required.

• To ensure that all refuse is disposed of promptly and in accordance with legislation.

• To carry out statutory site checks, maintaining records as required

• To ensure building fabric and services are maintained in accordance with a planned maintenance plan.

• To set up rooms and move furniture and equipment as directed.

**Cleaning**

• To ensure that all areas of the building are clean and ready for use.

• Litter and remove all debris (including snow and ice) from the grounds.

• To ensure that all welfare areas are kept stocked and hygienically clean.

• To ensure prompt removal of any internal and external graffiti.

**Security**

• To ensure the general security and access control is functional and where applicable liaise with colleagues and contractors in maintaining a secure environment.

**Health and Safety**

• To ensure compliance with health and safety legislation and guidance so far as it relates to this post.

• To implement any action plans to rectify any deficiencies identified through risk assessments

• To supervise contractors while working on the Academy site

• To report any hazards and/or defects to the premises team

• To ensure that hazardous substances are used, stored and disposed of appropriately and that risk assessments are up to date and available.

**Other**

• To undertake any duties such as lunchtime and after school duties as directed by the Estates and Operations Director.

Taking delivered item to the appropriate location place within the Academy.

• Prepare rooms for lessons/meetings/events, setting out or putting away furniture as required and ensuring rooms are clean and presentable.

• Undertake other responsibilities as reasonably directed by the Operations Lead

• To actively promote the Academy, liaise with outside agencies as necessary, representing the Academy or ARK as appropriate.

• To maintain a presence around the school to ensure that the highest standards of behaviour and site-usage are upheld.

• To be active in issues of staff and student welfare and support

• To comply with and assist in the development of policies and procedures in relation to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

• To demonstrate a commitment to Equality of Opportunity for all members of the Academy’s community

• To undertake training and development relevant to the post and in line with the Academy’s priorities.

**Person Specification: Facilities Apprentice**

• Eligible to undertake an Apprenticeship training programme in England. Further details on eligibility can be found at <https://www.gov.uk/become-apprentice>

• Qualified to work in the UK.

• Basic training in one or more of the following is desired: plumbing, general and grounds maintenance, electrical/building maintenance, Painting.

• Full driving licence (desirable)

• Health and Safety qualification (desirable).

**Experience**

• Experience of having responsibility for the care and maintenance of premises, including the operation of building management systems in a similarly complex organisation (desirable)

• Experience in the building industry (desirable).

**Specific Skills & Knowledge**

• Demonstrable skills and knowledge in a building-related trade/craft

• Painting and decorating skills

• Knowledge of Health and Safety regulations in relation to the post

• Knowledge of the operation of heating and ventilation systems and common causes of malfunctions

• Knowledge of maintenance and security systems and procedures

• Knowledge and understanding of appropriate cleaning methods and standards.

• Ability to undertake annual electrical testing (desirable)

• Willingness to undergo training in key areas as deemed necessary by the Academy.

**Behaviours and Qualities**

• An understanding of the strategies needed to establish consistently high aspirations and standards of results and behaviour in a school setting and commitment to implementing these strategies.

• The ability to work in close harmony with all staff.

• The ability to follow instructions accurately but make sound judgements and lead when required.

• The ability to enthuse and inspire others.

• ICT skills (word, excel, internet & email).

• Good interpersonal, written and oral communication skills

• Strong organisational and time-management skills

• Hardworking, conscientious and accurate

• Adaptable, flexible and able to work with minimum supervision.

• The ability to skilfully manage and maintain effective working relationships with parents, governors, community members and other stakeholders.

• The ability to develop positive relationships with all young people.

• The ability to take personal responsibility, a readiness to reflect and self-evaluate and the ability to change, improve and develop.

• Confidence and self-motivation

• Calm and professional under pressure

• Understanding of the importance of confidentiality and discretion

**Values**

• Genuine passion for and a belief in the potential of every pupil

• Commitment to the safeguarding and welfare of all pupils

• Belief that every student should have access to an excellent education regardless of background.

**Other**

• This post is subject to an enhanced Disclosure and Barring Service check.

• To undertake any other responsibilities as directed by the Operations Lead or the Principal

**Holidays must be agreed in consultation with the Estates & Operations Director and will be taken at times convenient to the smooth operation of the Academy. The post holder must be able to meet the physical demands of the role.**