

# Website



## Site Apprentice

JOB TITLE:	Site Apprentice
RESPONSIBLE TO:	Site Manager.
SALARY:	£7,524.00 per annum
HOURS:	37 hours per week. Normally 9am until 5pm but some flexibility is required
TRAINING:	Workplace training plus college attendance working towards a Level 2 Support Services Apprenticeship with Betaris Training.

### JOB PURPOSE:

To undertake a range of maintenance duties relating to the premises and grounds of the school.

### MAIN DUTIES AND RESPONSIBILITIES:

- Maintenance of school premises, grounds and sports facilities
- The use and maintenance of hand tools and basic light machinery
- To keep boarders, thoroughfares and footpaths clear and free from litter
- Prepare plant beds if and when required
- Renewing light bulbs and fluorescent fittings and cleaning fittings
- Carry out daily litter collection duties and emergency cleaning duties arising during the working day
- Take delivery of school supplies and distribute as necessary
- Assist with manual tasks as required including the moving and setting up of furniture for school functions
- Ensuring that Health and Safety regulations are adhered to at all times

### PERSONAL AND PROFESSIONAL REQUIREMENTS

- Ability to work on own initiative
- Ability to work smoothly and harmoniously with other members of staff
- Ability to work under pressure and remain cheerful and composed
- Ability to deal competently and diplomatically with requests
- GCSE or equivalent qualifications
- DBS Check
- Willingness to work flexible hours

### PRINCIPAL CONTACTS:

All levels of teaching and support staff, pupils, parents, Governors, contractors and external bodies.

This job description sets out the main duties of the post at the date shown below. Such duties may vary from time to time without changing the general character of the post or level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

Balcarras School is committed to safeguarding, safer recruitment and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.

To apply please complete the school application form. Any queries please contact Mrs Jill Lewis – [jl@balcarras.gloucs.sch.uk](mailto:jl@balcarras.gloucs.sch.uk) / 01242 515 881 ext: 146

Closing Date for applications: **Friday, 28 June 2019**

