

Apprenticeship in Facilities Services, a Caretaking role at Framwellgate Moor Primary School

Job Description and Person Specification

**Location:** Framwellgate Moor

**Hours of work:** 37 hours per week

**Age:** 16-24

**About the school**

Framwellgate Moor Primary School values each and every pupil and strives for continual improvement to ensure all children aspire for and reach their own potential. They have high hopes of all their pupils and aim to provide a safe and secure environment in which everyone can learn together and develop as individuals. The school motto is ‘Forever Making Pupils Shine’

**Job Description**

This role will be to assist the Caretaker in all aspects of site management, ensuring the security, cleanliness and maintenance of the school and grounds are of a high standard at all times.

The role will include:

* To assist with ensuring that the buildings and grounds are maintained to the highest possible standards and consistently monitoring the state of repair and cleanliness of the site;
* Learning to take responsibility for the security of the site including checking or supervising visitors to the school site as required;
* Carry out preventative maintenance, eg servicing machinery and equipment as directed by your line manager;
* To carry out minor repairs and decoration work within the buildings as directed by the line manager;
* Learning to maintain and take responsibility of the ‘Maintenance Log’ for all statutory and routine services and repairs;
* Maintaining, ordering, and distribution of stock and supplies;
* Helping to monitor cleaning standards;
* Learning to ensure that appropriate action is taken to ensure the safety of children, staff and visitors present on the site in the event of any defect or damage resulting in a hazard;
* To carry out portering duties including transfer to storage or distribution of goods delivered to the school site, movement of furniture and equipment within and between rooms and buildings;
* Assist with the removal of litter and other materials from inside and outside the buildings, including the emptying of external litter bins in a safe and responsible way;
* Responsible for spot cleaning of spillages, body wastes, etc, as required including cleaning of toilets and washrooms to maintain health and safety standards;
* To learn to set the security alarm.

***An ability to complete a complex and demanding learning programme with external examinations is a requirement for this vacancy***

**Skills and Abilities Required:**

1. An understanding and ability to adhere to Health and Safety and Child Protection policies;
2. Able to work flexibly as part of a team, asking for and giving support as needed;
3. Positive attitude to work and working with others;
4. Good communication skills including attention to detail, grammar and spelling;
5. Able to deal professionally with contractors, visitors, pupils, and school staff;
6. Able to follow instructions and work to deadlines;
7. Able to use initiative and learn to prioritise own workload;
8. Aware of equality and diversity;
9. Able to understand the importance of being punctual and the impact that sickness absence has on the effectiveness of the team;
10. An interest in DIY tasks (putting up shelves, etc);
11. Physical fitness and the ability to work at heights and work in all weather conditions;
12. Willingness to learn the safe use of tools, equipment and materials.

**This position requires an Enhanced Criminal Record Bureau Check and Enhanced Vetting**

**For an application pack and further details please contact Optimum Skills Limited on 01325 311832 or contact** **info@optimumskills.co.uk**