# London South East Academies Trust

## Job Description and Person Specification

### Site Apprentice – Bramley Grange School

Job Title: Site Apprentice
Location: Bramley Grange School
Responsible to: Site Manager
Hours: 36 hours per week, 52 weeks per year
Contract: Fixed term – 18 months (apprenticeship duration)
Salary: SP 2 (£15,940) raising to SP3 (£17,778) or SP 13 (£24,204) depending on age in second year.
Qualification: Level 2 Property Maintenance Operative Apprenticeship (delivered by East Surrey College)

## Job Purpose

To support the day-to-day operations of the school site, ensuring the environment is safe, secure, clean and well maintained.
The postholder will gain on-the-job experience across a range of premises and maintenance tasks while completing a Level 2 apprenticeship in Property Maintenance.

## Key Responsibilities

* Maintenance and Site Operations:

Carry out basic repairs under supervision, including decorating, minor carpentry, and plumbing tasks.

Assist with general upkeep of the site, including litter picking, sweeping, gardening and basic grounds work.

Support with furniture assembly, classroom set-ups, and movement of deliveries or supplies.

Learn how to carry out statutory checks and routine compliance tasks, including fire alarm testing and water temperature checks.

Report any damage, maintenance issues or health and safety concerns to the Site Manager promptly.

Participate in response to emergencies, including fire drills, adverse weather and first-response maintenance issues.

* Security:

Assist with locking and unlocking the site under supervision.

Support the site team in maintaining the security and integrity of the buildings, particularly during school holidays and events.

* Health and Safety:

Learn and apply safe working practices in line with school policies and legal requirements.

Wear appropriate PPE and use tools and equipment safely and correctly.

Follow COSHH and manual handling procedures where required.

* Training and Development:

Attend all scheduled off-the-job training at East Surrey College as part of the apprenticeship programme.

Maintain a learning log and portfolio of evidence as required by the apprenticeship standard.

Actively engage in regular reviews with training provider and line manager to monitor progress and address learning needs.

* Other Duties:

Assist with events, school lettings and other site-related functions as directed.

Carry out any other reasonable duties in line with the apprenticeship training and the needs of the school.

## Person Specification

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| Criteria | Essential | Desirable | Assessment Method |
| Aged 16+ and eligible for an apprenticeship | ✓ |  | Application Form |
| GCSE English and Maths (or equivalent) |  | ✓ | Application Form |
| Willingness to work towards Functional Skills if not already achieved | ✓ |  | Interview |
| Willing to undertake Level 2 Property Maintenance Operative apprenticeship | ✓ |  | Application Form / Interview |
| Any part-time, voluntary or school-based experience in a practical role |  | ✓ | Application Form / Interview |
| Willingness to learn a wide range of building and site maintenance tasks | ✓ |  | Interview |
| Good practical problem-solving ability | ✓ |  | Interview |
| Awareness of basic health and safety principles | ✓ |  | Interview |
| Basic IT skills (email, online forms) | ✓ |  | Application Form |
| Reliable and punctual | ✓ |  | Reference / Interview |
| Able to follow instructions and work safely | ✓ |  | Interview |
| Physically able to carry out manual work | ✓ |  | Interview |
| Takes pride in keeping spaces clean and orderly | ✓ |  | Interview |
| Positive attitude and willingness to contribute to the school community | ✓ |  | Interview |
| Willingness to work outdoors in all weather | ✓ |  | Interview |
| Commitment to completing the full apprenticeship | ✓ |  | Interview |
| Satisfactory Enhanced DBS check | ✓ |  | Pre-employment check |

## Safeguarding Children and Safer Recruitment

London South East Academies Trust is committed to safeguarding and promoting the welfare of children and young people.
The successful applicant will be required to undergo an Enhanced Disclosure and Barring Service (DBS) check.
We expect all staff to share this commitment and act in accordance with our safeguarding policies and procedures.

## Equal Opportunities

We are committed to being an inclusive and diverse organisation where everyone is treated with dignity and respect.
We welcome applications from all sections of the community and are proud to be an equal opportunities employer.
Adjustments will be made to support any applicant with a disability through the recruitment process and on appointment.