

<b>Job Title</b> Site Assistant Apprentice		<b>Thematic Area</b>	
<b>Post No.</b>	<b>Grade</b>	<b>Service</b> Schools	<b>Location</b> Old Park Primary School
<b>Responsible to</b> Headteacher Premises Manager Business Manager	<b>Contacts</b>	<b>Persons responsible for:</b> <i>(May be presented in the form of an organisation chart)</i> <b>Attach separate sheet</b>	
<b>Working hours:</b> Full Time - 37 hours per week, Monday to Friday Fixed Term for 15 months		Special conditions	
		<b>Conditions of Service</b> NJC	

**This job description is a guide to the work you will initially be required to undertake. It may be reviewed from time to time to meet changing circumstances.**

### **Job Summary**

To provide day to day response to the site, staff and students, across both of our sites, to include the collection and delivery of items, litter picking, cleaning, lifting, setting out areas, internal and external works which may include grounds works.

### **Your current duties and responsibilities are:-**

To assist the Site Manager with:

#### **Repairs and Maintenance**

- Contribute to the efficient operation of the school site and carry out general maintenance
- Carry out site inspections to identify and report any safety hazards, unsafe equipment or areas of the building to the Site Manager, Business Manager or Headteacher
- Inspect and carry out repairs to furniture and the site except where specialist contractors are required
- Inspection, checking and clearing of blockages in sink waste traps and toilets and cleaning areas affected by body emissions
- Assist with emergency action to minimise the effects resulting from burst pipes, vandalism or fire damage prior to remedial works being undertaken
- Painting

#### **Building, grounds and contractors**

- Assist with keeping the site safe by closing of windows, doors and gates. Switching off of lights where appropriate
- Keeping paths and driveways clear from ice and snow
- Liaise with contractors where applicable
- Maintain a litter free environment as far as practicable, litter picking, empty external waste bins and remove internal rubbish as necessary

## **Cleaning**

- Collecting leaves and rubbish
- General tidying, hoovering and cleaning of the school
- Ensure toilets are cleaned when necessary
- Replenish consumables where required
- Emptying clinical waste bins where required
- Regular checking and cleaning of storage areas
- Cleaning windows and bins on a rolling programme

## **Other**

- Movement of furniture and equipment around school
- Setting out and clearing of furniture and equipment for a range of functions
- Ordering of goods and services where required
- Place requisitions in accordance with provision requirements
- Receive and distribute items delivered to the school
- Support the schools sustainability plan
- Supporting school visits and events and activities where required
- Such other duties may be appropriate to achieve the objectives of the post to assist with the thematic area in the fulfilment of its objectives commensurate with the post holders salary grade, abilities and aptitudes
- To comply with the requirements of the Health and Safety At Work regulations, Local Authority policies, school policies and risk assessments
- To take reasonable care for the health and safety of yourself and for others while carrying out work and to co-operate with the employer in ensuring health and safety responsibilities are carried out

This list is not exhaustive

## **Requirements and prospects**

### **Desired skills**

- Ability to use garden tools and equipment safely and effectively without close supervision
- Ability to work proactively and to direction
- Ability to work outdoors in inclement weather
- Basic ICT skills
- Ability to climb a ladder
- Ability to lift and move heavy items
- Attention to detail in all aspects of work

### **Personal qualities**

- Flexibility to work at a variety of times
- Flexibility to undertake a variety of tasks
- Commitment to working with young people and to work in support of the inclusive ethos of the school

### **Qualifications required**

YOU MUST HAVE: A minimum of a Grade D/Grade 3 in both GCSE Maths and English Language or the Functional Skills Level 1 equivalent.

### **Future prospects**

This apprenticeship will enable the successful candidate to achieve a Level 2 Facilities Services Operative apprenticeship standard, plus any other relevant training.

## **Things to consider**

This position will ideally suit someone with an interest in working manually and with a practical approach. The successful candidate will be subject to Enhanced DBS clearance and will need to uphold the highest of safeguarding standards.

Annual Leave must be taken when the school is closed, during term time holidays.

**Employer** Governing Body of Old Park Primary School

## **Description**

At Old Park we promise you a nurturing ethos where children will be able to dream and plan for an ambitious future; to believe in themselves and trust in teachers and other adults to guide them; to inspire others through their aspiration and success and to achieve the highest standards they are capable of in all areas.

Our Values' Mascot, Monty, joined our school in September 2019 and he enjoys being part of our school assemblies and becomes a 'class member' on a weekly basis. This is a huge honour as he joins a class who is nominated for demonstrating our school values! He is very proud to be part of Old Park Primary School.

Our Old Park values are:

- Optimism – be positive
- A love of learning helps us grow
- Diversity – we are all equal
- Perseverance – you can do it!
- Ambition – dream big
- Responsibility – do the right thing
- Kindness – starts with me

These values are explored in everything we do at Old Park, including our Well-Being curriculum, enrichment activities and assemblies. They are celebrated each week through our 'Values Ambassador' award where a child from each class is acknowledged for demonstrating an Old Park value.

**Address** Old Park Road, Wednesbury, WS10 9LX

## **Training to be provided**

- The successful candidate will be expected to undertake and achieve the level 2 Facilities Services Operative apprenticeship standard
- Functional Skills in Maths and English if required.
- Personal Learning and Thinking Skills.
- Employment Rights and Responsibilities.

## **Special conditions**

To participate in the operation of the Council's Appraisal Scheme.

It is your responsibility to carry out your duties in line with the Council's policy on equality and be sensitive and caring to the needs of the disadvantaged, promoting a positive approach to a harmonious working environment. You should act as an exemplar on these issues and should identify and monitor training for yourself and any employees for whom you are responsible, in line with this policy and the Equality Act 2010.

Such other duties as may be appropriate to achieve the objectives of the post to assist the Thematic Area in the fulfilment of its objectives commensurate with the post holder's salary grade, abilities and aptitudes.

The post holder must at all times carry out his/her responsibilities with due regard to the Council's policy, organisation and arrangements for Health and Safety at Work.

<b>Job Title</b>	Apprentice Site Assistant		<b>Directorate</b>	Education
<b>JE Reference No:</b>		<b>Grade</b>	<b>Service</b>	Old Park Primary School
<b>Completed By</b>			<b>Date of Issue</b>	

The Personnel Specification outlines the main attributes needed to adequately perform the post specified. In drawing together the specification, a critical examination of the job description has been undertaken to pinpoint those elements of the post deemed as essential.

The Personnel Specification is intended to give prospective candidates a better understanding of the position's requirements. It will be used as part of the recruitment process in identifying and shortlisting candidates and in determining an applicant's suitability for employment, whilst giving due consideration to the need to make reasonable adjustments in line with the requirements of the Equality Act 2010.

	<b>Essential</b>	<b>N/A</b>	<b>How identified</b>
<b>1. Qualifications</b>			
What does the job require in the way of: -  Level of formal qualifications required to carry out the job. Describe these by level of attainment and by subject matter where appropriate, e.g. Degree, HNC, Professional Qualifications, GCSE's, CIPFA etc. Consider carefully whether these are absolutely necessary.		<input type="checkbox"/>	Formal possession of an appropriate qualification to be verified at interview or from records.
<b>2. Experience</b>			
What does the job require in the way of: - Specific related job experience and in what type of working environment. What kind of life experience could supplement or replace this? Which is more important to the success of the job?	Working with machinery and chemicals Experience of DIY	<input type="checkbox"/>	Past employment activity record. Performance in related selection methods, e.g. presentation, group discussion.
<b>3. Training</b>			

<p>What does the job require in the way of: -</p> <p>Specific and/or specialist training in order to do the job, e.g. training in recruitment and selection, supervisory, management, interpersonal skills. Apprenticeship in a recognised trade. Practical training in the use of specific equipment, word processing etc.</p>	<p>Willing to undertake, COSHH, IOSH, Manual Lifting, Asbestos, Fire Safety</p>	<input type="checkbox"/>	<p>Past training history from application form and records. Selection process by <b>demonstration</b> of ability to display knowledge and skills at the interview.</p>
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#### 4. Special Knowledge

<p>What special knowledge is required in order to perform the job properly, e.g. a knowledge of employment legislation, accounting, financial planning regulations, languages, computer systems, local area etc?</p>	<p>Knowledge of cleaning materials in connection with COSHH  Knowledge of fire safety  Knowledge of DIY rules and regulations</p>	<input type="checkbox"/>	<p>Qualifications held and demonstration of knowledge at interview.</p>
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#### 5. Circumstances (personal)

<p>What kind of personal circumstances are required to do the job properly? The ability to work shifts, weekends etc. The willingness and ability to travel and stay away from home. Willingness to live-in if the job requires. Ability to drive, car ownership.</p>	<p>Flexible working patterns  Ability to work evenings and weekends</p>	<input type="checkbox"/>	<p>Ensuring candidates are aware of these requirements from the job description. Interview questions and application details.</p>
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#### 6. Disposition

<p>How far does the job require: - Being steady, dependable, persevering, persistent, even tenacious, being difficult to distract or discourage. Getting on well with others, working readily with others, cooperating, and influencing others. Depending on oneself rather than others, relying on own resources, accepting responsibility, leadership qualities, ability to motivate others. Ability to cope with monotony, neatness, accuracy of work, attention to detail.</p>	<p>Dependable  To be able to work as part of a team and by oneself</p>	<input type="checkbox"/>	<p>Performance in related selection process, e.g. exercises, group discussion, problem-solving, questions etc.</p>
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#### 7. Practical and Intellectual Skills

What practical and intellectual skills are required for performing the job effectively? Does the person need to be a practically orientated person; should they be able to make decisions, should they be able to understand information derived from complex reports? What degree of manual dexterity is needed? Does the applicant need to be mechanically minded?	To be able to use machinery Ability to use IT	<input type="checkbox"/>	Performance in related selection process.
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### 8. Legal Requirements

Are there any limitations or requirements imposed by statute that candidates must comply with, e.g. special qualifications, minimum age range etc.? Are there any "Genuine Occupational Qualifications" as defined in legislation which apply to this post?	Enhanced DBS Check for Regulated Activity	<input type="checkbox"/>	Application form and interview questioning and references.
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### 9. Background Checks

Please  required check(s) referring to Section 9 of [Guidance on completing individual sections of the Personnel](#)

#### Specification

The post is subject to the following Background Check(s) which will be undertaken, where applicable, following a conditional offer of appointment.	a) Enhanced DBS with Children's and Adults Barring List Check	<input type="checkbox"/>	Only <b>one</b> or <b>none</b> of these checks (a – f) may be applicable.
	b) Enhanced DBS with Adults Barring List Check	<input type="checkbox"/>	
	c) Enhanced DBS with Children's Barring List Check	<input checked="" type="checkbox"/>	
	d) Enhanced DBS Check	<input type="checkbox"/>	
	e) Standard DBS Check	<input type="checkbox"/>	
	f) Basic Disclosure Check	<input type="checkbox"/>	
	Police Vetting Check	<input type="checkbox"/>	This check may also be required in addition to one from (a-f) above
No Check Required	<input type="checkbox"/>		

### 10. Politically Restricted Post

Is this post a "politically restricted post"?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
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Applicants can gain further information on Politically Restricted posts in the "Information for job applicants' booklet".

### 11. Main Physical Activities/ Requirements of the Post.

Please ✓ if activity requires to be undertaken. The Council will make reasonable adjustments that are necessary for the successful candidate to undertake any of these activities			
Lifting / manual handling / client handling	<input checked="" type="checkbox"/>	Prolonged standing or sitting	<input checked="" type="checkbox"/>
Working at heights	<input checked="" type="checkbox"/>	Prolonged working with vibrating tools / machinery	<input type="checkbox"/>
Working in confined spaces	<input type="checkbox"/>	Bending / Squatting / Kneeling	<input checked="" type="checkbox"/>
Working outdoors	<input checked="" type="checkbox"/>	Manual cleaning /domestic duties	<input checked="" type="checkbox"/>
Agricultural / gardening work	<input checked="" type="checkbox"/>	Food Handling	<input type="checkbox"/>
Work requiring respirators or masks	<input type="checkbox"/>	Rotating shift work or night work	<input type="checkbox"/>
Work requiring hearing protection	<input type="checkbox"/>	Driving Duties HGV / LGV/ Minibus / Passenger carrying	<input type="checkbox"/>
Work with skin irritants / allergens / respiratory irritants/fine particles	<input type="checkbox"/>	Any other driving duties	<input type="checkbox"/>
Significant use of computers	<input type="checkbox"/>	Using restraint	<input type="checkbox"/>
Working with children or vulnerable adults	<input checked="" type="checkbox"/>	High mental stress content	<input type="checkbox"/>
Permanent night work	<input type="checkbox"/>	Physical / sport / leisure duties	<input type="checkbox"/>
Lone working	<input checked="" type="checkbox"/>	Regular walking on uneven ground	<input checked="" type="checkbox"/>
Working with challenging behaviours	<input type="checkbox"/>		
Other main physical activities not listed above			

## 12. Safety Critical Posts

A pre-employment/placement medical assessment with Occupational Health is required for any employee who is undertaking a safety critical post.

A safety critical post is one that is likely to be exposed to:-

- Noise (e.g. gardeners using mowers and highways road workers)
- Vibration
  - Hand/arm vibration (e.g. gardeners using blowers and/or strimmers, road workers, arborists, cleaners using buffers and countryside workers)
  - Whole body vibration (e.g. tractor drivers)
- Hazardous substances (i.e. solvents, fumes, dusts, biological agents and other substances hazardous to health) (e.g. School Design and Technology Technicians)

Also, the following posts: Fleet Drivers (where it is an essential requirement of the job to hold a valid driving licence in order to carry out the duties of the role), Trading Standards Officers, Vehicle Mechanics, School Crossing Patrol Operatives, employees working with asbestos and employees with responsibility for the health and well being of children and adults during the night require a pre-employment/placement medical.

Other Night workers (e.g. care workers and concierge staff) will be given the option to receive pre-employment/placement screening if they are offered the position

If you are unsure whether this post is safety critical or not, please contact Occupational Health on 0121 530 5258.

Having reviewed the criteria outlined in Section 12 is this post a “Safety Critical” post?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
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### 13. Language Requirements

<p>Is this post covered by part 7 of the Immigration Act (2016), and therefore, the ability to speak fluent and spoken English is an essential requirement for this role? For example:</p> <ul style="list-style-type: none"> <li>• The employee will work in a customer-facing role.</li> <li>• The employee is required to speak to members of the public in English and this forms a regular and intrinsic part of the role.</li> <li>• The employee requires a command of spoken English, to enable the effective performance of the role.</li> </ul>	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
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14. Sickness Absence and Disability	Criteria	How Identified
<p>What does the job require in the way of a satisfactory sickness absence record?</p> <p>This criteria has been included on this specification for the candidate’s information only.</p>	<p>Candidates should have less than 3 absences in the last 6 months or not more than 6 days absence over the 6 months period prior to the closing date of the post. Any absences relating to a disability or any other incapacity will be viewed sympathetically and will be considered if fully explained. Due regard will be made to the need to make reasonable adjustments in line with the requirements of the Equality Act 2010.</p>	<p>This Information will be only obtained from the successful candidate after conditional offer of employment has been made.</p>