



Trinity High School

& SIXTH FORM CENTRE

Part of Bordesley Multi Academy Trust

PROPERTY MAINTENANCE LEVEL 2

To provide support and learn the processes in delivering catering for whole school including students and staff and hospitality for visitors to the school.

This is a fast moving busy working environment so any candidate should be prepared to be busy and hardworking

Working Week (Days and Hours)	Monday – Friday, (35 hours per week)
Weekly Wage	£4.30 per hour
Vacancy Type	Full time, 25 days holiday
Expected Duration	12 – 15 months

MAIN DUTIES AND RESPONSIBILITIES

1. To undertake a development programme leading to a National Vocational Qualification as part of an apprenticeship
2. To actively participate in their own development plan which will be agreed with the line manager and the assessor from the training provider
3. To take part in meetings, supervision, training as requested by the line manager
4. As directed, undertake a work programme with the Site Team to develop practical skills and awareness of how to optimise property condition and quality to ensure the building is kept in a safe working condition including (but not limited to):
 - Health & Safety in the workplace
 - Safety compliance
 - Working safely at height
 - Plumbing and drainage systems
 - Working safely with electricity
 - Be an active member of the site team to provide daily duties and emergency repairs

The post holder may be required from time to time to undertake other duties within the school as may be reasonably expected, without changing the general character of duties or level of responsibility entailed.

DESIRED SKILLS

- Good standard of spoken and written English
- Educated to at least good GCSE standard
- Good verbal communication skills
- Take ownership of situation
- Work independently and as part of a team
- Problem solving approach
- Interpersonal and communication skills
- A drive for efficiency and value for money
- Understanding limitations within the role

DESIRED PERSONAL QUALITIES

- Integrity, reliable and punctual
- Ability to follow spoken and written instructions
- Willingness and ability to respond positively to feedback and constructive criticism
- Sense of humour and positive can do attitude
- Enthusiastic, committed to the work involved and completing the apprenticeship qualification
- Professionalism
- Flexible attitude
- Commitment to quality and excellence
- Perform under pressure

DELIVERY

The training is a blended learning delivery model, which takes place in the work place during working hours. This consists of:

- 1 to 1 monthly meetings with your trainer to give you feedback, provide coaching, gather evidence and discuss Maths and English.
- Progression review as a bi-monthly meeting with you, your Trainer and your line manager which will summarise the learning that has taken place over the last period
- On-line learning courses and/or group sessions
- Maths and English at Level 2 (if not previously achieved)
- 20% of time at work to be spent working towards apprenticeship
- End Point Assessment (EPA) by an external examiner to complete qualification

To register interest in this apprenticeship, please visit the school website and complete an application form, www.trinity.worcs.sch.uk