

JOB DESCRIPTION

JOB TITLE

Apprentice Estates and Facilities Assistant (Fixed Term - 18 months)

HOURS OF WORK:

37.5 hours per week

REPORTS DIRECTLY TO:

The Maintenance Manager

JOB PURPOSE: Support the Estates Services team within the school.

MAIN RESPONSIBILITIES

• Support the school Estates function to both its internal staff and external customers to ensure the effective delivery of a range of facilities services.

• Carry out inspections of premises and facilities to ensure the correct functioning of buildings and plant equipment in accordance with Safe Operating Procedures (SOPs) e.g. access systems, temperature checks, fire protection asset inspection.

• Carry out minor repairs and maintenance or ensure that they have been carried out in accordance with SOPs e.g. touch up painting, changing batteries, replenishing stock, planned preventive maintenance and compliance checks.

• Keep asset registers up to date (checks, reconciliation, record keeping) in accordance with SOPs.

• To work with the College's Estates co-ordinator in updating the College's computer added facilities management system.

• To assist in other areas where general assistance from the Maintenance Department is required, for example setting up chairs and tables for exams and regular College events.

 \circ $\,$ To assist other tradesmen within the Maintenance Department as required and to participate as a team player.

GENERAL

• To attend any meetings as may be necessary from time to time.

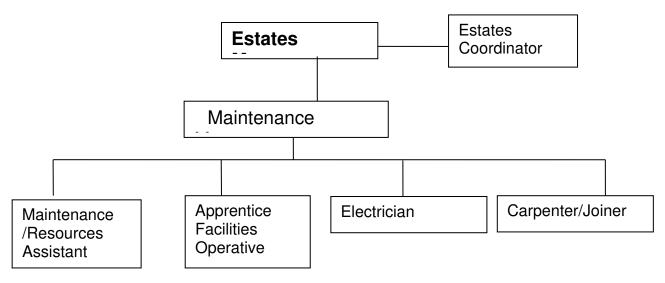
• To undertake any training either for self development or mandatory training (for example, Manual Handling Training) as directed by the Maintenance Manager or Estates Manager.

• To be responsible for the safe and proper completion of tasks ensuring that all Health and Safety and Environmental Health Regulations are fully observed and in particular that the requirement of "due diligence" is understood and complied with at all times.

• To work according to the Policies and Procedures of Ratcliffe College.

• To undertake any other duties that may be necessary from time to time to ensure the efficient running of the College.

Maintenance Department Organisation chart:



Additional Information

Ratcliffe College is an independent Roman Catholic day and boarding school founded by the Institute of Charity (known as the Rosminians) in 1847. There are 850 students ranging from age 3 to age 18 and the School employs over 260 staff. Whilst being a highly successful organisation it maintains a friendly "family" culture.

The Grade II Listed Senior School was designed by August Welby Northmore Pugin with additional buildings added over the years. Many original features remain within the School requiring careful and precise maintenance to retain its heritage. The School is located just off the A46 at Ratcliffe on the Wreake and is situated in beautiful grounds. The Maintenance Department is a busy one, playing a key role in the life of the School.

Hours of work: 37.5 hours per week over 5 days, 8.00am – 4.30pm with one hour for lunch (unpaid)

Holidays: 20 days plus bank holidays. In addition, the School closes over the Christmas period, (between Christmas and New Year). Staff are not required to work during this period but will receive their normal pay.

Salary: £6.83 per hour (£13,319 per annum)

Other Benefits:

- Free parking
- Free hot & cold beverages
- Free lunches
- Contributory pension scheme + 4 times salary life assurance scheme

Closing Date: 9am on 13 July 2022

Proposed Interview Date: 22 July 2022

Ratcliffe College is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and enhanced screening through the Disclosure and Barring Service.