



Comberton Village College
West Street
Comberton
Cambridgeshire
CB23 7DU

Tel: 01223 262503
Email: latherton@combertonvc.org
Website: www.combertonvc.org

Level 2 Apprenticeship – Site Operative
(Level 3 could be offered for a suitable candidate)

Required – As soon as possible
30 hours per week
Course length 12-18 months, with potential for further employment

National Apprentice Salary Scale

This is an excellent opportunity to gain a qualification and work experience whilst earning a salary in an exciting and supportive workplace. Comberton Village College is looking to appoint a hardworking, honest and enthusiastic **Site Operative Apprentice** to assist the Site Team in providing a comprehensive site management service within a busy school. The individual will be responsible for performing varied maintenance tasks or project work including minor repairs, cleaning, decorating and improvement works.

Key duties within this role include but are not limited to:

- Conduct the locking and unlocking of school buildings
- Assist Duty Site Managers with regular security checks to identify security risks
- Set up for exams, lunchtimes, training, events and other functions as directed
- Greet and manage the needs of visitors
- Under the direction of the Campus Manager undertake appropriate maintenance, painting, decoration and repairs as required
- Collect and assemble waste for collection
- Carry out cleaning / litter-picking duties as required
- Undertake any other duties which may reasonably be regarded as within the nature of the duties and responsibilities / grade of the post defined.

Training

The successful applicant will work towards achieving a Level 2 Certificate in Facilities Services Principles using a local provider (equivalent to 2 GCSEs at grades A* to C). They will also gain Level 2 in Functional Skills for Maths and English which they should be able to complete within 12-18 months. All training for this course is undertaken whilst on site at Comberton Village College. Appropriate release time onsite will be provided.

You will also be offered supplementary training including first aid, working at height, heavy lifting, etc.

Assessment

Each apprentice will be assigned a designated Training Consultant who will visit them and their line manager bi-monthly at their workplace throughout the apprenticeship. On alternate months, the Training Consultant will be in contact with the apprentice to coach, mentor and discuss progress. To achieve this apprenticeship standard, the employer, training provider and apprentice will agree when the apprentice is competent and ready to undertake the independent end point assessment. It will be expected this should take between 12 and 18 months to complete. You will also be offered supplementary training including first aid, working at height, heavy lifting, chemical training etc.

Personal Qualities

We are looking for candidates who have relevant handyman experience and be able to work well as part of a team whilst being able to work independently and use their initiative to develop their own skills during the course of the apprenticeship.

Skills required:

Good communication skills

Ability to work as part of a team

A can do attitude and willingness to learn on the job

Ability to work under pressure

Excellent organisational skills and ability to prioritise and carry out multiple tasks

Use problem solving skills

Safeguarding Children and Young People

The Cam Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Successful candidates will be subject to the following satisfactory pre-employment checks: identity, relevant work qualifications, right to work in the UK, an enhanced Disclosure and Barring Service check, barred list check (previously List 99), references and a medical questionnaire.

Future Prospects and progression

Should any suitable permanent vacancies arise during the duration of this apprenticeship full consideration would be given to the apprentice appointed. Progression from this apprenticeship is expected to be onto a senior facilities management supervisor course.

How to apply:

Please complete and return the Support Staff Application form located on our website. Your application should be supported by a letter of application (consisting of no more than 2 sides of A4 printed) which explains:

- The reason for your interest
- Your relevant track record that confirms you could fulfil the expectations of the role

Applications should be submitted to: Mrs L Atherton, HR Manager on personnel@combertonvc.org or via the post, as soon as possible but no later than midday on **Monday, 11th January 2021**.

Please note that we do not accept applications by CV.