

Job Description

DIRECTORATE:	Communities
DEPARTMENT:	Operations – Community Services / Corporate Landlord / Total Facilities Management.
POST:	Caretaking Support Apprentice
GRADE OF POST:	GR02
RESPONSIBLE TO:	Senior Caretaker Support Officer

JOB PURPOSE:

To provide the employee with on - the - job training in order to develop facilities services related skills as part of an apprenticeship framework (including the achievement of a Level 2 Facilities Services qualification with an appropriate training provider). Support the delivery of an efficient and responsive service to the corporate estate.

PRINCIPAL RESPONSIBILITIES AND ACTIVITIES:

- To acquire and develop skills across the Facilities Management area providing hands-on support to members of the team as necessary.
- Together with the members of the caretaking support team, to provide relief cover for sickness absence and holidays, assisting with responding to and resetting alarm calls, opening and closing premises, working unsocial hours.
- Under the supervision of the Senior Caretaking Support Officer to assist with monitoring the school as required and reporting any defects or failings.
- To gain a full understanding of health and safety regulations governing the area of work and to assist the Senior Caretaking Support to ensure effective health and safety procedures are in place (including the provision of fire drills and up to date building files).
- Assist corporate caretaking staff with fire alarm testing, and together with other caretaking staff to assist with cover for opening / closing of corporate buildings when required.
- Assist with duties as required by the service, including (but not restricted to) the provision of miscellaneous services such as furniture and equipment removal,

meter readings, regular ground inspection, emergency cleaning, supervision of car parking, replenishment of hygiene products etc.

- As directed and under supervision to assist with conducting and recording inspections commensurate with Corporate Fire Directives to agreed timetable, together with maintaining clear evacuation routes, ensuring the integrity of fire apparatus and conducting visual and key operated checks to emergency lighting. Assist with keeping pathways and car parks clear of litter, debris, weeds, leaves and spread winter grit in season. Assist with undertaking emergency cleaning following floods, fire, and a break in.
- Assist with safely maintaining the company vehicle completing daily, weekly checks and completing documentation.

GENERAL DUTIES

Health and Safety

To fulfil the general and specific roles and responsibilities detailed in the [Health and Safety Policy](#)

Equal Opportunities

To ensure that all activities are operated in accordance with Equal Opportunities legislation and best practice.

Safeguarding

Protecting children, young people or adults at risk is a core responsibility of all employees. Any concerns should be reported to the Adult Safeguarding Team or Children's IAA Service within MASH.

Review and Right to Vary

This Job Description is as currently applies and will be reviewed regularly. You may be required to undertake other tasks that can be reasonably assigned to you, including development activities, which are within your capability and grade.

Person Specification

Caretaking Support Apprentice

The following attributes represent the range of skills, abilities and experiences etc. relevant to this position. Applicants are expected to meet the attributes that have been identified as essential

Attributes	Requirements	Essential	Method of Evaluation/ Testing
Qualifications, Education & Training	<ul style="list-style-type: none"> • Minimum of 5 GCSEs including English and Mathematics or equivalent. • Good standard of numeracy and literacy. 		Production of original Qualification Certificates and application form.
Knowledge & Experience	<ul style="list-style-type: none"> • Understanding of the importance of customer care. • General knowledge and understanding of the requirements to be a facilities manager. • Understanding of how buildings work • Knowledge and/or experience of undertaking minor repairs. • Understanding of health and safety and fire precautions issues. 	<p>Yes</p> <p>Yes</p> <p>Yes</p>	Interview, application form, reference and selection process.
Skills & Personal Qualities	<ul style="list-style-type: none"> • Ability to form constructive working relationships with colleagues. • A strong desire to acquire further knowledge and skills in a working environment. • Committed to achieving a Level 2 qualification. • An ability to work as part of a team. 	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	Interview, application form, reference and selection process.

	<ul style="list-style-type: none">• Ability to carry out tasks following training and or direction.• Ability to communicate clearly and effectively.• Ability to work flexibly and proactively.• Access to personal transport and in possession of a full, current, driving licence.• The ability to communicate through the medium of welsh.	Yes	
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