Facilities Services Operative Apprentice

Accountable to: Line Manager for Science and Technology and Line Manager for Site Management

Reporting to: Facilities Manager and Technology Technician

Purpose of Role:
- You will be required to complete the Intermediate Level Apprenticeship in Facilities Services.
- In this role you will develop the knowledge and skills required to provide a quality and cost effective care service for a wide range of commercial and public buildings.
- This will involve working closely with the grounds and facilities team.
- You will also be required to work with the Senior Technician in Technology to provide practical support to the staff working in that area.

Under supervision you will develop skills in the following areas:

- Maintenance:
  - Carrying out and arranging for maintenance and repair of resources
  - Constructing and modifying apparatus
  - Stock taking
  - Obtaining materials by local purchase

- Operational:
  - Cutting and preparing materials, delivering equipment to rooms
  - Securing the site
  - Setting up rooms for events
  - Caring for plants and/or animals, where appropriate
  - Collecting, checking and returning equipment to stores
  - General Manufacturing area cleaning: bench surfaces and fixed equipment (sinks, emptying/supervising the emptying of sink traps)
  - Disposing of waste materials

- Technical:
  - Carrying out risk assessments for technician and facility services activities
  - Keeping up to date with developments in practical science, technology and health and safety requirements
  - Carrying out health and safety checks in manufacturing areas and stores
• General:
  o Attend and participate in staff and working group meetings and training as appropriate
  o Adhere to and work within Walsall Academy practices and policies

**Hours:**
Full Time
7.45am to 5.00pm Monday to Thursday
7.45am to 4.00pm Friday

**Break entitlement:**
20 minute breakfast break; 40 minute lunch break daily