

Job Description

JOB TITLE: Apprentice – Property Maintenance Operative

HOURLY RATE/SALARY: £ 23860 Apprentice

HOURS: 40

REPORTS TO: Simon Green / Sam Armitage

RESPONSIBLE FOR: Buildings Maintenance

CAMPUS: BCA

JOB PURPOSE: A 'hands on' role to undertake practical maintenance and construction work in the BCA college buildings and wider Estate. Learning off the job through a day release to Langley College to complete a Property Maintenance Operative apprenticeship.

N.B. This job description is current at the date of issue. It will be reviewed annually and may be updated by the Principal.

The main duties and responsibilities of the post include the following:-

1. Undertake repairs and improvements to buildings, structures and surfaces across the BCA Estate.
2. Respond to maintenance requests in a flexible and efficient manner to ensure professional standards are maintained.
3. Carry out and assist with a range of minor internal and external construction work including: groundwork, hard landscaping, fencing, brickwork, carpentry, stud wall construction, tiling, basic plumbing, painting, and decoration.
4. Carry out and assist with repairs and installations across a range of building elements including: windows, doors, roofs, washrooms, kitchens, flooring, drains and gutters.
5. To use a range of hand tools, power tools and plant as required, including: , vibration plate, breakers, discsaws, grinders, drills and routers.
6. Work at height as required.

7. Assist with stock checks, keep records, specifying and order materials.
8. Undertake routine checks and inspections of facilities and electrical equipment.
9. To be responsible for the security of the Estates yard, equipment and materials.
10. To assist in ensuring good visitor practice by helping with car parking and routine clearance of public and work areas.
11. To work a flexible working day to ensure jobs are carried out with minimal disruption to college facilities.
12. React to emergencies with occasional 'out of hours' work required
13. Ensure that safety procedures are adhered to and improvements are incorporated into working practices.
14. To complete a Level 2 Apprenticeship as a Property Maintenance Operative.
15. To attend college lessons and training sessions as required, typically one day weekly throughout the year.

NOTE

The post may be based at one of the current College campuses, but the duties of the job may require the post holder to work remotely online should the situation require it.

It is the College's policy to establish and maintain a Risk Register and a Risk Management Policy. It is a condition of your employment that you become aware of these documents and that you follow the objectives and procedures of good risk management in your areas of work.

This post is exempt from the Rehabilitation of Offenders Act 1974. For further details on our policy on the Recruitment of Ex-Offenders can be found [here](#).

The post holder is required to have a commitment to:

- The continuing development and implementation of the College's Diversity & Equality Policy.
- The management of risk within the College
- The health and safety of staff, students and visitors in general and the College's policies and procedures in particular.
- The principles and procedures set out in the [College's Safeguarding and Child Protection Policy](#).
- The principles and procedures set out in the College's Data Protection Policy

PERSON SPECIFICATION

Apprentice – Property Maintenance Operative

	Essential	Desirable	Source of Evidence
EDUCATIONAL AND PROFESSIONAL QUALIFICATIONS			
EXPERIENCE			
Experience of outside manual work		Desirable	Interview
Experience of site construction work		Desirable	Interview
SKILLS, KNOWLEDGE AND ABILITIES			
Physically fit and able to work in all weathers	Essential		Interview
Good general practical competence	Essential		Interview
Organised, proactive and enthusiastic	Essential		Interview

KEY:

Evidence of all of the elements marked AF or AF/IV must be present in the application form in order to be shortlisted for an interview

All of the elements marked IV will be assessed at interview.

All of the elements marked AF/IV will also be assessed at interview.

All or some of the elements may be assessed by the Test/Presentation