



APPRENTICE – SITE SERVICE OFFICER RECRUITMENT PACK





Thank you for your interest in a career with The Futures Trust. We hope that this recruitment pack provides you with all the information you need to start your journey with us.

The Futures Trust is a growing Trust with four primary schools and four secondary schools located in Coventry, Warwickshire and Leicestershire. We have 6,000 pupils in our schools and nearly 850 colleagues work for the Trust supporting our school community.

The Trust is committed to building brighter futures for everyone. This commitment is underpinned by 3 clear values:

1. Students first

Teachers and leaders totally focused upon the educational benefit of our students.

2. It's about learning

Students, teachers and leaders focused upon developing and improving their learning.

3. No barriers

No excuses, only support to ensure student, teachers and leaders maximise their achievement.

It is an exciting time to join the Trust. We offer trust wide career paths and invest in outstanding opportunities for our staff to learn and grow.

If you join The Futures Trust team, you will be part of a professional learning community totally focussed upon learning and dedicated to ensuring learners achieve their potential and build their own bright future. We look forward to hearing from you.





Stoke Park School is a thriving school that is committed to Building Brighter Futures for all of its students.

A crucial part of Building Brighter Futures is providing a high-quality educational experience delivered through an academic curriculum and an exceptional programme of enriching experiences. We are looking to expand our team of dedicated professionals who excel in their field.

Natalie Rock, Headteacher

JOB TITLE:	APPRENTICE – SITE SERVICES OFFICER
OPPORTUNITY:	<p>This is an exciting time to join The Futures Trust. We are seeking to appoint an Apprentice Site Services Officer. You will be working with, and learning from, an experienced premises team under the direction of the Facilities Manager. As part of the team you will work to ensure the safety and security of the school site for students, staff and visitors.</p> <p>You will have a flexible approach and be keen to develop and grow into the role of Site Services Officer.</p>
REPORTING TO:	Facilities Manager
LOCATION:	Based at Stoke Park School
SALARY/HOURS:	<p>Apprenticeship Rate - £10,186 per annum, some flexibility for a higher rate for the right candidate</p> <p>37 hours a week, all year round</p>
BENEFITS:	<ul style="list-style-type: none"> ● Competitive rates of pay ● Extensive professional development opportunities across the Trust ● Career pathways across the Trust ● Teacher/Local Authority Pension Schemes ● Online retail discount ● Employee Assistance Programme ● Family Friendly policies to support family & carer commitments ● Flexible Working Arrangements

JOB DESCRIPTION

On a day to day basis, under direction you will support the team to maintain a safe and efficient environment for students, staff and all visitors to site ensuring that the premises and grounds are maintained to a high standard in order to provide a clean, safe, secure, attractive and purposeful working environment.

Duties and responsibilities

- Support the delivery of the responsibilities of the facilities services function in complying with health and safety and other legislation and organisational policies and procedures
- Maintaining and developing the school site
- Address facilities services related risks, hazards and threats to people, property and premises.
- Setting up for school events
- Carrying out repairs on both hard and soft FS services
- Lettings duties
- Dealing with a variety of stakeholders, ensuring efficient and effective service at all times.
- Carry out internal PPM checks, input data onto the compliance portal and report any issues to the necessary team members

Line management

There is no line management in this role.

Professional Development

- Maintain personal professional development to ensure that the knowledge and skills required to fulfill the role Apprentice Site Services Officer.
- Be a professional role model, and understand and promote the aims of the School and the values of the Trust.

The Apprenticeship Programme is run in conjunction with an external training provider to ensure that you are supported by a first-class training programme. Courses will be delivered remotely with virtual classrooms and a tutor, which will enable you to achieve the following qualifications:

- Facilities Operative Apprenticeship
- Functional Skills at Level 2, English, maths, if required.

PERSON SPECIFICATION

	Essential Criteria	Desirable Criteria	Measured By
Education and Qualifications	<ul style="list-style-type: none"> • GCSE C grade/or Equivalent or higher in English & Maths 		Application form Certificates
Skills and Abilities	<ul style="list-style-type: none"> • A 'Can Do' attitude • Flexible approach to work • Common sense and initiative • Effective oral and written communication skills IT Skills – good understanding of Microsoft packages. <ul style="list-style-type: none"> • Ability to work as part of a team and independently as necessary • Ability to follow recognised procedures and policies • Ability to remain positive and enthusiastic when working under pressure 		Application form Interview
Experience	<ul style="list-style-type: none"> • Experience of maintenance work, but full training will be provided 		Application form
Knowledge and understanding	<ul style="list-style-type: none"> • An understanding of safeguarding and child protection 		Application form Interview
Other requirements	<ul style="list-style-type: none"> • Committed to and able to promote the aims of the school and the values of the Trust: Students First, It's about Learning, No Barriers. • Able to work flexibly, is reliable and to attend meetings and INSET days as required 		Interview

HOW TO APPLY

CLOSING DATE:	Monday 10 July 2023
INTERVIEWS:	w/c Monday 17 July 2023

If you wish to find out more about this role and a career within The Futures Trust please contact the Recruitment Team on tel: 02477 102134.

To apply for this post, please download an application form from [HERE](#) and return to recruitmentadmin@thefuturestrust.org.uk

On application please read the following policies found [HERE](#)

- Stoke Park Safeguarding & Child Protection Policy
- Safer Recruitment Policy
- Suitability Policy
- GDPR Privacy Notice for Applicants

The Futures Trust are committed to safeguarding and promoting the welfare of children and young people and require all staff and volunteers to share this commitment. The successful candidates for all positions will be subject to an enhanced DBS check and Social Media check.