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| **Maintenance Apprentice** |

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| **Reporting to:** | Estates Manager |
| **Working Hours:** | Full time (37 hours per week – this includes time spent in classes developing subject knowledge), 2-year apprenticeship. |
| **Salary:** | Under 18              £4.20 per hour  Age 18-20            £5.90 per hour  Age 21-24            £7.38 per hour  Age 25+                £7.83 per hour |
| **Annual Leave:** | 26 electable days, 8 statutory days and up to 5 efficiency closure days at Christmas |

**Job Purpose**

Enthusiastic person required for busy College sites to assist with regular maintenance tasks and emergency repairs.

1. **Duties and Responsibilities of the Job**

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| 1. Assist with minor building and equipment/plant maintenance, repair and refurbishment work |
| 1. Assist with performing planned preventative maintenance procedures on buildings and equipment |
| 1. Respond to emergency maintenance requests as required |
| 1. Complete daily, weekly and monthly checks on buildings and equipment, maintaining records of findings |
| 1. Assist with legionella prevention work, maintaining records of findings |
| 1. Read meters and monitor fuel oil levels |
| 1. Assist with keeping gullies and surface drains clear |
| 1. Replace lamps and assist with maintaining electrical lighting systems |
| 1. Ensure safe access to and around the College premises in the event of inclement weather |
| 1. Take suitable measures as deemed necessary to ensure the protection of the campus buildings in the absence of the Estates Manager |
| 1. To participate in, and contribute to, activities involving the marketing and promotional activities of the College. Helping to set up show stands and deliver/collect equipment. |
| 1. To adhere to the College safety policies ensuring that appropriate safety standards are maintained during all College activities |
| 1. Maintain effective communications with other staff including attendance at departmental and staff meetings as required |

**2. Training**

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| Attend classes at Sussex Downs College, and complete tasks leading to the successful completion of a NVQ Level 2 certificate in Maintenance Operations within the two-year contract period. |
| Actively participate in the College performance management processes, including appraisals to support personal and professional development and enhance progression. |
| Complete all mandatory training as required in line with College expectations. |

**3. Further duties**

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| To undertake any further duties commensurate with the grade and responsibilities of the post allocated by the Line Manager or a member of SMT. |
| To adhere to appropriate College policies including (but not limited to) safeguarding, equity & diversity, and health and safety. |

**Qualifications / Skills / Knowledge / Qualities**

At Plumpton College we are:

1. Ambitious and Progressive
2. Enterprising
3. Professional
4. Passionate about everything we do
5. Supportive

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| **Essential criteria for the post** |
| A self-motivated, positive and pro-active attitude |
| Reliable and committed |
| Possess good communication skills and able to interact with a wide range of people |
| Competency in English and basic maths |
| Physically fit, able to work at heights and to work in all weather conditions. |
| Willingness to follow Health and Safety procedures including the correct use of personal protective equipment. |
| Able to work in a fast paced environment |
| Able to follow instructions |
| Commitment to completing the apprenticeship and earning a formal qualification |
| To maintain a smart appearance and to act in a professional manner at all times |

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| **Desirable criteria** |
| Full UK manual driving licence |
| Previous experience in general maintenance, decorating, carpentry, plumbing, or simple electrical work |

**CONDITIONS OF EMPLOYMENT**

**Working Hours**

Basic working hours are from 08.00 to 16.00 Monday to Friday but some flexibility will be required to meet the needs of the business. This is an all year round post. There will be some evening and weekend working required to support faculty activities, and whole college recruitment and promotional events.

**Annual Leave**

The holiday year is from 1 September - 31 August each year. The annual leave entitlement for this role is 26 working days, plus 8 bank holidays and up to 5 efficiency days when the college closes at Christmas. Annual leave is bookable subject to business needs and should be planned and agreed with your Line Manager. Annual leave sheets will be available from the start of the new holiday year (1 September).

**Continuous Professional Development (CPD)**

This post will be entitled to CPD for industrial updating, personal and professional development. All CPD must be planned, agreed and booked with your Line Manager.

**Benefits**

The candidate appointed to the post will automatically become a member of the Local Government Pension Scheme and pay contributions as determined by annual salary levels. The pension scheme includes life assurance cover and the college will also pay a contribution towards your pension. There is also free car parking and a competitively priced dining room service.

**Equality and Diversity**

Plumpton College is committed to the promotion of equal opportunities and is dedicated to pursuing non-discriminatory policies and practices and eliminating unfair discrimination on any basis. This means that no job applicant will receive less favourable treatment than another on grounds of gender, marital status, age, racial origin, disability, sexual orientation or political or religious beliefs.

**Criminal Record Check via the Disclosure Procedure**

The Rehabilitation of Offenders Act 1974 gives individuals the right not to disclose details of certain old offences when asked about their criminal record as they may be defined as ‘spent’. There are exemptions to this if the individual is offered a post which involves contact with children or regular work at an establishment exclusively or mainly for children.

The post you have applied for falls into this category and, therefore, requires a criminal background check.

If a job offer is made, you will be asked to apply for a DBS Disclosure Certificate. The Disclosure Certificate will contain details of current and “spent” convictions, cautions, reprimands or warnings held on the Police National Computer, excluding certain specified old and minor offences.

The DBS Disclosure will also indicate whether information is held on government faculty lists of those individuals who are barred from working with children or vulnerable adults (if applicable).

The post-holder cannot begin employment with the college until the DBS Disclosure Certificate is received and considered by the Principal.