



Cambourne Village College

An Academy of



Sheepfold Lane,
Cambourne,
Cambridge
CB23 6FR
(01954) 284000

enquiries@cambournevc.org
www.cambournevc.org

Apprentice Site Assistant
National Apprenticeship Wage, £4.15 per hour
30 hours per week

Required ASAP

Cambourne Village College is looking to appoint a hardworking, honest and enthusiastic Apprentice Site Officer to assist the Site Team in providing a comprehensive site management service within a busy school. The individual will be responsible for performing varied maintenance tasks or project work including minor repairs, cleaning, decorating and improvement works.

Key duties within this role include but are not limited to:

- Conduct the locking and unlocking of school buildings
- Assist Site Managers with regular security checks to identify security risks
- Set up for exams, lunchtimes, training, events and other functions as directed
- Greet and manage the needs of visitors
- Under the direction of the Campus Manager undertake appropriate maintenance, painting, decoration and repairs as required
- Collect and assemble waste for collection
- Carry out cleaning / litter-picking duties as required
- Undertake any other duties which may reasonably be regarded as within the nature of the duties and responsibilities / grade of the post defined.

Training

The successful applicant will work towards achieving a Level 2 Apprenticeship Standard in Facilities Services Operative and Level 2 Maths and English which they will be expected to complete within 18 months. You will be required to undertake the training as required by a suitable local provider in addition to any on the job training.

You will also be offered supplementary training including first aid, working at height, heavy lifting, etc.

Personal Qualities

We are looking for candidates who have relevant handyman experience and be able to work well as part of a team whilst being able to work independently and use their initiative to develop their own skills during the course of the apprenticeship.

Skills required:

Good communication skills

Ability to work as part of a team

A can do attitude and willingness to learn on the job
Ability to work under pressure
Excellent organisational skills and ability to prioritise and carry out multiple tasks
Use problem solving skills

Safeguarding Children and Young People

The Cam Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Successful candidates will be subject to the following satisfactory pre-employment checks: identity, relevant work qualifications, right to work in the UK, an enhanced Disclosure and Barring Service check, barred list check (previously List 99), references and a medical questionnaire.

Future Prospects

Should any suitable permanent vacancies arise during the duration of this apprenticeship full consideration would be given to the apprentice appointed.

How to apply

To apply for this position please complete the support staff application form (found on our website) and covering letter to Mrs J Jenkins HR Manager, via email on jjenkins@cambournevc.org. **This vacancy is open until a suitable candidate applies.**

For further information about this role and an informal discussion please contact Kevin Wray, Campus Manager via email KWray@cambournevc.org or on 01954 284015.

College Information

Cambourne Village College, a new, over-subscribed, Ofsted 'Outstanding' secondary school eight miles from Cambridge, opened as an academy of the Cam Academy Trust in September 2013.

For further information, an application form and to apply for this post please visit our website: www.cambournevc.org/contact-us/vacancies Please note we do not accept CVs.

Closing date for applications: Open until a suitable candidate applies

The college reserves the right to interview candidates within the vacancy window.

The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An enhanced DBS check will be carried out for the successful candidate.