



Cambourne Village College

An Academy of



Sheepfold Lane,
Cambourne,
Cambridge
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www.cambournevc.org

Level 2 Apprenticeship - Facilities Service Operative

Required ASAP

30 hours per week

**Course length 12-18 months, with potential for further
employment to the right candidate**

National Apprentice Salary Scale (Figures from 1 April 2020):

Year 1: £6.45ph

Year 2 (dependent on age):

- £8.20 for 21-24 year olds
- £6.45 for 18-20 year olds

This is an excellent opportunity to gain a qualification and work experience whilst earning a salary in an exciting and supportive workplace. Cambourne Village College is looking to appoint a hardworking, honest and enthusiastic **Facilities Service Operative Apprentice** 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 repairs, decorating and improvement works.

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

- Set up of equipment and furniture for bookings, school events, lunchtime set up, training and other functions as directed
- Greet and manage the needs of visitors and staff who use the building
- Undertake Facilities Management projects
- Address risks, hazards and threats to people, property and premises
- Under the direction of the Campus Manager undertake appropriate maintenance, painting, decoration and repairs as required
- Assist with catering operations during lunchtime
- Support the Facilities team in complying with health and safety and other legislation and organisational policies and procedures
- Undertake any other duties which may reasonably be regarded as within the nature of the duties and responsibilities / grade of the post defined.

- Carry out cleaning /litter-picking duties as required

Training Provided

The successful applicant will work towards achieving a Level 2 Certificate in Facilities Services Principles using a local provider (equivalent to 2 GCSEs at grades A* to C). They will also gain Level 2 in Functional Skills for Maths and English which they should be able to complete within 12-18 months. All training for this course is undertaken whilst on site at Cambourne Village College. Appropriate release time onsite will be provided.

Assessment

Each apprentice will be assigned a designated Training Consultant who will visit them and their line manager bi-monthly at their workplace throughout the apprenticeship. On alternate months, the Training Consultant will be in contact with the apprentice to coach, mentor and discuss progress. To achieve this apprenticeship standard, the employer, training provider and apprentice will agree when the apprentice is competent and ready to undertake the independent end point assessment. It will be expected this should take between 12 and 18 months to complete. You will also be offered supplementary training including first aid, working at height, heavy lifting, chemical training etc.

Personal Qualities

We are looking for candidates who will 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, references and a medical questionnaire.

Future Prospects and progression

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

Progression from this apprenticeship is expected to be onto a senior facilities management supervisor course.

How to apply

To apply for this position please complete the Support Staff Application form found on our website: www.cambournevc.org/contact-us/vacancies and send a covering letter to Mrs J Jenkins HR Manager, via email on jjenkins@cambournevc.org **by midday on Monday 31 August 2020.**

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, is a recently built, over-subscribed, Ofsted 'Outstanding' secondary school eight miles from Cambridge, opened as an academy of the Cam Academy Trust in September 2013.

Closing date for applications: noon on Monday 31 August 2020

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.