

HART LEARNING & DEVELOPMENT

APPRENTICESHIP VACANCIES – KEY INFORMATION FORM

Vacancy details	
Vacancy title	Site Assistant
Employer name	Bishop's Hatfield Girls' School
Employer address	Woods Avenue, Hatfield, AL10 8NL
Contact name	Anna Jones
Contact number	01707 282 053
Contact email	ajones@bishophatfield.herts.sch.uk
Website Address	www.bishophatfield.herts.sch.uk
Number of employees	115

Job description
<i>Please list 5-7 main objectives of the apprentice's role</i>
<ul style="list-style-type: none"> • Work within Site Team to provide a safe, clean environment for the school • Be aware of and report any Health and Safety issues • Undertake routine checks including daily toilet check and re-stock • General portering duties • Provide assistance to the PE department with equipment set ups • Carry out minor repairs and planned preventative maintenance (PPM) tasks • Prepare for school events and external hirers of facilities • Undertake light gardening and leaf clearance to keep grounds tidy • Undertake cleaning as required such as spillages • Empty refuse and recycling bins ready for waste collections • Understand security and locking up procedures

A little bit about your company
<i>What do you do? How big are you and where do you operate? How would you describe your values and culture?</i>
<p>Bishop's Hatfield Girls' School has over 900 pupils on roll including the Sixth Form. We are fully committed to our values of teamwork, respect, honesty, trust, kindness and ambition. In February 2016 the school successfully completed its sixth OFSTED inspection and was graded OUTSTANDING. The school has recently benefited from a total rebuild on the same site. Staff development is a key priority and the school Admissions' Code gives priority places to children of staff.</p>

The bits your apprentice needs to know:	
Vacancy location	Hatfield, AL10
Working week	Monday to Friday
Number of hours <i>(minimum 30 per week)</i>	30 – 37 pw
Start & finish time	Weekly Shift Pattern including mornings and evenings
Hourly wage <i>(Minimum £4.30 p/h for those aged under 19 and/or aged 19+ in the first year of their apprenticeship. Otherwise normal NMW applies.)</i>	£4.50 per hour. Increase to be considered once initial time period completed.

Proposed start date	1/9/21 - or earlier if possible so induction can be carried out before term starts
Qualifications required	Grade 4 or above in GCSE Maths and English minimum
Skills required <i>(Things they know or can do - please list up to 5)</i>	Qualities required <i>(Key values and behaviours - please list up to 5)</i>
<ul style="list-style-type: none"> ■ Knowledge of safe working practices ■ Some knowledge of minor repairs, cleaning methods and/or gardening ■ Some knowledge of building systems would be preferred ■ Good level of numeracy and literacy ■ IT skills – email, Google or MS documents/spreadsheets 	<ul style="list-style-type: none"> ■ Common sense ■ Good level of physical fitness ■ Polite, courteous and punctual ■ Organised and able to prioritise ■ Able to communicate with staff, pupils and visitors ■ Willingness to learn ■ Pride in good work and tidy site

Future prospects

(How might their career develop with you during and after their apprenticeship?)

This role offers a strong foundation to progress to a level 3 apprenticeship or to a permanent site assistant role in a school or other professional environment.

Reality check

(Is there anything the apprentice should be aware of? Outdoor work, need own transport etc?)

The role is physical and the building and grounds are large so there is a lot of walking. There will be an element of working outside in all weathers. There will be times when you will get your 'hands dirty' emptying bins, cleaning and moving boxes etc. A professional approach is essential including being neat, punctual and respectful of the boundaries between staff and pupils who are mostly girls (we accept some boys in the sixth form). Occasionally, hours will change or additional hours may be required due to events or staff absence.

Additional questions or requirements - optional

(Is there anything else that is really important to you?)

It is important that you are keen to be part of a small team and also happy to work with others or alone on occasion. You need to be able to follow and remember instructions and be ready for anything unexpected that might crop up in a day.