



## Maintenance Operative Apprentice (Level 2) Information for prospective staff

### Department Information

This is an exciting time for our maintenance team which is busier than ever. Part of the wider Estates and Operations department including Grounds, Gardens and Facilities, they play a pivotal role in ensuring our buildings and grounds remain safe, functional and welcoming for our pupils, staff and wider community. Their hard work is paying off as we see improvements across the site, major projects progressing at pace, and strong positive feedback from colleagues and visitors alike.

Set in 57-acres of beautiful Surrey parkland, our mission at Freemen's School is to Learn, Lead and Make a Difference. We are a warm, inclusive school community that values curiosity, kindness and ambition.

As part of our experienced Estates and Operations Department who are committed to helping you grow professionally, you'll be supported every step of the way to develop your practical property maintenance skills in a supportive and friendly environment.

### Information about the role

#### Purpose of post

- To work as a member of the Maintenance team which forms part of the Estates Team (Maintenance, Grounds & Gardens, School keepers, Catering/Housekeeping).
- To provide basic DIY maintenance and manual handling as part of the maintenance team in order to contribute to the upkeep of school buildings, plant, equipment, furniture and fittings.

#### Main Duties and Responsibilities

- General, Planned Preventative & Emergency Maintenance
- Assist with routine maintenance and minor repairs to buildings, fixtures, fittings and equipment.
- Support basic carpentry, plumbing, decorating, and plastering tasks under supervision.

- Support the completion of scheduled compliance checks, record the findings accurately in line with statutory and school requirements
- Identify and report defects, hazards and maintenance issues promptly.
- Liaise with and supervise contractors on site through the Premises Manager.
- Undertake checks of the pool (training provided) to ensure pool plant equipment is maintained, and appropriate records are kept of PPM and mandatory water checks and maintenance/servicing as appropriate.
- Undertaking and recording of weekly fire alarm tests.
- Undertaking and recording of monthly emergency lighting tests.
- Escalate issues beyond personal competence, in line with the apprenticeship standard's requirement to recognise limits of ability
- update and the closure of completed maintenance requests.
- Responding immediately to H&S matters and assisting where possible.
- Opening and closing buildings
- Setting up and preparing for events
- Assisting with office and classroom furniture moves
- Following up with teaching staff for their logged job tickets.
- Assisting Grounds and School keeping staff in snow and ice clearance
- Acting as a fire marshal (e.g., fire, security) in the event of an emergency.
- To undertake any other duties that may reasonably be requested by Premises Manager, appropriate to the grade.

### **Health & Safety**

- Assisting in the organisation of the workshop, machinery and hand tools to ensure that a clean, tidy and hazard free working environment is maintained to defined standards.
- Following safe working practices at all times.
- Ensuring the postholder and any other worker is wearing the appropriate protective clothing against chemicals, noise, etc and that the postholder and other staff are carrying out operations in accordance with the City's policy and departmental codes of safe working practices.
- To notify the Premises Manager of hazards or any other concerns relating to Health & Safety and safe working practices.

## **Additional/Occasional Duties**

- Attending training courses, meetings and seminars as required, e.g. Health and Safety.
- Escorting injured staff and pupils to the Medical Centre when/if it is safe to do so. If not, calling for the Duty School Nurse or a First Aider.
- Attend all training sessions and work required to complete level 2 qualification

## **Other Points**

- The post holder will be expected to be available to work a weekly shift as detailed on the contract of employment.
- There may be flexibility to work outside these hours depending on circumstances.
- There may also be a requirement to work Weekends as per operational requirements and / or one Weekend in four with days off in lieu the following week, to be agreed with the Premises Manager.
- In the event of an emergency the post holder may be requested to work outside normal working hours above.
- All leave is to be agreed in advance with the Premises Manager.
- Flexible and adaptable approach to work and capable of manual lifting and above all diplomatic when dealing with staff, pupils and the public.
- A clean driving licence is required in order that the School maintenance vehicles and can be driven.
- Reporting all accidents to the Premises Manager using the City's Accident and Incident Reporting process.
- Actively seek to implement and comply with the School's Safeguarding policies and procedures and to demonstrate a commitment to the safety and welfare of children.
- Actively seek to implement the City of London's Occupational Health and Safety Policy in relation to the duties of the post, and at all times give due regard to the health and safety of both themselves and others when carrying out their duties.
- Actively seek to implement the City of London's Equal Opportunity Policy and the objective to promote equality of opportunity in relation to the duties of the post.

## **Person Specification**

### **Professional Qualifications / Relevant Education & Training**

#### **Essential**

- GCSEs (or equivalent) in English, Maths Grade C/4
- Basic Literacy, Numeracy and IT Skills

## Experience Required, including Budget Holding Experience (if appropriate)

### Desirable

- Any practical experience gained through school, college, volunteering, or part-time work.
- Basic DIY or tool-use experience.
- Interest in multiple trades (carpentry, plumbing, painting, grounds work).

### Technical Skills

- A basic understanding of health and safety principles.

### Personal Qualities

- Reliable, punctual and committed to learning.
- Respectful, polite and professional.
- Positive attitude and willingness to take direction.
- Strong attention to detail and pride in quality of work.
- Willingness to adapt to changing priorities.

### Other Relevant Information eg. working hours or desirables (only if applicable)

### Essential

A genuine interest in developing practical skills in maintenance, construction, building services or a related trade.

Willingness to enrol in and complete an accredited Apprenticeship programme.

### Working Hours

37.5 hours per work Monday - Friday

60 minute unpaid lunch Break

08:00- 16:30

Timings may be adjusted for cover or School or as business requires.

### Recruitment - Note to Applicants

NB: This is a centrally funded apprenticeship and eligibility criteria are specific. You will not be eligible if you have a related qualification at level 2 or above.

The qualifications, experience and technical skills will be used in the decision making process for recruitment. Please give examples of how you have exhibited these behaviours in your previous role(s). It is essential you address the criterion marked as (A) on your application form in the section for supporting information.

Be as specific as possible, we cannot guess or make assumptions, but will assess your application solely on the information provided. Try to provide evidence, by examples, where possible, of skills, knowledge and experience contained in this person specification.

## **Revision of Job Description**

This is a summary of the key tasks and responsibilities of the Maintenance Operative Apprentice and is not intended to be an exhaustive list. According to the development and requirement of the School, job descriptions may need to be reviewed and updated periodically after consultation with the post holder

## How to Apply

Applicants should send a completed application form to **CLFS-Recruitment@cityoflondon.gov.uk**, by **9am on Friday 27<sup>th</sup> February 2026**.

Shortlisted candidates will be invited to interview the week commencing **Monday 9<sup>th</sup> March 2026**.

Candidates are asked to note that Freemen's retains the right to interview and appoint at any time during the application process.

Freemen's acknowledges receipt of all applications, if you have not received confirmation of the safe receipt of your application within two working days please call the School or email **CLFS-Recruitment@ cityoflondon.gov.uk** to check on its status.

The successful candidate must be able to satisfy the City of London's health requirements and a confidential medical assessment by the City of London's Medical Officer is required.

The City of London Freemen's School is committed to safeguarding and promoting the welfare of children and young people and expects all employees to share this commitment.

The successful applicant must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (Enhanced Disclosure).