

Job Description

Estates Apprentice

Location

Central Trust role, working across all Trust schools

Reporting to

Estates Adviser

Grade / salary

NJC SCP 3- £24,796 per annum

Term

This post is fixed-term for the duration of the apprenticeship programme (18 months).

Role purpose

To support the Trust's estates and facilities management function by assisting with the day-to-day management of school premises, statutory compliance, contractor performance, minor works projects and health and safety arrangements. The postholder will work across multiple sites, developing the skills, knowledge and behaviours required to progress into a substantive estates or facilities management role.

The role will be undertaken alongside a **Level 3 Facilities Management Supervisor apprenticeship**, with structured on-the-job and off-the-job learning.

Key responsibilities

Facilities management and contractor supervision

- Support the supervision and monitoring of facilities management and maintenance contractors across Trust sites.
- Assist with issuing work instructions, monitoring attendance, and checking the quality and completion of works.
- Help review contractor performance against agreed standards and report issues or risks to the estates team.
- Support the management and upkeep of the Trust's approved contractor database, ensuring records, insurance and certifications remain current.

Reactive repairs and maintenance coordination

- Assist in logging, prioritising and tracking reactive maintenance requests from schools.
- Liaise with contractors and site teams to support timely resolution of repairs.

- Help monitor response times and trends in reactive repairs to inform future planning and preventative maintenance.

Minor works and small project support

- Support the planning, coordination and delivery of minor works projects under the direction of the estates team (e.g. small refurbishments, classroom adaptations, external works or compliance-driven projects).
- Assist with preparing basic scopes of work, obtaining quotations and coordinating contractors.
- Support project tracking, including programme updates, cost monitoring and completion checks.
- Help ensure works are carried out safely, with appropriate risk assessments and method statements in place.
- Assist with post-completion reviews and handover of documentation.

Statutory compliance support

- Support the coordination and tracking of statutory testing and inspections, including fire safety, asbestos, legionella, electrical and gas safety.
- Assist in maintaining accurate compliance records and supporting evidence.
- Help identify upcoming inspections or overdue actions and escalate appropriately.

Health and safety support

- Provide day-to-day support to schools on basic health and safety matters under the direction of the estates team.
- Assist with monitoring risk assessments, action plans and compliance checks.
- Support site inspections and follow-up actions, helping to identify hazards and control measures.

Energy and sustainability support

- Take an active role in monitoring and reviewing energy consumption data across Trust sites, using available metering and billing information.
- Identify trends, anomalies and areas of unusually high consumption, and escalate findings to the estates team with supporting evidence.
- Support the preparation of regular energy performance summaries and contribute to reports for senior leaders.
- Assist in the development and monitoring of basic energy efficiency initiatives and behavioural interventions within schools.
- Support the tracking of energy-related actions and outcomes, helping to demonstrate cost savings and carbon reduction progress.
- Contribute to wider sustainability initiatives led by the estates team, including data gathering and monitoring of agreed measures.

Apprenticeship and development responsibilities

- Actively engage in all elements of the apprenticeship programme, including off-the-job training, assessments and portfolio development.
- Apply learning from the apprenticeship to day-to-day work activities.
- Work towards developing the competencies required for progression into an estates or facilities management role within the Trust.

Person specification

Essential

- GCSEs (or equivalent) including English and maths
- An interest in estates, facilities management, construction or property-related roles
- Good organisational and communication skills
- Ability to work methodically and manage multiple tasks
- Confidence in working with data, records and digital systems
- Willingness to travel between Trust sites
- Commitment to completing the apprenticeship programme

Desirable

- A-levels (or equivalent)
- Experience of working in a facilities, maintenance, construction or operational environment
- Interest in project coordination or sustainability

Eligibility

- Candidates must be eligible to undertake a funded apprenticeship in England (including residency requirements).