



Our Lady of Ransom Catholic Primary School

Job Description
Site/General Handyperson Apprentice

Job Title:	Site/General Handyperson Apprentice
Line Manager:	Headteacher
Salary Grade Range:	Apprentice wage (£8.00 per hour)
Hours of Work:	37 Hours per week shift pattern – 4 days per week in the workplace, 1 day per week spent at college
Weeks Worked:	Full Time – 52 weeks per year

Main purpose

The Site Apprentice will support the day-to-day operation, maintenance and security of the school site while working towards a recognised apprenticeship qualification. This role is ideal for someone looking to start a career in facilities, maintenance, or estates within a school environment.

Key Responsibilities

Site and Facilities Support

- Assist with the upkeep and maintenance of school buildings and grounds
- Carry out basic repairs and routine maintenance tasks under supervision
- Help with setting up rooms for lessons, events, exams and meetings
- Support health and safety checks, including fire safety and risk assessments
- Carry out some regular cleaning tasks

Security and Safety

- Assist with opening and closing the school site
- Monitor the site to ensure it remains safe, secure and tidy
- Report faults, hazards or incidents promptly to the Site Manager

Grounds and Environment

- Help maintain outdoor areas, including playgrounds and green spaces
- Assist with seasonal tasks such as gritting, litter picking, and basic gardening

Apprenticeship & Learning

- Attend off-the-job training sessions as part of the apprenticeship programme
- Complete coursework, assessments, and practical training requirements
- Learn and follow school policies, procedures and safeguarding requirements