



Cambourne Village College

An Academy of



Sheepfold Lane,
Cambourne,
Cambridge
CB23 6FR
(01954) 284000

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www.cambournevc.org

Campus Manager Apprentice- L2

Required ASAP

Minimum 30 hours per week

Course length 12-18 months

with potential for further
employment for a suitable candidate

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

Year 1: £4.15ph (apprentice rate Y1)

Year 2 (depending on age):

- £8.72 for age 25 and over
- £8.20 for age 21-24
- £6.45 for age 18-20

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 Campus Manager Apprentice who will undertake the **Facilities Service Operative Apprentice course** and 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 achieve a Level 2 Certificate in Facilities Services Principles which should be completed within 12-18 months. This training is provided remotely by HIT training - see attached flyer for further information. Appropriate release time off the job 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 is 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.

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 Thursday 31 December 2020.**

For further information about this role and an informal discussion please contact Chris Piekuta, Campus Manager via email Cpiekuta@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 Thursday 31 December 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.