



Facilities Management Apprentice

Job summary

The role provides the opportunity to gain valuable practical and skilled experience in facilities management and to study for a professional qualification. A member of the Facilities Management team, the role will require learning the technical and practical aspects of Facilities Management and putting these skills and knowledge into practice as required and directed.

Key responsibilities:

- As a member of the Facilities Management team member, to assist with the overall maintenance of the buildings and grounds at Naomi House & Jacksplace, our charity shops (currently 23 of these) and Warehouse / Distribution centre
- Carry out given tasks as directed and required, seeking advice and support as necessary
- Conduct routine inspections of premises and equipment as directed
- Under instruction initially and when competent alone as directed, perform preventative maintenance
- Handle basic repairs and maintenance as required and directed, under instruction if needed
- Carry out portable appliance testing once qualified
- Oversee contractors when professional repairs are necessary as directed
- As an FM team member, assist with the maintenance of records in line with the Trust's maintenance plan
- Take responsibility when ready to plan own work tasks
- Make best use of technology so maintenance is cost effective using the BMS system and fault reporting system
- To take responsibility for personal health and safety
- Be prepared to be hands on and learn on the job
- To undertake other tasks as may be reasonably required from time to time

Key requirements:

- A team player with a 'can do' attitude
- Willingness to learn and able to actively engage with learning opportunity
- Good communications skills
- Full clean driving licence held for at least 12 months as requirement to drive as an essential part of the role

This job description does not attempt to describe all the tasks and responsibilities of the post, but rather illustrates with examples the main role of the post-holder. It is therefore subject to alteration and development and will be reviewed jointly with the post-holder and the Facilities Manager.