

# Apprenticeship Vacancy

## Main Duties:

- To ensure the security of the building and site, undertaking daily security checks
- Act as a designated key holder, providing response to emergency calls
- Locking and unlocking of buildings at pre-determined times
- To monitor the heating system and report any faults to County
- To ensure outside areas are safe/clean, kept free from litter, debris, leaves and that there is safe access to the building during adverse weather conditions e.g. snow
- To undertake general portering duties whilst on site to include moving furniture & equipment on site
- Receive deliveries to the site
- Collect and assemble waste for collection
- To liaise with Site Manager and Office Manager as appropriate



Relief Property/Site  
Manager Apprentice

Level 2 Property  
Maintenance Operative

Weekly Wage:  
£146.25

Monday - Friday  
8am - 4pm

Total hours per week: 37.5