



Ark Blake
Academy



Premises Team Apprentice

Start Date: July 2026



Work Hard, Be Kind & Take Responsibility

Welcome from the Principal

Dear Candidate

Thank you for your interest in our current Premises Team Apprentice vacancy and in joining the team at Ark Blake Academy. We are a thriving and successful academy based in East Croydon. Opened in 2020, we are now consistently oversubscribed in every year group with students in Years 7-11. Here at Ark Blake you will find:

- B**ehaviour that is built upon our ‘*work hard, be kind and take responsibility*’ ethos
- L**earning that is nurtured through our calm, purposeful and warm environment
- A**cademic excellence that is achieved through high quality teaching by passionate subject experts
- K**nowledge rich, bold and innovative curriculum that equips students for the future
- E**nrichment that develops lifelong skills and unlocks hidden talent

I joined the Academy in September 2023, and we also welcomed a number of senior and middle leaders to the Academy at that time. As we continue to prosper, we look forward to welcoming further outstanding candidates to our brilliant team in 2025/26.

In terms of what drives our school culture, it is based around the simple but powerful belief of ‘**working hard, being kind and taking responsibility**’. We aim to become a leading school in London as quickly as possible by living out this day-to-day belief and ensuring our students leave with the ‘master key’ that opens any door for the future progression. We never accept that background determines outcomes, and we work relentlessly to reinforce this with our student community. We also aim to be exceptionally supportive of our fantastic staff body and have a genuine and meaningful approach to staff wellbeing and workload that means they are free to focus on what really matters for the day-to-day student experience.

At our most recent Monitoring Visit in January 2026, the continued improvement to the Academy since September 2023 was recognised and this is testament to the hard work put in by staff and students:

- *Students treat their teachers and each other respectfully because the school’s values, ‘work hard, be kind and take responsibility’ are deeply embedded*
- *Students report that learning is never disrupted by poor behaviour. They speak very positively about the strong and respectful relationships they have with their teachers*
- *Students are very well focused in lessons and are courteous, considerate and polite*

99%

In our most recent staff survey 99% of our staff team agreed with the statement ‘I am proud to work at Ark Blake’

From the start of September 2025, we have proudly become a mobile phone free school. This enables our students to fully concentrate in lessons and throughout the school day and allows our teachers to focus on delivering a first class education.

Further information about working with us can be found on our website. Please watch our [video](#) narrated by students to get a real feel of Ark Blake.

If you have any questions about working at Ark Blake Academy, wish to speak with a member of our team or would like to arrange a visit, please contact Vicky Rouse, v.rouse@arkblake.org or call us on 020 3443 9000.

If you feel that you can add value to our fantastic team, we look forward to receiving your application!

Sam Rispoli, Principal

“No bird soars too high, if they soar with their own wings.”

William Blake, 1789



Premises Team Apprentice

Do you want to join our fantastic team where you will help make a lasting impact on our students and unlock their life chances?

We currently have an opportunity for an exceptional Apprentice to join our Premises Team

Location:	East Croydon – 10 minute walk from East Croydon Station
Contract:	15 Month Fixed Term Contract
Working Pattern:	Full Time – 36 hours per week
Reports to:	Operations Director
Start Date:	July/August 2026
Salary:	£14,171 per annum for the first 12 months rising to £22,918 per annum (pro rata)
Closing Date:	Midnight on Friday 3 April 2026

Please note we will be reviewing applications on an ongoing basis and this advert may close earlier than advertised depending on the level of response. Early application is strongly advised.

The Role

We are seeking an exceptional Apprentice to join our Premises Team. As Premises Apprentice, you will uphold the vision and ethos of the Academy at all times and ensure the Academy is a safe, inviting and positive learning environment for students, staff and visitors. You will also help the Academy to run as efficiently as possible, following good sustainable principles. You will be responsible for maintaining the site including all buildings and grounds maintenance, security, cleaning and lettings of our facilities. You will liaise with all premises related contractors and contracts, and play a key role in the day-to-day implementation of the Academy's Health & Safety Policy.

This role meets the Apprenticeship eligibility criteria. The apprenticeship is a 15 month programme and the qualification received is Level 2 Facilities Services Operative

You will demonstrate

- Excellent team working skills
- Excellent communication skills, both written and spoken
- Empathy, patience, reliability and consistency
- Flexibility, proactivity and a willingness to change approaches when necessary
- A high level of self-awareness and self-management
- Resilience, motivation and commitment to achieving excellence
- Ability to be reflective and proactive in seeking feedback to constantly improve practice
- An unwavering determination to deliver excellent customer service for our students, parents/carers and stakeholders
- Courtesy, professionalism and tact and present a positive image in a busy secondary school environment
- A genuine passion and a belief in the potential of every student

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- Commitment to regular and ongoing professional development and training

About our school

Ark Blake Academy is a successful academy based in East Croydon that opened in September 2020. We are consistently oversubscribed in every year group and currently have students in Years 7–11. We have an exceptionally strong team of committed staff at Ark Blake and are now seeking to recruit for further key roles to drive forward our ambitious plans.

At Ark Blake Academy, our mission is to embed a powerful knowledge-rich curriculum and provide fantastic opportunities for character development, all underpinned by an environment where exemplary behaviour is the norm. In terms of our school culture, it is based around the simple but powerful belief of **'working hard, being kind and taking responsibility'**. We aim to become a leading school in London as quickly as possible by living out this day to day belief.

What we offer our staff?

Ark Blake Academy is part of Ark, one of the UK's most successful school groups, with a network of 39 schools in 4 locations across the country.

Why Work at Ark Blake Academy?

Further information about working at Ark Blake can be found [here](#).

For more information about our school, please visit: www.arkblake.org,
or to arrange a confidential conversation about this role or arrange a visit
please contact: v.rouse@arkblake.org

Job Description

Key Responsibilities

Building & Grounds Maintenance

- To undertake general maintenance and remedial works ensuring that work is carried out safely and to a high standard
- To ensure that the grounds are clean, free of litter and hazards and maintained as required
- To ensure that all refuse is disposed of promptly and in accordance with legislation
- To carry out statutory site checks, maintaining records as required
- To ensure building fabric and services are maintained in accordance with a planned maintenance plan
- To set up rooms and move furniture and equipment as directed
- To ensure the school environment is fresh and clean, decorated to a high standard

Cleaning

- To ensure that all areas of the building are clean and ready for use
- To pick up litter and remove all debris (including snow and ice) from the grounds
- To ensure that all welfare areas are kept stocked and hygienically clean
- To ensure prompt removal of any internal and external graffiti

Security

- To ensure the general security and access control is functional and where applicable liaise with colleagues and contractors in maintaining a secure environment

Health and Safety

- To ensure compliance with health and safety legislation and guidance so far as it relates to this post
- To implement any action plans to rectify any deficiencies identified through risk assessments
- To supervise contractors while working on the Academy site
- To report any hazards and/or defects to the Premises Team
- To ensure that hazardous substances are used, stored and disposed of appropriately and that risk assessments are up to date and available

General

- Taking delivered item to the appropriate location within the Academy
- Prepare rooms for lessons/meetings/events, setting out or putting away furniture as required and ensuring rooms are clean and presentable
- Undertake other responsibilities as reasonably directed by the Operations Director
- To actively promote the Academy, liaise with outside agencies as necessary, representing the Academy or ARK as appropriate.
- To maintain a presence around the school to ensure that the highest standards of behaviour and site-usage are upheld.
- To be active in issues of staff and student welfare and support
- To comply with and assist in the development of policies and procedures in relation to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

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- To demonstrate a commitment to Equality of Opportunity for all members of the Academy community
- To undertake training and development relevant to the post and in line with the Academy's priorities

Other

- Actively promote the safety and welfare of our children and young people
- Ensure compliance with Ark's data protection rules and procedures
- Liaise with colleagues and external contacts at all levels of seniority with confidence, tact and diplomacy

This job description is not an exhaustive list and you will be expected to carry out any other reasonable tasks as directed by your line manager.



Person Specification

- Qualified to work in the UK
- Eligible to undertake an apprenticeship in England
- Basic training in one or more of the following is desired:
plumbing, general and grounds maintenance, electrical/building maintenance, painting
- Full driving licence (desirable)
- Health and Safety qualification (desirable)

Experience

- Experience of having responsibility for the care and maintenance of premises, including the operation of building management systems in a similarly complex organisation (desirable)
- Experience in the building industry (desirable)

Specific Skills & Knowledge

- Demonstrable skills and knowledge in a building-related trade/craft
- Painting and decorating skills
- Knowledge of Health and Safety regulations in relation to the post
- Knowledge of the operation of heating and ventilation systems and common causes of malfunctions
- Knowledge of maintenance and security systems and procedures
- Knowledge and understanding of appropriate cleaning methods and standards
- Ability to undertake annual electrical testing (desirable)
- Willingness to undergo training in key areas as deemed necessary by the Academy

Behaviours

- An understanding of the strategies needed to establish consistently high aspirations and standards of results and behaviour in a school setting and commitment to implementing these strategies
- The ability to work in close harmony with all staff
- The ability to follow instructions accurately but make sound judgements and lead when required
- The ability to enthuse and inspire others
- ICT skills (word, excel, internet & email)
- Good interpersonal, written and oral communication skills
- Strong organisational and time-management skills
- Hardworking, conscientious and accurate
- Adaptable, flexible and able to work with minimum supervision
- The ability to skilfully manage and maintain effective working relationships with parents, governors, community members and other stakeholders
- The ability to develop positive relationships with all young people
- The ability to take personal responsibility, a readiness to reflect and self-evaluate and the ability to change, improve and develop
- Confidence and self-motivation
- Calm and professional under pressure
- Understanding of the importance of confidentiality and discretion

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Values

- Genuine passion for and a belief in the potential of every student
- Commitment to the safeguarding and wellbeing of all students
- Belief that every student should have access to an excellent education regardless of background
- A robust awareness of keeping children safe, noticing safeguarding and welfare concerns, and understanding how and when to take appropriate action
- Maintains high standards and a keen eye for attention to detail
- Strong planning and organisational skills
- Professional outlook, detail orientated, able to multitask and meet deadlines
- A team player who can work collaboratively as well as using own initiative
- Exercises sound judgment, especially relating to confidentiality and discretion
- Calm and professional under pressure
- Flexible attitude towards work and demonstrates sound judgement

Other

- This post is subject to an enhanced DBS check
- To carry out other reasonable tasks as directed by the Senior Leadership Team

Holidays must be agreed in consultation with the Operations Director and will be taken at times convenient to the smooth operation of the Academy. The postholder must be able to meet the physical demands of the role.



Ark is an education charity that exists to make sure that all children, regardless of their background, have access to a great education and real choices in life.

There are 30,000 students learning in our network of 39 schools. We've always believed that, with the right approach, every child has the potential to succeed. We work in the communities where we can make the biggest difference to children's lives, and all our schools are non-selective.

It works:

Our schools achieve great results – significantly outperforming national averages, especially when it comes to driving progress – the best measure for 'closing the gap'.

We take what we learn in our schools to develop new solutions and approaches that we can share. Over the last two decades, we have developed and incubated more than 20 projects and programmes, supporting them to scale and achieve systemic impact on the life chances of all children. Over 300,000 children currently learn using an Ark curriculum and our Ark Start nurseries are demonstrating a new model for early years education that we hope will become the norm.

78%

Ark is among the top performing trusts at primary. 78 percent of pupils achieved the expected standard or above in reading, writing, and maths – surpassing the national average of 62 percent by 16 percentage points.

85%

Eighty five percent of our sixth form students go to university at 18, compared to 37 percent nationally. Of those progressing to university, 74% attend a top third university compared to 41 percent nationally.

At secondary, pass rates in maths and English fell nationally by 0.5 percentage points while at Ark pass rates increased by three percentage points.

Disadvantaged students outperformed their peers nationally by this measure by 18 percentage points (61% vs 43.5%).

Transforming lives through education