

**Job Description**

**Job Title: Apprentice Joiner**

**Salary Grade: First year of apprenticeship £3.90 per hour**

**(£3.90 per hour then minimum apprentice wage applies to 19 years and over following successful completion of first year)**

**Job Family: Operational Services**

**Job Profile: n/a**

**Directorate: Neighbourhoods**

**Work Environment:** **Building Services**

**Reports to: Services Manager**

**Number of Reports: 0**

**Purpose:**

Provide a high quality and cost-effective domestic and commercial joinery maintenance, inspection, testing and rectification work in line with departmental timescales and standards under the direction of the Principal Officer. Maintaining a high level of professionalism and flexibility and delivering excellent customer service.

The post holder will be required to learn and be given training in the required skills and responsibilities of a Joiner over the term of the apprenticeship, to then be able to undertake the full range of duties listed below at the conclusion of the Apprenticeship.

**Main Duties and Responsibilities:**

Working under supervision within the following areas;

* Carry out relevant trade duties on responsive and planned works as requested to Building Services specifications and standards.
* To carry out all aspects of joinery and associated building works to specification as instructed either individually or as part of a team.
* To work in accordance with the information, instruction and training given safely and efficiently and to inform the Principal Officer of any potential safety hazards not adequately controlled.
* Complete timesheets and other relevant documentation to the satisfaction of your line manager.
* Use authorised plant and equipment provided with due care and attention and as supervised
* Load and unload materials and equipment as directed.
* To develop excellent working relationships with colleagues and support them when required.
* To develop excellent working relationships with customers and positively engage in team meetings.
* Complete and sign off worksheets, time sheets, warning notices and any other forms as required by the Principal Officers.
* Work to operational procedures, safe working practices and Health and Safety procedures as required*.*
* Responsible for the care and condition of plant, small tools and equipment issued to or used by the post holder. Provide all necessary report form or verbal reports relating to the safe correct functioning of all equipment immediately advising the supervising officer of any defects requiring repair.
* Provide general support and assistance to the Building Services team.
* The post holder is responsible for maintaining their own portfolio, ensuring all units are completed as set out by the training body.
* To demonstrate a commitment to developing personal skills in accordance with the apprentice framework.
* To meet deadlines associated to progression through the full apprenticeship period.
* To complete assignments/projects which relate to the apprenticeship framework to meet target dates
* Comply with the principles and requirements of the Data Protection Act 2018 and GDPR in relation to the management of Council records and information and respect the privacy of personal information held by the Council.
* Comply with the principles and requirements of the Freedom of Information Act 2000.
* Comply with the Council’s information security standards, and requirements for the management and handling of information; Use Council information only for authorised purposes.
* Carry out duties with full regard to the Council’s Equality policies, Code of Conduct and all other Council policies.
* Comply with the Council’s Health and Safety policy, rules and regulations and with Health and Safety legislation.
* Comply with the principles and requirements in relation to the management of Council records and information ; respect the privacy and personal information held by the Council.

**Date: July 2019**