

Directorate	Operations / Resources
Salary	National Minimum Wage according to age.
Duration	Up to 12 months

In your application you will need to confirm that you:

1. Can complete the application form to a high standard.
2. Have skills including spelling, grammar and punctuation.
3. Have ability to follow written instructions.
4. Have an awareness of the role being applied for and of the working environment.
5. Are able to assist with the duties of the trade, working both inside and outside, at any height.
6. Have basic health and safety awareness.
7. Have a genuine interest and enthusiasm for the trainee / apprenticeship applied for.
8. May have any previous experience relevant to the apprenticeship being applied for (though this isn't necessary).

If you successfully pass the application stage we will invite you in for an interview where we will assess:

1. Personal attributes such as timekeeping, reliability, ability to work as part of a team or using own initiative.
2. Confirmation that you are working towards a GCSE grade 'C' or above in Maths and English or working towards a Functional Skills qualification in English and / or Maths.
3. Willingness and ability to undertake formal training relating to successful achievement of trainee / apprenticeship.
4. A genuine interest and enthusiasm for the apprenticeship applied for.
5. Flexibility with regard to work location, hours of work and duties.
6. Basic computer skills
7. Any previous experience relevant to the apprenticeship being applied for.
8. Commitment to Newcastle City Council's Equality and Diversity policies.

The following list is typical of the tasks you are expected to perform. Other duties of a similar nature and level may be required from time to time.

1. Assist operational areas in the provision of services.
2. To use and maintain necessary tools and equipment in accordance with applicable codes of practice whilst under supervision.
3. Work towards gaining competence in a number of tasks in relation to construction and horticultural tasks whilst complying with relevant health and safety legislation.

4. Assist with the maintaining of a clean and tidy work environment following supervisor/mentor instructions at all times.
5. Attend training courses and complete all required work within target timescales as set out in your individual learning plan, reviews, college time tables and tutor instructions.
6. Attend reviews with appointed Apprenticeship Manager and Mentors to discuss all aspects of progress.
7. Promote and implement the Council's Equality Policy in all aspects of contribution to the programme.
8. To assist in maintaining a healthy, safe and secure environment and to act in accordance with the Councils policies and procedures.