



<b>Post title</b>	<b>Apprentice Joiner</b>
<b>Division / Section</b>	<b>Place – Housing and Homelessness</b>
<b>Department</b>	<b>Housing Services</b>
<b>Responsible To (Title)</b>	<b>Team Leader - Repairs</b>
<b>Number of post holders</b>	<b>2</b>
<b>Acting up/ Secondment</b>	<b>No</b>

**Purpose of Job**

The Council is committed to assisting people within the local area by providing the opportunity to gain skills and knowledge in the world of work through our Modern Apprenticeship Training Programme. Modern Apprenticeships (MAs) offer new and returning entrants to the labour market the chance of paid employment combined with the opportunity to do training relevant to the occupational area. They include the opportunity to gain nationally recognised qualifications that help kick-start a career without having to study full-time. New entrants can include school and college leavers, those with no previous work experience, and/or vocational qualifications.

You will be required to complete a 4 year apprenticeship in Joinery, passing all exams and standards required to qualify in this trade.

**Major Tasks/Activities**

- Working with a qualified trade operative gaining relevant on the job experience to satisfy requirements of the trade qualifications, under the guidance and supervision of the qualified operative.
- Attend college to gain appropriate qualifications.
- Responsibility for safe keeping and usage of all tools, equipment, PPE and uniforms.
- Ensure site of job is left clean and safe.
- Attend team meeting, performance reviews, training etc. as required.
- Carry out multi-tasking with associated trades.

**Supervision and Management of People**

You are not required to supervise or manage others.

You will be under the direct supervision of a workplace supervisor. On site supervision provided by a qualified trade operative who will be acting in a mentoring/coaching role.

Management supervision is provided by a Team Leader.

### **Creativity and Innovation**

Under the direct supervision of a qualified tradesperson, you will be required over time to use your learning to problem solve and make effective decisions

### **Contacts and Relationships**

You will be under the direct supervision of qualified trades person who will be responsible for your on-job training.

You will be in regular contact with the Modern Apprentice team in the Council about your progress towards your MA qualification.

You will attend college part-time and will be under the supervision of a Tutor/Lecturer.

You will also have contact with:

- Tenants and Residents
- Trade Operatives
- Team Manager
- Health and Safety Team Manager

### **Decisions**

You will be expected to make decisions in relation to your Modern Apprenticeship programme and these will include:

- determining your learning style.
- agreeing appropriate MA optional units to ensure progress within your vocational qualification.
- prioritising of tasks delegated to you by your workplace supervisor, college tutors and/or MA assessor.

### **Resources**

You will be supervised and trained in the use of equipment and tools relevant to the trade, you are required to follow all training and instruction when using tools and equipment.

You will be responsible for ensuring that your portfolio and other training materials related to your MA is kept up to date, in good order and available for assessment and/or verification when requested.

You are required to respect Council property and to ensure that any tools used during your work are correctly secured at the end of your work day.

You are required to keep clothing and PPE issued to you in clean and presentable condition and request replacement for any torn or worn tools or equipment.

### **Environment – Work Demands**

You will work under the direction of a supervisor and will be expected to carry out these tasks with increasing efficiency and proficiency as your competence within the role grows.

You will be expected to progress within your skills area and apply your MA learning to workplace situations. You will be required to follow processes and procedures and a supervisor will always be available to provide advice and direction.

### **Environment – Physical**

You will be supervised and trained to work in properties across the city and will support a qualified trades person with preparing work areas, carrying out tasks which may involve manual handling and cleaning the work area on job completion.

### **Environment – Working conditions**

You will be supervised and trained to work at heights and work at low levels, being trained to carry out tasks where space may be limited.

### **Environment – Work Context**

You will be supervised and required to take care when carrying out activities that may be physically demanding.

### **Knowledge and Skills**

- You will have a good standard of education at National 4 or 5 or equivalent.
- Successful completion of entry tests.
- Working towards or commitment to gaining driving licence before the end of the apprenticeship.

### **Health and Safety (do not alter the wording of this section)**

Protecting the health and safety and welfare of our employees, and our third parties including members of the public, contractors, service users and pupils, is the starting point for a forward-thinking Council.

All employees are responsible for:

- Taking care of their own health and safety and welfare, and that of others who may be affected by their actions or omissions;
- Co-operating with management and following instructions, safe systems and procedures;
- Reporting any hazards, damage or defects immediately to their line manager; and
- Reporting any personal injury and work related ill health, and accident or incident (including 'near misses') immediately to their line manager, and assist with any subsequent investigation, including co-operating fully with the provision of witness statements and any other evidence that may be required.

Line managers have additional responsibilities for ensuring all health and safety risks under their management are identified, assessed and controlled, with specialist input from H&S Advisers and others including Occupational Health where required. Where the risks cannot be adequately controlled the activity should not proceed.

Additional information can be found in the [Council Health and Safety Policy](#).