

 Stockton-on-Tees BOROUGH COUNCIL		JOB DESCRIPTION
DIRECTORATE:		Community Services & Transport
SERVICE AREA:		Construction & Facility Services
JOB TITLE		Apprentice Multi-Skilled Tradesperson (Carpentry & Joinery)
REPORTING TO:		Building Supervisor's
APPRENTICESHIP QUALIFICATION		Advanced Carpentry & Joinery – Level 3
APPRENTICESHIP DURATION:		18 months
1.	JOB SUMMARY: To undertake learning that will include the effective and safe delivery of construction and refurbishment work as part of the building services team. You will gain experience by assisting in the successful delivery of the Council planned maintenance programs, cyclical maintenance programs and reactive maintenance. To work towards completion of the above Apprenticeship Qualification whilst gaining relevant on the job work experience.	
2.	MAIN RESPONSIBILITIES AND REQUIREMENTS	
	1	To work with colleagues to develop their experience and skills necessary to undertake repairs or other duties of a similar nature under the supervision
	2	To assist with the effective delivery planned and cyclical maintenance programs. This will also include learning around effective communication with clients.
	3	To undertake additional training as may be required to ensure compliance with current and new legislation
	4	To comply with all Health, Safety & Wellbeing standards and promote as safe working environment
	5	To ensure that standard documentation is completed accurately and promptly
	6	To take ownership of your apprenticeship by attending college and completing coursework on time and to a high standard
	7	Through work experience, studying, training and development (both practical and vocational), complete a course of study and obtain work-related professional qualification
	8	You must show an enthusiastic attitude towards your studies and vocational work. You must also ensure that you maintain integrity in all your interactions and ensure that honesty is at the core of your attitude and behaviours.
	9	The ability to work of your own initiative where appropriate to do so. This includes contributing to team discussion / meetings.
	10	You must be punctual at work ensuring that work and appointments are attended on time.
	11	To embrace and consistently demonstrate the Councils Culture and Behaviour statements.
	12	To undertake any additional duties as required that are within the scope of the role and skill of the individual.

3	GENERAL		
	<p>Other Duties - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder</p> <p>Workforce Culture and supporting behaviours and Code of Conduct – The post holder is required to carry out the duties in accordance with Workforce Culture and supporting behaviours, code of conduct, professional standards and promote equality and diversity in the workplace.</p> <p>Shaping a Brighter Future – The post holder will embrace the Council’s “Shaping a Brighter Future” programme.</p> <p>Personal Development – As defined by the Council’s Culture Statement, all employees will take responsibility for their own development</p> <p>Customer Services – The post holder is required to ensure that all customers both internal and external, receive a consistently high-quality level of service, commensurate to the standards required by Stockton on Tees Borough Council</p> <p>Policies and Procedures – The post holder is required to adhere to all Council Policies and Procedures.</p> <p>Health and Safety – The post holder has a responsibility for their own health and safety and is required to carry out the duties in accordance with the Council Health and Safety policies and procedures.</p> <p>Safeguarding – All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Stockton Council’s Safeguarding Policy. In addition, employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.</p>		
	Name	Signature	Date
Job Description written by (Manager)
Job Description agreed by (Apprentice)

Job Description dated May 2021

PERSON SPECIFICATION

Job Title	Apprentice Multi-Skilled Tradesperson (Carpentry & Joinery)	
Directorate / Service Area	Community Services & Transport	Construction & Facility Services

	ESSENTIAL	DESIRABLE	MEANS OF ASSESSMENT
Qualifications	<p>Level 2 – Carpentry & Joinery qualification Essential</p> <p>Level 2 English and Maths (GCSE Grade C/4 or above / Functional Skills)</p> <p>Or</p> <p>An Ability to achieve Level 2 qualification in English & Maths – Initial Assessment required before job offer.</p> <p>PLEASE NOTE: You must not hold an existing qualification at the same or higher level as this apprenticeship or in a similar subject</p>	<p>Minimum of 5 GCSE's Grade 4/C or above including Maths & English</p>	<p>Application form / Certificates</p>
Experience	<p>Working as part of a team (this could be in a sporting, educational, work or social setting).</p>	<p>Experience in volunteering, charity work or other practical work-based experience.</p> <p>Work placement experience in a plumbing maintenance setting.</p>	<p>Application / Interview</p>

Knowledge & Skills	<p>Ability to work in an organised and methodical way to analyse and solve problems.</p> <p>Ability to demonstrate technical aptitude</p> <p>Attention to detail.</p> <p>Good communication skills</p> <p>Ability to understand and apply regulations and instructions.</p> <p>Logical and methodical approach to problem solving</p>	Knowledge of Health & Safety Legislation	Application / Interview
Specific behaviours relevant to the post	<p>Demonstrate the Council's Behaviours which underpin the Culture Statement.</p> <p>Work effectively with colleagues, other trades, clients, suppliers and the public</p> <p>Committed to Personal Development</p> <p>The ability to contribute to a shared objective when delivering a customer focused front line service</p> <p>A positive and enthusiastic attitude when delivering services</p> <p>Self-motivated.</p>	To be able to work flexibly were necessary including weekend work	Application / Interview
Other requirements		Looking to learn to drive or a current driving license	Application / Interview

Person Specification dated

May 2021