

Northumberland County Council

**JOB DESCRIPTION**

<b>Post Title:</b> JELS Warehouse Apprentice		<b>Director/Service:</b> Cath McEvoy Carr / JELS		<b>Office Use</b>
<b>Band:</b> National Apprenticeship Wage		<b>Sector:</b> ASC		JE ref:
<b>Responsible to:</b> Line Manager		<b>Date:</b> January 2022	HRMS ref:	
<b>Job Purpose:</b> The primary role of a JELS Warehouse Apprentice is to carry out various activities within our warehouse and when required to collect, load/unload and transport equipment to and from Client's homes, residential homes and hospitals. Also ensuring that rehabilitation equipment is received, cleaned and issued effectively and efficiently.				
<b>Job Context:</b>				
<b>Resources</b>	Staff	None.		
	Finance	None.		
	Physical	Regular handling of a wide range of equipment and driving vans. Moving and handling stock and processing information. Careful use of PC systems.		
	Clients	Will be required to visit service client's homes delivering and collecting rehabilitation equipment.		
<b>Duties and key result areas:</b> Undertaken individually or as part of a team, these are examples of the nature and level of those expected to be undertaken by the post holder. <b>You will complete apprenticeship training to enable you to develop into the below responsibilities:</b> <ul style="list-style-type: none"><li>To attend all apprenticeship training and successfully complete End Point Assessment</li><li>Various activities within our warehouse including taking in deliveries, checking for damaged/missing items, storing goods, moving stock by various methods, picking/packing orders, loading equipment for dispatch, maintaining stock records and documentation and cleaning of equipment.</li><li>Use a range of warehouse equipment, e.g. fork lift.</li><li>To collect and assist deliveries, load/unload and transport equipment to and from Client's homes, residential homes and hospitals.</li><li>To ensure rehabilitation equipment is received, decontaminated, cleaned, and issued effectively and efficiently.</li><li>To carry out the servicing and repair of electrical and mechanical equipment in accordance with manufacturers manuals, and, to ensure appropriate recording in accordance with PUWER &amp; LOLER regulations.</li><li>To perform electrical safety testing to all electrical equipment in accordance with Portable.</li><li>Appliance Test (PAT) regulations and to maintain accurate records.</li><li>To work in a safe manner with due regard to Health &amp; Safety and Infection Control policies and guidance.</li><li>To undertake appropriate training to be able to continue with the servicing and maintenance of new and existing equipment.</li><li>To comply with health and safety policy and systems, report any incidents/accidents/hazards and take pro-active approach to health and safety matters in order to protect both yourself and others.</li><li>Enter data into hand held scanners, spreadsheets, databases and other electronic information systems, e.g. ELMs and extract and distribute information as directed ensuring accuracy and confidentiality.</li></ul>				
The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.				
<b>Work Arrangements</b>				
Physical requirements:		Activities normally undertaken in a standing position with some walking, bending/stretching and regular need to lift or carry.		
Transport requirements:		Driving Luton body vans with tail lifts.		
Working patterns:		37 hours per week, day work. Flexible working hours may apply provided staff work collaboratively to provide cover for services.		

Working conditions:

Occasional exposure to disagreeable, unpleasant, or hazardous conditions.

Northumberland County Council

**PERSON SPECIFICATION**

<b>POST:</b> JELS Warehouse Driver Apprentice	<b>SERVICE:</b> JELS	<b>Ref:</b>
<b>Essential</b>	Desirable	<b>Assess by</b>
<b>Qualifications and Knowledge</b>		
<ul style="list-style-type: none"> <li>Grade 4 (c) GCSE Maths &amp; English (or equivalent; Level 2 Functional Skills)</li> </ul> <p>A good general education demonstrating numeracy and literacy. An initial assessment may be carried out (For those with an education, health and care plan or a legacy statement, the apprenticeships English and maths minimum requirements are Entry Level 3, and the British Sign Language qualification is an alternative to English qualifications for apprentices for whom this is their primary language)</p> <ul style="list-style-type: none"> <li></li> <li><b>Full clean driving licence</b></li> </ul>		(a), (i)
<b>Experience</b>		
<ul style="list-style-type: none"> <li><b>Warehousing experience</b></li> <li><b>Mechanical / electrical knowledge and use of small hand and powered tools</b></li> </ul>	<ul style="list-style-type: none"> <li><b>Home deliveries</b></li> <li>Good knowledge of towns and villages in Northumberland</li> <li>Knowledge of rehabilitation equipment</li> </ul>	(a), (i)
<b>Skills and competencies</b>		
<ul style="list-style-type: none"> <li>Good numeracy and literacy skills.</li> <li><b>Full driving license</b></li> <li>Basic computer skills</li> <li>Good organisational skills to meet the demands of the role whilst engaging in apprenticeship training.</li> </ul>	<ul style="list-style-type: none"> <li><b>Written communication: applies a good level of written communication skills for a range of audiences and digital platforms and with regard to the sensitivity of communication</b></li> <li><b>Uses digital tools effectively</b></li> </ul>	(a), (i)
<b>Physical, mental and emotional demands</b>		
<ul style="list-style-type: none"> <li>Activities normally undertaken in a standing position with some walking, bending/stretching and regular need to lift or carry.</li> </ul>		(a), (i)
<b>Motivation</b>		
<ul style="list-style-type: none"> <li>Demonstrates integrity and upholds values and principles.</li> <li>Can use own initiative</li> <li>Reliable and ability to work flexible hours with good time keeping</li> <li>Promotes equal opportunities and diversity in all aspects of work.</li> <li>Works collaboratively to achieve team spirit.</li> <li>Adapts to change by adopting a flexible and cooperative attitude.</li> </ul>		(a), (i)

**Other**

Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits