

Job Description and Person Specification

Job Title:	Joinery Apprentice
Department:	Property Services
Section:	Repairs and Maintenance
Grade:	Apprentice
Responsible for:	N/A
Responsible to:	Repairs & Maintenance Manager

Purpose of the post: To develop the skills and knowledge to assist in all aspects of joinery work, including repairs, maintenance, preservation and installation and compliance work.

Principal Accountabilities

- To learn the full range of joinery tasks to assist in the repairs and maintenance of Gentoo properties.
- To ensure risk assessments, method statements, product information and COSHH data sheets are accurately followed.
- To comply with the Groups Health & Safety policy.
- To carry out all tasks in an efficient and timely manner.
- To comply with the Group's customer service standards and Code of Conduct.
- Develop an awareness of specific access equipment to be used for working at height and use in accordance with method statements.
- To complete all relevant training and assessments associated with the apprenticeship.

Period

- 4 Years

Training

- The successful candidate will be expected to complete a Level 2 & Level 3 Joinery Apprenticeship.

The list is typical of the level of duties which the post holder is expected to perform or be responsible for. It is not necessarily exhaustive and other duties of a similar type and level may be expected from time to time.

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Cultural Values

- Do the right thing.
- Make a difference.
- Work together.
- Keep learning.
- Give all you've got.

Group Responsibilities

The post holder will act as an ambassador for Gentoo Group.

The post holder must at all times comply with the Equality and Diversity policies and adopt the Group's culture of inclusion, fairness and respect. The post holder will be expected to have an understanding of inclusivity in relation to age, disability, ethnicity, gender, gender reassignment, religion and belief and sexual orientation.

The post holder must at all times comply with the Health and Safety policy and procedures and must draw to their manager's attention any unsafe working practice and conditions.

The post holder will comply with the Information Security policy and must draw to their manager's attention any security breaches.

The Group places great importance on sustainability and environmental management. It is the responsibility of the post holder to ensure that in their day to day activities they embrace sustainability and minimise the Group's impact on the environment by minimising waste and maximise recycling, saving energy, and travelling smarter in accordance with the Environmental Policy.

Employee Name:	
Employee Signature:	Date:

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This Person Specification lists the essential skills, attributes and experience that are necessary in order to successfully carry out the job. **Please illustrate on your application form how you meet the requirements of the post.**

Skills and Knowledge

- Enthusiasm and a positive attitude
- Be keen to learn, an attentive listener who can understand and follow instructions
- Have effective communication skills and will not be afraid to ask questions
- Be a team player, willing to work hard to get the job done efficiently, to a high standard and support their colleagues
- Have good customer care skills – our tenants and customers are at the heart of our business so we are looking for people who want to make a difference
- Be a good problem solver and a logical thinker
- Have a good attention to detail
- Have good I.T. skills

Experience, Qualifications or Training

- Must have a minimum 4 GCSE passes (Grade 4/C or above), including Maths and English

Other Requirements

- You will also need to be able to meet the travel requirements of the post which will mean being able to get to and from both your place of work and college.