

Job Description

Apprentice Electrician

RESPONSIBLE TO: Repairs Manager

JOB PURPOSE:

To assist a trades employee to deliver a high quality and continuously improving Repairs Service to all the Trust's customers whilst participating in a relevant modern apprenticeship scheme.

'WHAT' – you do!

- To assist and work under the guidance of qualified trades employees carrying out installation and repairs in Trust properties.
- To participate in a Modern Apprenticeship Scheme, attending an appropriate college course relevant to the Trade as required and receiving on the job training.
- To ensure all college work, log books etc. are kept up to date, in accordance with the apprenticeship requirements and are regularly checked by Supervisor
- To take lessons and successfully pass driving test prior to end of apprenticeship.
- To take reasonable care of own and other's safety; to cooperate with managers/supervisors in compliance of statutory health and safety duties, to report all accidents, incidents, faults.

'HOW' – you do it!

We deliver the above by displaying the following example behaviours:

- Treating everyone with respect, being courteous and sincere
- Helping colleagues to do a great job
- Taking responsibility and have a positive attitude and approach to work
- Meet promises given to customers and colleagues
- Inform Managers/Staff when a customer is unhappy to ensure a resolution
- Keep thinking 'how can we do this better'

No job description can cover every task which may arise within the post. The post holder will be expected to carry out other duties from time to time which are broadly consistent with those in this document.



Person Specification

	ESSENTIAL/DESIRABLE	ASSESSMENT
Behaviour – HOW		
Transparent with your teams and peers	E	I/A
Restless in your approach to finding better ways	E	I/A
Upfront and honest	E	I/A
Skilled - continually improving	E	I/A
Together – championing a “one team” ethos	E	I/A
Transparent with your teams and peers	E	I/A
Experience – WHAT		
Minimum 4 GCSEs grade 4-9 including maths and English	E	I/A
Experience of working with Customers	D	I/A
Experience of construction work	D	I/A
Awareness of health and safety	D	I/A
Skills/Abilities/Competence – WHAT		
Communication Skills	E	I
Punctual & Excellent organisational skills	E	I
Customer Focused	E	I
Team Player	E	I
Driving License (or commitment to learn)	E	A/C
I.T. Skills	E	I
Friendly, professional and approachable	E	I/A
Able to work confidently and use initiative	E	I/A
Enthusiastic and willing to learn	E	I/A

METHOD OF ASSESSMENT

- A** Application form
- I** Interview
- C** Production of Certificates

