

**THE HIGHLAND COUNCIL
RECRUITMENT & SELECTION**

JOB SPECIFICATION

SERVICE: **Community Services - Housing and Building Maintenance**

POST DESIGNATION: Construction Apprenticeship Joiner

GRADE: Modern Apprentice **SALARY:** Percentage of appropriate trade salary £22,376

Year 1 £17,450

Year 2 80% of trade rate £17,900

Year 3 85% of trade rate £19,019

Year 4 90% of trade rate £20,138

(4 Year Fixed Term)

LOCATION: As advertised

RESPONSIBLE TO: Team Leader , Principal Repairs Officer, Repairs Manager South

JOB PURPOSE: The Construction Apprenticeship will provide an exciting alternative to full-time education and an opportunity to gain valuable work experience, skills and qualifications in a particular trade. Apprentices will not only learn basic skills but will be given the opportunity to gain more responsibility and put new skills into practice.

ACCOUNTABILITIES:

- Undertake work experience with fully qualified tradesperson carrying out day to day housing repairs and maintenance together with other repairs to Council properties
- Attend vocational education at local colleges on a block release or day release basis
- Work towards achievement of an SVQ level 3 in a chosen trade (joiner, plumber, electrician, painter or builder)
- Work under supervision at a large variety of locations and using specialist tools and equipment
- Complete all necessary portfolios of work for achievement of training modules within agreed timetables
- Ensure implementation of and adherence to health & safety policy and procedures

OTHER DUTIES:

SPECIAL FEATURES:

DATE: March 2019
(of latest version)

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PERSON SPECIFICATION

POST: CONSTRUCTION APPRENTICE		HOUSING SERVICES
Date Specification Completed March 2019		Prepared by: Repairs Manager South
ATTRIBUTES:	ESSENTIAL <i>The minimum acceptable level for safe and effective job performance</i>	
1 EXPERIENCE	Practical experience attained at school Work Experience Genuine interest in trade skills e.g. DIY at home	
2 EDUCATION & QUALIFICATIONS	Good basic education	
3 SKILLS/ABILITIES GENERAL <i>eg. Supervisory Skills</i>	Ability to develop further skills and acquire further knowledge and understanding Willing and keen to undertake relevant SVQ qualifications Ability to listen and follow instruction	
4 SKILLS/ABILITIES SPECIFIC TO THE POST	Ability to organise own workload Displays genuine interest in chosen trade Displays positive attitude Customer focussed	
5 INTERPERSONAL AND SOCIAL SKILLS	Ability to work on own or as part of a team Willing to learn and show commitment and enthusiasm Respects others	