

Job Description

DIRECTORATE:	Communities
DEPARTMENT:	Corporate Landlord
POST:	Apprentice Tradesperson/ Multi Skilled (Level 2)
GRADE OF POST:	Grade 02
RESPONSIBLE TO:	Trades Supervisor

JOB PURPOSE:

To provide the employee with on- the-job training in order to develop trade related skills, knowledge, and experience in a multi-skilled context as part of an apprenticeship framework (including the achievement of an QCF Level 2 in Maintenance Operations which will be undertaken as day release at college). Support the provision of a high quality, efficient and effective trades-related service.

PRINCIPAL RESPONSIBILITIES AND ACTIVITIES:

- To acquire and develop skills across a breadth of trades areas providing hands-on support to members of the team as necessary.
- Undertake routine minor repairs and maintenance jobs under the direction and supervision of the Trades Supervisor and/or appropriate tradesperson.
- To gain a full knowledge and understanding of the tools and equipment necessary to undertake repair and maintenance work both safely and efficiently.
- To develop skills and experience of dealing effectively with customers and clients, ensuring progress is communicated in a timely manner.
- To gain a full understanding of health and safety regulations governing the area of work.
- Any other duties that will complement the role-holder's acquisition of skills, knowledge, and experience.

GENERAL DUTIES

Health and Safety

To fulfil the general and specific roles and responsibilities detailed in the [Health and Safety Policy](#)

Equal Opportunities

To ensure that all activities are operated in accordance with Equal Opportunities legislation and best practice.

Safeguarding

Protecting children, young people or adults at risk is a core responsibility of all employees. Any concerns should be reported to the Adult Safeguarding Team or Children's IAA Service within MASH.

Review and Right to Vary

This Job Description is as currently applies and will be reviewed regularly. You may be required to undertake other tasks that can be reasonably assigned to you, including development activities, which are within your capability and grade.

Person Specification

Apprentice Tradesperson/ Multi skilled (Level 2)

The following attributes represent the range of skills, abilities, and experiences etc. relevant to this position. Applicants are expected to meet the attributes that have been identified as essential.

Attributes	Requirements	Essential	Method of Evaluation/Testing
Qualifications, Education & Training	<ul style="list-style-type: none"> Minimum of 3 GCSE's including English and Maths at grade C or above or equivalent. Good standard of numeracy and literacy. 	Yes	Production of original Qualification Certificates and application form.
Knowledge & Experience	<ul style="list-style-type: none"> General knowledge and understanding of the requirements to be a tradesperson. Knowledge and/or experience of undertaking minor repair & maintenance works. Understanding of the importance of customer/client care. 	Yes	Interview, application form and selection process.
Skills & Personal Qualities	<ul style="list-style-type: none"> A strong desire to acquire further knowledge and skills in a working environment. Committed to achieving an QCF Level 2 qualification. Good communication skills. An ability to work as part of a team. Ability to demonstrate good organisational skills. Ability to carry out tasks following training and or direction. Good attention to detail and ability to work logically and methodically. 	Yes Yes Yes Yes Yes	Interview, application form, and selection process.