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**Job Specification**

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| |  |  | | --- | --- | | **Job title:** | Apprentice Joiner | | **Service:** | Property Maintenance | | **Grade:** | Apprentice | | **Reporting to:** | Responsive Repairs &  Planned Programme Supervisors | |  |  | |  |
| **Your job** | |
| Wigan Council is one of the top performing Councils in the country and a great place to work. The Environmental Services section delivers services that impact on every resident within the borough.  The council’s in-house building team (Leigh Building Services – LBS) is responsible for delivering high quality responsive repairs maintenance service to around 11,000 council homes across the borough, planned programmes of refurbishment (Bathroom refits) and one-off projects of work.  As a Joinery Apprentice you will learn and develop your skills within the trade at work and through attendance at college. | |
| **In this job you will** | |
| Within the first 12 months you will:   * Assist qualified tradespeople in carrying out responsive and planned works in the maintenance and day to day repairs of social housing properties, this will include: * joinery jobs related to bathroom refits * kitchen installations * fitting of doors and the associated hardware * ensuring systems and properties are left in a safe and serviceable condition * Ensure you follow health and safety guidelines and instructions * Attend college on a weekly basis, where you will undertake theoretical and practical exams and assessments * Compile the required portfolio of evidence of achievements   Throughout the Apprenticeship, unless prior knowledge is shown, you will train to:   * Level 2 Functional Skills ICT * Level 2 Functional Skills Maths * Level 2 Functional Skills English * Level 3 Diploma in Site Carpentry * Level 3 Diploma in Wood Occupations (Site) | |
| **In this job you will need** | |
| You must be able to demonstrate the following essential requirements:   * Good educational achievements, with GCSE Grade C or Functional Skills Level 2 in English and Maths * Good at practical tasks * A keen attention for detail * Once trained the ability to effectively and safely operate hand and power tools * Able to listen to instructions and accurately follow them * Reliable and punctual and a willingness to work and learn * An understanding of the importance of adhering to Health and Safety in the workplace * Be prepared to travel between sites (within Council vehicles) on a daily basis – note as an apprentice being able to drive is not essential | |

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| **Our culture** |
| For us, it’s not just about all we achieve as an organisation, but how we do it. Therefore, all employees are expected to display our **Be Wigan** behaviours.  **Be Positive…** take pride in all that you do  **Be Accountable…** be responsible for making things better  **Be Courageous…** be open to doing things differently  Individuals with line management responsibilities are also expected to …  **Inspire**…lead by example and help others to see the big picture  **Care…** show genuine concern for people as individuals and value their contributions  **Engage…** I connect with others both within and beyond the organisation |

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| **Staff Deal** |
| Our Staff Deal is an informal agreement with all staff. It outlines what you can expect from us, and in return what we expect from you |