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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 |
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| **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)
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| **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 differentlyIndividuals 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 |