# Job Description and Person Specification

## Job details

Job title: Apprentice Carpenter

Grade: £7.55 per hour £14,526.20 Per Annum

Reports to: Repairs Officer / Team Leader

Responsible for: N/A

Directorate and Service area: Adults, Health Partnerships and Housing – Housing Maintenance & Development

## Purpose of the job:

To undertake repair and refurbishment to the Council’s housing stock and corporate properties under supervision and to complete the level 2 Carpentry and Joinery Apprenticeship.

## Contract Type:

Full time / Permanent

## Location:

Based between Fleming Road Depot, Corby and Robinson Way Depot, Kettering

## Salary:

Salary Paid in line with Apprenticeship Minimum Wage for Level of Apprenticeship and Age category

## Description:

To support qualified tradespeople in delivering a high-quality repair service within North Northamptonshire’s housing properties. This apprenticeship role offers hands-on experience while studying towards a formal carpentry qualification, contributing to the repair, maintenance, and improvement of tenants’ homes.

## Main Responsibilities:

To work towards the knowledge, skills and behaviours required for the Level 2 Carpentry and Joinery apprenticeship and to work towards becoming a qualified carpenter.

## Nature & Objectives of the Job:

You will follow a structured training and development plan throughout your Apprenticeship. As an Apprentice Carpenter your principal role is to successfully complete the level 2 Carpentry and Joinery apprenticeship. Following a structured training programme combining college study (where applicable) with on-the-job training. You will be assigned a mentor during your Apprenticeship to support you.

## Roles and Responsibilities:

* To work towards and achieving the level 2 Carpentry and Joinery apprenticeship with either a Pass or Distinction grade
* Carry out relevant site-based tasks as directed by a Repairs Officer / Works Co-ordinator or Mentor to ensure the gathering of knowledge, skills and behaviours of your apprenticeship, using both knowledge received through college work and understanding. Capturing the knowledge and experience of a qualified carpenter to understand the trade. These tasks will include but not limited to; First and Second Fix Carpentry Works, Kitchens, Finals, Cladding, Windows, External Door sets, Fascia, Soffits
* To continually train and develop yourself in line with the Knowledge, Skills and Behaviours of the apprenticeship
* To attend mentoring sessions where applicable
* Ensure that all Health and Safety procedures are always followed and any hazards reported immediately. Understand and follow, North Northamptonshire Councils Health and Safety Management System at all times.
* Carry out relevant site-based tasks as directed by a Repairs Officer or Works Co-ordinator these tasks will include but not limited to carpentry duties, labouring and administration
* As a Carpentry Apprentice, you will be lifting, pulling and managing heavy equipment objects. Your job will require you to work in different weather conditions, you must be prepared for both hot and cold temperatures

## About You:

## Background:

GCSE Maths and English at grades A-C or 4-9 or equivalent is desirable

## Qualities:

* Good communication skills
* Ability to follow instructions
* Good levels of numeracy and literacy
* Honesty and Integrity
* Ability to solve problems and when to escalate them
* Ability to use own initiative
* Ability to work in a team
* Punctual

## Desirable:

* Hold a valid driving licence or be able to work towards gaining a licence.
* Health and Safety Training.

## General:

* All employees must comply with Policies and Procedures for Health and Safety
* Comply with all North Northamptonshire Councils Policies and Procedures.
* The ideal candidate will be able to complete all physical requirements of the job with or without reasonable adjustments

**Training will be tailored to encompass the following:**

**Level 2 Apprenticeship:**

* Carpentry and Joinery Apprenticeship Level 2
* Functional Skills in English and Maths (if required)
* Health & Safety

## General responsibilities applicable to all jobs

1. Demonstrate awareness/understanding of equal opportunities and other people’s behavioural, physical, social and welfare needs.
2. Comply with the Council’s policies and procedures including (but not limited to) safeguarding, financial regulations, promotion of equalities, customer care, agreed audit actions and health and safety (ensuring that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons).
3. Carry out any other duties which fall within the broad spirit, scope and purpose of this job description and which are commensurate with the grade of the post.

This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.

**Person Specification**

| **Attributes** | **Essential criteria** | **Desirable criteria** |
| --- | --- | --- |
| Education, Qualifications and Training | To work towards the Appropriate recognised qualification. The Standards, NVQ or City and Guilds or equivalent | To have the required Maths and English Qualifications for the related college course. |
| Desirable Experience and Knowledge |  | Practical experience for Housing Maintenance and Carpentry work. |
| Ability and Skills | * If this is a customer-facing role, spoken English fluency. * Numerate * Good interpersonal skills * Health and safety aware * Team player * Willing to undertake training |  |
| Equal Opportunities | Ability to demonstrate awareness/understanding of equal opportunities and other people’s behaviour, physical, social and welfare needs. |  |
| Additional Factors |  | Willing to work towards gaining a Driving Licence |