



January 2014

1. JOB IDENTITY

Post Title:	Apprentice Joiner	Service:	Communities
Section:	Housing	Grade:	Apprentice Scheme Grade
Reports to:	Building Maintenance Supervisor		

2. JOB PURPOSE

Under supervision, until competency levels agreed, work towards joinery related works

- Undertake a range of maintenance, repair and improvement work on properties owned by both the council and external agencies all in accordance with the agreed terms and conditions as contained within contract and / or service level agreements

There is a responsibility for the post holder to demonstrate a commitment to quality service delivery through continuous improvement for the benefit of the Service and the organisation

3. CORE RESPONSIBILITIES / DUTIES

- Undertake a range of general maintenance, repair and improvement work
- Complete work according to targets and schedules
- Complete all required contract administration processes
- Work in accordance with established working practices

4. QUALIFICATIONS AND TRAINING

- Essential:**
- Good general education to Scottish National 4 or 5 level, Standard Grade or equivalent transferrable experience and skills
 - Willingness to study towards a C.I.T.B / SNIPF college course
 - Current full driving licence (if age applicable)
- Desirable:**
- Training Certificate in Health and Safety
 - C.I.T.B / SNIPF college course certificate or Apprentice test

5. EXPERIENCE

- Essential:**
- Ability to use hand tools in a safe manner, with competency in relation to Health and Safety
 - Keen interest in joinery with a willingness to learn a trade
 - Self motivated team player with a positive approach
- Desirable:**
- Basic knowledge of plumbing

6. KNOWLEDGE AND SKILLS

- Essential:**
- Good communication skills, both written and verbal, and interpersonal skills
 - Customer focused
 - Dependable with a keen interest to learn
 - Computer literate
- Desirable:**
- Ability to travel within Aberdeenshire

7. ADDITIONAL REQUIREMENTS

Criminal Records Checks for Employment	<p>This post requires one of the following checks.</p> <p>Basic, Standard, or Enhanced This post requires a Disclosure Check and where applicable, an Overseas Criminal Record Check. A confirmed offer of employment and commencement in the post will be subject to the outcome of both these pre-employment checks being deemed satisfactory.</p> <p>PVG Children and / or Protected Adults This post is regulated work with children and/or protected adults under the Protection of Vulnerable Groups (Scotland) Act 2007. The preferred candidate will be required to join the PVG Scheme or undergo a PVG Scheme update check. Where applicable, this post also requires an Overseas Criminal Record Check. A confirmed offer of employment and commencement in the post will be subject to the outcome of both these pre-employment checks being deemed satisfactory.</p>
Driving Compliance	<p>This post has responsibility for and required to drive Aberdeenshire Council vehicles, (age dependant). The preferred candidate will be required to produce a current, valid driving licence. An offer of employment by Aberdeenshire Council will be subject to the outcome of this check being satisfactory. The preferred candidate will also be required to produce their licence, on request, at periodic intervals.</p>
Politically Restricted	<p>Not applicable to this post</p>
Work Smart	<p>This position is designated as a 'Fixed / Mobile' post as detailed on the Worksmart website - http://worksmart.aberdeenshire.gov.uk/</p>