

The Highland Council

Job Description

Service:	Community Services	Section:	Building Maintenance
Job Title:	Construction Apprenticeship		
Grade and Salary:	Modern Apprentice appropriate trade salary Salary: Percentage of £23,896 Year 1 - Living Wage = £9.78 Year 2 - 80% of HC05 = £19,116.86, £ 9.93 p/h Year 3 - 85% of HC05 = £20,311.67, £10.55 p/h Year 4 - 90% of HC05 = £21,506.47, £11.17 p/h Full Trade = HC05 £23,896.08, £12.42 p/h (4 Year Fixed Term)		
Location:	As advertised		
Responsible to:	Team Leader		
Job Purpose:	The Construction Apprenticeship will provide an exciting alternative to full-time education and an opportunity to gain valuable work experience, skills and qualifications in a particular trade. Apprentices will not only learn basic skills but will be given the opportunity to gain more responsibility and put new skills into practice.		
Key Duties and Responsibilities:	<ul style="list-style-type: none">• Undertake work experience with fully qualified tradesperson carrying out day to day housing repairs and maintenance together with other repairs to Council properties• Attend vocational education at local colleges on a block release or day release basis• Work towards achievement of an SVQ level 3 in a chosen trade (joiner, plumber, electrician, painter or builder)• Work under supervision at a large variety of locations and using specialist tools and equipment• Complete all necessary portfolios of work for achievement of training modules within agreed timetables• Ensure implementation of and adherence to health & safety policy and procedures		
Health & Safety:	Health & Safety is an integral part of any role within the Highland Council. As such we would expect that all employees: <ul style="list-style-type: none">▪ Be familiar with Violent Incident and Accident reporting procedures and comply with them.▪ Undertake a continual program of Risk Assessment in relation to their role within Highland Council.▪ Have an understanding of the importance of Health and Safety in the workplace, and familiarise themselves with the Highland Council's Health & Safety Procedures.		
Date:	March 2016		

Person Specification

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Ideal Attributes

In order to be able to carry out the duties of this post effectively and safely, candidates will be able to provide evidence of the following:

1. Practical experience attained at school
2. Work Experience
3. Genuine interest in trade skills e.g. DIY at home
4. Ability to develop further skills and acquire further knowledge and understanding
5. Willing and keen to undertake relevant SVQ qualifications
6. Ability to listen and follow instruction
7. Ability to organise own workload
8. Displays genuine interest in chosen trade
9. Displays positive attitude
10. Customer focussed
11. Ability to work on own or as part of a team
12. Willing to learn and show commitment and enthusiasm
13. Respects others