JOB OUTLINE	
JOB TITLE: Modern Apprentice – Stores & Reception VPMU	**JET CODE: 6942**
SERVICE: Transport & Waste Services	
DIVISION: PLACE - Infrastructure	
REPORTING TO: Vehicle Workshop Manager	
RESPONSIBLE FOR: No supervisory responsibility	

JOB PURPOSE:

To support the efficient operation of the Vehicle and Plant Maintenance Unit (VPMU) reception and stores functions while undertaking a structured Modern Apprenticeship. This role offers hands-on experience in stock control, goods handling, logistics, workshop administration, and customer service, while working towards a nationally recognised qualification.

MAIN DUTIES:

Assist with receiving, checking, and storing incoming goods and materials.

Carry out part return processes including warranty claims

Maintain accurate stock records using inventory management systems.

Ensure the stores area is kept clean, tidy, and safe always.

Support stocktaking and cycle counting activities.

Learn and follow health and safety procedures relevant to the store's environment.

Operate manual handling equipment (training provided).

Communicate effectively with colleagues, suppliers, and other departments.

Support the reception function in dealing with customers and external third parties.

Attend training sessions and complete coursework as part of the apprenticeship programme.

Compliance with all current Health and safety Legislation.

Any other appropriate duties, as requested by Management, commensurate with the grade for the post.

ESSENTIAL REQUIREMENTS FOR THIS ROLE

Qualifications/Experience:

- A minimum of SVQ1/Standard Grade General level English/Maths or National 4 English/Maths or Literacy/Numeracy or Intermediate 1 Communication/Numeracy and/or able to demonstrate equivalent knowledge, skills and competencies gained through relevant experience.

  To be fully competent in the role the Jobholder must undertake a period of study to obtain an understanding of Vehicle Parts Management up to SCQF Level 6. The Jobholder must also have knowledge of operational and legislative requirements relating vehicle repair and servicing.

Disclosure Scotland:

- This role requires **Level 1 Disclosure Clearance** to allow access to the Public Sector Network. ELC will submit a Police Act Disclosure application on behalf of the preferred candidate and receipt of the subsequent certificate will be **required prior to commencement**.

Scottish Social Services Council:

- None

Special Conditions:

You must achieve key milestone targets relating to the completion of the SVQF Level 6 in Vehicle Parts Management. Failure to meet these targets may result in the termination of the apprenticeship.

PERSON SPECIFICATION		
Attributes	**Essential**	**Desirable**
Education, Registration & Training	A minimum of SVQ1/Standard Grade General level English/Maths or National 4 English/Maths or literacy/Numeracy or Intermediate 1 Communication/Numeracy and/or able to demonstrate equivalent knowledge, skills and Competencies gained through relevant experience. To be fully competent in the role the Jobholder must undertake a period of study to obtain an understanding of Vehicle Parts Management up to SCQF Level 6. The Jobholder must also have knowledge of operational and legislative requirements relating vehicle repair and servicing. This role requires **Level 1 Disclosure Clearance** to allow access to the Public Sector Network. ELC will submit a Police Act Disclosure application on behalf of the preferred candidate and receipt of the subsequent certificate will be **required prior to commencement**.	SVQ Level 2 Modern Apprenticeship in Administration or Equivalent.
Previous Experience (Paid & Voluntary Work)		Previous experience of working in an office or vehicle workshop environment
Knowledge/ Skills	Effective interpersonal and communication skills. Proficient IT and keyboard skills. Numeracy skills. Effective organisational and time management skills. Ability to follow training plans for vocational qualification portfolio building.	Experience of Microsoft Office packages.
Personal Qualities	Ability to work as part of a team and on own initiative.	

	Ability to undertake multiple tasks and work to deadlines. Attention to detail. Ability to maintain confidentiality on all matters.	
Council Behaviours We are Customer Focused	We are Person Centred We Initiate and Embrace Change We Strive to be the Best we can be We make things Happen We work Together	