EAST LOTHIAN COUNCIL

Job Outline

Post Title:	Apprentice Joiner
Service:	Infrastructure – Property Maintenance
Location:	Penston House, Macmerry
Immediate Supervisor:	Supervisor / Team Leader

Purpose of the Job

To be trained as an **apprentice Joiner** carrying out maintenance work for domestic and public buildings owned by East Lothian Council.

- With appropriate supervision carry out Joiner tasks associated with the post.
- Proactively undertake and complete all personal development required to achieve necessary qualifications.
- Compliance with Health & Safety procedures and departmental policy when carrying out work.
- Supporting Customer service awareness and focus, team building and job satisfaction within the Team.
- Any other relevant duties as determined by the Team Leader.

Health and Safety Responsibility:

- You should be aware of your Health & Safety responsibilities and duties under Health & Safety legislation and Council policy. You have a responsibility for your own health & safety and health & safety of all others – eg. Colleagues, clients, members of the public etc – who may be affected by what you do or fail to do.

Employee Responsibility

- None.

Essential Requirements for this Role

Education:

- Educated to 3 National 4 or 5's or 3 Standard Grades at credit or general level (1-4) which must include Maths, English and one other subject.

Disclosure Scotland:

- None.

Scottish Social Services Council:

- None.

East Lothian Council

PERSON SPECIFICATION

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Service:	Infrastructure – Property Maintenance
Location:	Penston House, Macmerry
Immediate Supervisor:	Supervisor / Team Leader

Attributes	Essential	Desirable
Education, Registration & Training	• Educated to 3 National 4 or 5's or 3 Standard Grades at credit or general level (1-4) which must include Maths, English and one other subject.	• Any trade experience e.g. work placement, weekend work, relevant hobby
Previous Experience (Paid & Voluntary Work)		
Knowledge/ Skills /Competencies	• Base level derived from academic record	• Knowledge of the type of work that the council is involved with in terms of relevant trade
Personal Qualities	• Motivated to study • Ability to work as part of a team and alone and use own initiative when required • Organised and disciplined • Positive and committed individual	
Council Behaviours	• 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	