

Job Description

POST TITLE:	Multi Trade Apprentice
QUALIFICATION:	Multi Trades
LEVEL:	2
DIRECTORATE:	Neighbourhoods and Housing
SECTION:	Building Maintenance
GRADE:	Starting salary of £17,785 - £19,146
LOCATION:	Within London Borough of Hackney
RESPONSIBLE TO:	Voids/Reactive Supervisor
RESPONSIBLE FOR:	None
NOTES:	Must be willing to work anywhere inside or outside of the borough.

PURPOSE OF THE APPRENTICESHIP

- To learn and develop practical experience, drawing on knowledge acquired through vocational study and on the job training.
- To learn to be able to perform highly, both independently and as part of the team.
- To develop a full understanding of the work of the team, a good knowledge of the wider organisation and a strong understanding of local government generally.
- To gain the necessary technical skills, via training and study towards a recognised qualification, delivered by a partner training organisation. You will be spending approximately 20% of the working week devoted to this.
- If the apprentice performs well over the programme, and they are interested, they will be supported to apply for future roles in the council, subject to availability. If there are no appropriate vacancies within the council, the apprentice will be given guidance and support to identify and apply for positions in external organisations.
- On completion of your apprenticeship programme, you should be able to demonstrate the knowledge, skills and attitudes listed below.

ABOUT THE ROLE:

This is an apprenticeship within Building Maintenance

On a daily basis, the team visit Hackney properties to carry out general repairs and adaptations. The apprentice in this role will be carrying out repairs and maintenance work to repair/renew items in various trades in Hackney tenanted properties and public buildings around the borough and other associated works in accordance with contract requirements.

MAIN DUTIES AND RESPONSIBILITIES:

- To be prepared to attend college regularly on the designated day and carry out repairs/renewal work to items in various trades e.g. carpentry, plumbing, painting & decorating, plastering/tiling, ground works and glazing on a trainee basis.
- To be willing to complete the required academic and practical training programme at college which will lead to the required qualifications
- To be prepared on a trainee basis to learn and assist with refurbishment works to voids properties, repair/installation of kitchen, bathroom items etc. to comply with the Fit to Let Standard.
- To ensure that course work / assignments / homework is completed and submitted in a timely manner
- To learn and assist with the installation of joinery items e.g. doors, windows, wall and floor units, skirting, panels and complete sink base units etc. Erect hoarding to secure premises boundary and carry out repair to floorboards to provide a secure walking platform.
- To report any absences immediately to your supervisor / manager
- To learn and assist with the erecting of dry lining, plasterboard, plaster coats to walls/ceiling and repairs to concrete or screed to floor.
- To learn and assist with any decorating/painting work, preparing surfaces to accept paint or paper as appropriate using the appropriate tools and apply appropriate sealant to fixtures and fittings.
- To learn and assist with the removal and replacement of fractured glass to panel, including cutting and installation of glass.
- To learn how to work at heights from e.g. scaffolding, ladders, mobile tower and erect temporary work platform.
- Undertake any other general duties/associated works relevant to the post required.
- To carry out works with minimum disruption to the service users and ensure the premises are left clean and tidy.
- Carry out all work in a timely manner, in the order identified and to an acceptable quality standard. Carefully record all works undertaken and resources used.

Person Specification

ELIGIBILITY:

Age: 16+

There is no upper age limit for our apprenticeships, but we encourage applications from 16-24 year olds, particularly for our Level 2 and 3 apprenticeships.

Residency: Hackney resident OR Hackney school leaver OR young person who is receiving Hackney leaving care services.

Education:

Skills and Attributes:

- Excellent and polite communication skills – both written and verbal. Will be working with customers and senior management.
- Good time management skills: ability to prioritise sensibly and to manage competing demands and deadlines. Able to use own initiative.
- Adaptable and flexible: embraces change and adapts successfully to changing situations and environments. Will ask questions when needed.
- Resilient: the ability to manage a demanding workload and to deal with a range of stakeholders with competing priorities.
- Organised: Comes in on time and delivers projects on time with attention to detail. Good practical skills with a careful and methodical approach to work. Can follow instructions.
- Analytical: Draws conclusions that are sensible given the information available. Understands graphs and charts. Has the ability to follow drawings and plans.
- Able to work from heights and follow safety instructions. The ability to erect a temporary platform to carry out work from following appropriate Health and Safety. To work in confined spaces, with noise and dust etc. while wearing the correct PPE.
- Ability to consider problems carefully and offer creative solutions. Good numeracy skills for calculating quantities.
- Good IT skills: Able to record information about job outputs.

Knowledge

- An understanding of the diversity of Hackney as a borough.
- Basic understanding of the role of a local Authority.
- Basic knowledge of the chosen trade and a firm commitment to training.
- Basic knowledge of the potential hazards when working in the construction industry and the importance of Health & Safety rules.

Attitudes

- The desire to work in a fast-paced environment.
- Flexible team player. Ability to work well in a group. Aware of the strengths of others and works to meet the needs of the group as a whole
- Commitment to Hackney's core vision and values.
- Passionate: Believes in the work of the Council and wants to make a difference to the borough and its people.
- Adaptable and Flexible: Embraces change, and adapts successfully to changing situations & environments. Can learn from things that don't go well and adapt.
- Honesty and Integrity
- Hardworking, motivated and resilient.
- Commitment to a culture of learning, development and empowerment across the organisation. Willingness to try new things
- Wholehearted commitment to the principle of achieving equality of opportunity and celebrating diversity.

NB: All employees are expected to adhere to the Council's Diversity & Equality and Health and Safety Policies.