

Job Description

POST TITLE:	Painting & Decorating Apprentice,
QUALIFICATION:	Construction Building: Decorative Finishing and Industrial Painting
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:	Painting Supervisor
RESPONSIBLE FOR:	None
NOTES:	Must be willing to work anywhere inside or outside of the borough.

PURPOSE OF THE APPRENTICESHIP

- To train the apprentice to be able to perform highly, both independently and as part of the team.
- To support the apprentice 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 provide the necessary technical skills, via training and study towards a recognised qualification, delivered by a partner training organisation. This is to ensure that the apprentice develops full competency in all aspects of the role. You will be spending approximately 20% of the working week devoted to this.
- To provide a range of supervised experiences that develops the apprentice to work independently by the end of the programme.
- On completion of your apprenticeship programme, you should be able to demonstrate the knowledge, skills and behaviours listed below.

ABOUT THE ROLE

This is an apprenticeship within Building Maintenance

On a daily basis, the building maintenance team visit resident properties to carry out general repairs and adaptations. The apprentice in this role will be carrying out painting and decorating work in tenanted/void properties and public buildings around the borough and other associated works in accordance with contract requirements.

MAIN DUTIES AND RESPONSIBILITIES:

1. To learn to undertake all types of painting and redecoration works including wall papering, painting and artexing. All preparation work to be carried out to allow for a high standard of work to be achieved.
2. Carry out repairs to plaster wall and ceilings and mould treatment to affected areas. Make good to brickwork, blockwork and cement repairs including repointing mortar.
3. Refix/realign, renew gutters, downspouts and S.V.P. including replacing brackets/supports associated fittings also clean out guttering, valley gutters and rain water pipes.
4. Re-glazing to windows and doors including fitting or any temporary security and cleaning of UPVC windows and remove and refix/renew ceramic wall tiles.
5. Renew ironmongery to doors and gates including hinges, latches, locks and furniture, refix/renew curtain batten and carry out window care repairs.
6. Ease away electrical fittings in conjunction with other works and refix on completion.
7. Work at heights from e.g. scaffolding, power cradle, ladders, mobile tower and erect temporary work platform.
8. To carry out works with minimum disruption to the service users and ensure the premises are left clean and tidy. To provide a positive image of Hackney Homes.
9. Carefully record all works undertaken and resources used.
10. Undertake daily routine safety and maintenance checks ensuring that vehicles, plant and equipment used is well maintained and operated correctly, kept clean and not exposed to the risk of damage or loss/theft. Complete all documentation and report defects in accordance with procedures.
11. Be responsible for and contactable by mobile phone supplied by Hackney Homes and to be well presented in Hackney Homes uniform ensuring that the uniform is clean/well maintained and carry Hackney Homes I.D to be displayed on request.
12. Undertake any other general duties/associated works relevant to the post required.

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 college/day release.
- 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.