



Job Description

Job Title:	Apprentice Joiner
Grade:	Starting Salary of £8964
Section:	People Development
Reports to:	Apprentice Review Officer, People Development Manager, Placement Supervisor
Responsible for:	None

The Job

Is to:

- work under supervision to carry out a range of joinery tasks in relation to the installation, repair, maintenance and refurbishment of WDH properties and other schemes of work.

The Day to Day

You will work under supervision to acquire ongoing skills, knowledge and capability from tradespersons in the following duties:

- undertake first fixing to include cutting and fixing timber for floors/ joists, roofing, soffits and fascia's, windows, partition walls and shuttering;
- undertake second fixing to include fitting skirting boards and architraves, internal and external doors, door handles/ locks, kitchens and joinery in bathrooms;
- carry out servicing, repair and maintenance work which could include repairing doors, door handles, locks, windows, installing pipe boxings, making and installing fences and gates;
- liaise with customers, colleagues and members of the public in a professional manner, and provide good customer service at all times;
- undertake site preparation and demolition work ensuring site cleanliness during and upon completion of work;
- learn and undertake associated skills to complement trade and business requirements;
- use hand and power tools on site or in WDH workshops, as appropriate to the job specific training;
- comply with health and safety requirements, safety legislation and understand the effects of the legislation with regards to the work environment;
- complete all paperwork associated with WDH procedures, trades requirements and learning programmes;
- work as part of a team and carry out any other tasks as instructed by mentors, team leaders, site managers or managers;
- attend college for the completion of your apprenticeship qualification and take ownership of completing qualification portfolio in a timely manner; and
- attend learning and development events when requested

The Qualification

At college you will study towards achieving a Level 2 and Level 3 Carpentry and Joinery standard over a 3 year period and you will learn the following skills:

- how to create drawings and cutting lists;
- how to mark out and cut traditional joints;
- how to manufacture various carpentry components e.g. windows, doors and staircases;
- how to fix various carpentry components e.g. floorboards, cupboards and roof trusses;
- how to calculate and cost materials; and
- how to set up and use a range of hand and power tools.

The Person Specification

This section identifies the qualifications, skills and behaviours needed for an effective performance. Using these clarifies the personal qualities and workplace behaviours expected of the post. WDH principles reflect behaviour patterns which distinguish highly effective performance in a role. There are nine behavioural indicators which are split into three principles; Determination, Nous and Attitude and these are often referred to as DNA.

Personal Skill Characteristics	Essential (Tick)	Desirable (Tick)	Method of Assessment (Code list below)	Shortlisting Criteria (Tick)
Qualifications and Training				
Five qualifications at Level 2 of the Qualifications and Credit Framework such as GCSEs grades A-C/ 9-4, Award, Certificate or Diploma at Level 2 or equivalent, including English Language, Maths and a Science	✓		AF / CQ	✓
Must be willing to commit to a formal training period of up to 3 years	✓		AF / I	
Must be willing to attend a learning programme, including college attendance in day or block release format, to work towards appropriate qualifications	✓		AF / I	
Willing to work under the WDH Apprentice Learning Agreement	✓		AF / I	

Determination				
Able to understand and carry out verbal and written instructions, including following plans	✓		AF / I	
Understand and uphold, through appropriate training and development, the vision, mission and values of WDH	✓		AF / I	
Have good problem-solving skills and be able to use own initiative	✓		AF / I	

Nous				
Skills and experience in using IT	✓		AF / I	
Be capable of lifting and carrying of materials and tools	✓		AF / I	

A good understanding of health and safety regulations and requirements related to working in a construction environment	✓		AF / I	
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Attitude				
Have the appropriate attitude and ability to work as a team member, developing good communication skills that promote efficient working practices and customer care	✓		AF / I	✓
Be able to liaise and work with members of the public and understand good customer service	✓		AF / I	
Must be of a pleasant manner and of smart appearance wearing the appropriate uniform at all times	✓		AF / I	

Additional Requirements of the Role				
Prepared and able to work regularly outside in all weather conditions	✓		AF / I	
The ability to work flexibly in terms of hours of work, location and work tasks; to suit the business and customer need	✓		AF / I	
Be willing to work towards obtaining a full driving license and achieve this before the end of the apprenticeship	✓		AF / I	
To be able to travel independently to college and across the Wakefield district	✓		AF / I	

Key
AF - Application Form
I - Interview (this may include a presentation and occupational test where appropriate)
CQ - Certificate of Qualification
R- References