



Job Description

Job Title:	Trade Apprentice
Grade:	Apprenticeship
Section:	People Development
Reports to:	Apprentice Team Leader, Training Operations Manager, Placement Mentor
Responsible for:	None

The Job

Is to:

- work under supervision to carry out all aspects of maintenance and refurbishment activities undertaken by the organisation as part of a full apprenticeship.

The Day to Day

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

- remove, replace, install, test, repair or renew a wide range of products on all interior and exterior works appropriate to a specific trade;
- use hand power tools in WDH workshops or on site, as appropriate to the job and specific training;
- move materials both manually and with appropriate lifting aids;
- 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;
- carry out any other appropriate tasks as instructed by mentors, team leaders, site managers or managers;
- comply with health and safety requirements, safety legislation and understand the effects of the legislation with regards to the work environment and your particular trade, including working at heights;
- complete all paperwork associated with WDH procedures, trades requirements and learning programmes;
- know, understand and conform with the regulations associated with your particular trade; and
- attend college, all learning and development events and complete online learning when requested and within any deadlines set.

The Specifics

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)
Qualification and Training			
Qualification requirement as stipulated by the learning provider of the course being undertaken, and outlined within the job advert	✓		AF/CQ
Must be willing to commit to a formal training period of up to four years	✓		AF/I
Must be willing to attend a learning programme, including delivery through a college day or block release format, working 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 Information Technology	✓		AF/I
Be capable of lifting and the 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

Attitude			
Be able to liaise and work with members of the public and understand good customer service	✓		AF/I

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
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
Prepared and able to work at heights	✓		
The ability to work flexibly in terms of hours of work, location and work tasks; to suit the business and customer needs	✓		AF/I
Be willing to work towards obtaining a full driving licence and achieve this before the end of the formal training period	✓		AF/I
To be able to travel independently to college and across the Wakefield district to meet with the mentor at an agreed time	✓		AF/I

Key

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