

Person Specification

Post title	Apprentice – Property Maintenance Operative	Grade	
Department	Responsive & Voids – Vale Road depot	Post ref	

Competencies	
<i>Please refer to the relevant competency framework for more information about the behaviour descriptors for each competency. All competencies within the relevant framework are applicable to the post and the ones that have prioritised for recruitment are detailed below.</i>	
Competency framework relevant to the post:	Employee Assessment
Delivering value for money and quality services	Interview
Communication	Interview
Team working	Interview

Skills	Essential/ Desirable	Assessment
Excellent communication skills – verbal	Essential	Interview/Application
Good interpersonal and customer service skills - face to face	Essential	Interview/Application
Confident and friendly	Essential	Interview/Application
To be enthusiastic and motivated to learn and develop relevant areas of knowledge and skills and fulfil the apprenticeship programme	Essential	Interview/Application
To work positively and effectively as part of a team with a can-do attitude	Essential	Interview/Application
Good attention to detail and take pride in your work	Essential	Interview/Application

Knowledge	Essential/ Desirable	Assessment
To be competent in the use of basic Microsoft packages and have good IT skills	Essential	Interview/Application

Behaviours	Essential/ Desirable	Assessment
To evidence a passion for construction and enthusiasm for a future career in trade	Essential	Interview/Application
To be able to work flexibly and adapt to changing requests and need	Essential	Interview/Application

To have a professional approach in the workplace at all times	Essential	Interview/Application
An awareness of Health and Safety and an understanding of its importance in the workplace	Essential	Interview/Application

Experience	Essential/ Desirable	Assessment
Experience or knowledge of a trade discipline through study, hobbies, work experience or at home	Essential	Interview/Application

Qualifications	Essential/ Desirable	Evidence
Maths and English level 1 or equivalent (able to work towards achieving level 2 during the apprenticeship)	Essential	Application/Documentation

Additional information / other requirements of the post
<ul style="list-style-type: none"> The successful candidate will attend West Nottinghamshire College one day per week for study at the Old Brewery, Weighbridge Road, Mansfield NG18 1AH. The applicant must be working towards, or willing to work towards successfully obtaining a full UK driving licence.

Equality Act 2010
The ways in which a disabled person meets the criteria for a post must be assessed as they would be after any reasonable adjustments required had been made. If appropriate, disabled candidates should indicate on the application form if they have needs which should be considered at the shortlisting stage.

Date produced / last amended
June 2025