



## Job Description

Job title	Apprentice Joiner	Hours	37 hours per week <i>Time will be allowed when you need to attend college</i>
Department	Housing Technical Services - Repairs	Salary	NMWU18 (£14,568 per annum) NMW18-20 (£19,293 per annum) NLW21 (£23,559 per annum)
Location	Mobile Worker based from Operations Depot Turnpike Close Grantham NG31 7XU	Contract	Fixed term for 24 months

### Main Job Purpose

The successful candidate vying for the post of apprentice joiner will work under the supervision of a qualified joiner, and will be expected to perform the following duties, tasks, and responsibilities. To receive practical and theoretical training and undertake work experience to complete a recognised joinery qualification. To carry out inspections and remedial maintenance work to council homes including reactive and planned work within the South Kesteven District Council boundary.

This role is not politically restricted

### Main Statement of Responsibilities

- To assist in the inspection, diagnosis of faults and repairs
- Supervised duties will include but not exclusive to; glazing, ironmongery, kitchens, internal doors & fencing.
- Use council IT systems to manage and maintain repairs details.
- Attend college to successfully complete a recognised joinery qualification.

### Core values

Our vision is to “be the best district in which to live, work, and visit.” To achieve this promise, we are building an organisation with a strong internal culture. Our values determine how we behave and deliver services to our residents and businesses and how we interact with each other, and we believe that our values are just as important as skills.

They focus attention on six areas:

#### Trust

- We act with credibility, professionalism and integrity in all that we do.
- An important guiding principle in the Council’s operations and decision-making process, Trust is found in all relationships; from colleagues, Members and building our resident’s trust.

#### Empowerment



- Committed to creating an environment where colleagues are encouraged and supported to take initiative.
- A culture of collaboration and teamwork where everyone is encouraged to share ideas, contribute and work together.

### Accountability

- Taking responsibility for our actions and operating in a transparent manner.
- Being responsible for our own performance.

### Making a Difference

- Addressing the complex challenges we face with innovative solutions.
- Driven by a purpose to create a positive impact and improve the lives of residents and the community of South Kesteven.

### Supportive to All

- Putting residents at the heart of everything we do.
- Being an inclusive Council that values and celebrates diversity.

### Kindness

- Empathy and understanding of others.
- Treating everyone with respect.



### Flexibility

Some flexibility in the working hours will be required from time to time. This job description is not intended to be exhaustive. The post holder will be expected to adopt a flexible attitude to duties which may have to be varied (after discussion with the post holder) subject to the changing needs of the organisation.

### Person Specification

#### Relevant Experience, Skills and Knowledge

##### Essential

- Ability to listen, observe and learn within the workplace
- IT literate
- Accurate recording of data

##### Desirable



- Ability to adopt an ordered, systematic and thorough approach to work tasks and record-keeping
- Demonstrate a willingness to work with others and be a focused learner

### Relevant Qualifications

#### Essential

- 3 GCSEs grades 4-9 (or equivalent) including Maths and English

#### Desirable

- Full driving licence or willing to work towards

### Communication and Interpersonal Skills

#### Essential

- Effective communication skills; face to face, via telephone and in writing
- Work well in a team
- Ability to diversify and extend skills
- Willingness to ask questions and challenge