



## Apprentice Joiner

<b>Service</b>	Apprentice Joiner
<b>Location</b>	Homes and Neighbourhoods
<b>Salary</b>	£10.18 per hour from April 2023
<b>Working week &amp; Hours</b>	37 hours – including college attendance/qualification work
<b>Contract type &amp; Duration</b>	Fixed-term Apprenticeship
<b>Reporting to Manager</b>	Assistant Team Leader
<b>Eligibility to apply</b>	<p><b>Please note you are only eligible to apply for this role if:</b></p> <ul style="list-style-type: none"> <li>• You have been resident in the UK for at least 3 years (there are some exceptions to this, so applicants will need to be considered on a case-by-case basis as required).</li> <li>• You are not in full time compulsory education and are aged 16 or over by the time you start the apprenticeship.</li> <li>• You are able to meet the entry requirements of the qualification and to undertake the studying and coursework required to complete the course.</li> </ul>

### Apprenticeships with Kirklees Council

If you are looking for hands on experience and learning on the job, then an apprenticeship could be the right route for you. An apprenticeship with Kirklees Council will help you on your journey to grow your career alongside working towards a qualification. As a Joinery Apprentice you will be required to complete a 36-month training programme (subject to change) that will cover all aspects of the role and will be delivered through attendance and blended learning delivered by a registered training provider. We are committed to recruiting a diverse workforce and would welcome applications from underrepresented groups. You will work as a Joinery Apprentice and will be required to complete a training programme that will cover all aspects of the role and will be delivered through blended learning by a registered training provider.

### Job Purpose

You will work as an Apprentice Joiner. You will be required to complete a 3-year (subject to change) training programme that will cover all aspects of the role and will be delivered through attendance at college or other distance learning methods delivered by Kirklees College. You will complete a Carpentry and Joinery Apprenticeship and you will gain a Level 2 qualification.

College attendance and successful completion of these studies is an essential requirement of this Apprenticeship and is monitored and reviewed as part of the Apprentice role.

Our Repairs and Maintenance team provides a first-class service for nearly 22,000 council homes, public buildings, and private organisations throughout the Kirklees area.

The Team is made up of over 500 skilled employees and apprentices, with over 40 years of experience delivering a high quality, professional repairs, and maintenance service across Kirklees and offer a 24/7 call out service for emergency repairs and maintenance.

- Our **General trade** disciplines include responsive repairs, property improvement and refurbishments, cyclical and planned maintenance, empty homes, adaptations, asbestos, damp and mould, Surveys, estimates and quotes. Our experienced team of tradespeople includes plumbers, joiners, glaziers, decorators, plasterers, roofers, ground workers, masons, civil engineers, and asbestos removal teams.

## Key areas of Responsibility

*The following list is typical of the duties the post holder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.*

- Assist joinery operatives in the provision of joinery maintenance and construction.
- Use and maintain necessary tools and equipment in accordance with applicable codes of practice.
- Work towards gaining competence in several tasks in relation to joinery duties and where required undertake tasks relevant to the role and business area to support the team whilst complying with relevant health and safety legislation.
- Assist with the maintaining of a clean and tidy work environment always following team leader/mentor instructions.
- Attend training/college courses and complete all required work within deadlines as set out in your individual learning plan, college timetables and review meetings.
- To assist in maintaining a healthy, safe, and secure environment and to act in accordance with Kirklees Council's policies and procedures.
- Be actively involved in wider corporate social responsibility initiatives aimed at delivering excellent services to tenants and customers.
- To have a valid full driving licence on successful completion of the apprenticeship

## Employee Specification

Knowledge, qualifications, skills, and experience	Shortlisting criteria
Educated to GCSE 4 standard in English and Maths or equivalent	Essential
Able to demonstrate an aptitude for the skills taught in the apprenticeship (for example through work experience, qualifications, or references)	Desirable
Capable of working in accordance with health and safety legislation	Essential
Accepts an enhanced DBS check is required. Please note that a conviction may not exclude candidates from appointment but will be considered as part of the recruitment process.	Essential
Ability to demonstrate clear and effective speaking, listening, and recording skills - face to face via telephone/PDA and in writing.	Essential
Accepts standard screening plus any other medical screening as decided by the occupational health physician, appropriate to occupational risk. Any offer of employment is subject to satisfactory health clearance.	Essential

## How to apply

If you would like to apply for this role, click on the **Apply for this Job** button on the 'Job Details' page and follow the on-screen instructions to register as a new user or log-in if you have applied previously.

Should you experience any difficulties using the online application system, please email [Council.Apprenticeships@kirklees.gov.uk](mailto:Council.Apprenticeships@kirklees.gov.uk).

Please note that you will be notified of the progress of your application by automatic emails from our e-recruitment system. **Please check your spam/junk mail** regularly to ensure that you receive all emails.

**Privacy Notice** - at Kirklees Council we take your privacy seriously and will only use your personal information within Kirklees Council to support your expression of interest. We will hold the information about you securely, and no longer than reasonably necessary.

**Further information** - If you would like further information about [how-we-use-your-data](#), please see the privacy notice for Kirklees Council.