

Lloyd & Gravell Ltd.
Job Profile - Apprentice Carpenter

Post: **Apprentice Carpenter**

Accountable to: **Site Manager**

General Responsibilities: **To undertake general apprenticeship duties in support of and under the direction of the respective Craftsmen on the respective sites, as directed by the Site Manager(s). To achieve the required qualification within the timescale of the apprenticeship scheme.**

Key Responsibilities:

1. To assist and support the respective Craftsmen in the preparation of work areas to complete works within the stated timescale.
2. To learn and achieve the required/expected skill levels set throughout the period of the apprenticeship.
3. To ensure that all tools used on the job are safe to use, cleaned after use, stored correctly and are used properly and safely. The personal protective equipment (PPE) issued must be used at all times for the purposes intended.
4. To ensure that the work area is kept clean, tidy and secure to avoid unnecessary hazards.
5. To assist in eliminating the waste of materials used on the job i.e. communicating with Craftsmen on the materials required and ensuring that materials are stored properly to avoid damage etc.
6. To have the ability to work independently and as a member of a team to achieve the deadlines and timescales associated with the job.
7. To ensure that all work is undertaken in compliance with the Health & Safety at Work Act, Company Policies, Procedures and statutory requirements.
8. To undertake training identified as essential to ensure that the duties of the post are being undertaken correctly and in a safe manner.
9. To ensure that customer care remains the focus on all projects.
10. To develop and maintain effective working relationships with service delivery team and sub-contractors.
11. To undertake any other duties appropriate to the post as directed by Director(s) and Site Management appropriate to the post.

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<u>Qualification/Competencies</u>	<u>Essential</u>	<u>Desirable</u>	<u>Assessed by:</u>
GSCE – A* to D in English or Welsh and Mathematics or equivalent accepted by the college.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	CV/Certificates
Secured a place on the relevant City & Guilds Qualification at Coleg Sir Gar.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Confirmation from College.
<u>Experience</u>			
Previous experience in manual work.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	CV
<u>Knowledge</u>			
Basic knowledge of construction work.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	CV/Interview
Basic awareness of importance of health and safety issues.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	CV/Interview
<u>Job Related Skills</u>			
Customer focus skills.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	CV/Interview
<u>Personal Skills</u>			
Flexibility.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	CV/Interview
Willingness to undertake training.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	CV/Interview
Ability to work as part of a team.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	CV/Interview