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**Job Description**

**Post Title: Carpentry Apprentice**

**Post Number:**

**Reporting to: Carpentry, Wet Trades and Voids Manager**

**Location: Dalling Road, Poole BH12 1DJ**

**Hours: 39 per week**

## 1. Job Purpose & Objectives

An opportunity has arisen for a Carpentry Apprentice, working for Bournemouth Building & Maintenance Ltd (BBML).

BBML is a BCP Council owned trading company which provides building services solely to the council. BBML employs its own workforce under BBML terms and conditions. BBML provide professional maintenance and construction services within the local area, undertaking planned and responsive maintenance for BCP owned housing stock and corporate properties. In addition, we have a number of private clients through existing frameworks and bespoke, one-off contracts.  The successful candidate will enjoy working as part of the skilled Carpentry Services team, learning the skills required to qualify as a skilled trades person within that trade, as well as gaining a Level 2 Carpentry and Joiner Standard. There is opportunity to carry on to Level 3 advanced carpentry and joinery standard.

## 2. Main Duties & Responsibilities

* Work alongside skilled operatives within our Carpentry Team, learning the skills required to qualify as a specialist trades person within that trade.
* Department works across BCP housing stock, corporate buildings and private clients. The post holder will be required to work across all contract areas including responsive, planned and project works as required, in order to gain a broad knowledge within the carpentry trade.
* Attend day release at Bournemouth and Poole College’s apprenticeship programme, as directed, to work towards your Level 2 Carpentry and Joiner Standard, ensuring you complete all requirements for your portfolio/assessments.
* Successfully complete each college and work year, meeting targets and requirements in both (annual contracts will be given during the apprenticeship and graduation to next year is dependent on successful completion).
* Assist with repairs and maintenance, work alongside a skilled carpenter in order to learn trade and in line with competence and experience.
* Attend jobs with carpenter(s) as directed by trade planner. Work under the direction, guidance and supervision of experienced carpenter(s) to learn chosen trade. Undertake all work in a safe and conscientious manner.
* Demonstrate a commitment to excellent customer service by being polite, showing respect for people and property, maintaining excellent standards of work and ensuring site is kept and left tidy.
* Work as part of a team and help develop a positive and supportive working environment, delivering high standards throughout.
* Learn carpentry trade and take an active part in learning about practical and technical aspects of carpentry trade, good practice, customer service and advancements within chosen field. Keep accurate training records / diary.
* Help keep working area in a clean and orderly fashion.
* Adhere to all H&S procedures in place, taking responsibility for personal safety and ensuring that actions or omissions do not cause injury to yourself or others.
* Ensure that Personal Protective Equipment (PPE) is carried, looked after and worn as required.
* Maintain equipment and tools in proper working order.
* With support and in line with experience carry out work to the highest of standards within people’s homes and in public buildings.
* Follow all company policies, procedures and guidance.

* Maintain confidentiality and observe data protection as required.
* Any other duties commensurate with post.

## 3. Supervisory / Managerial responsibility

Not applicable

## 4. Communication/Contacts

Communication with various parties including; Senior Management, Trade Supervisors, Trade Operatives, BCP Council Corporate Health & Safety Team, HR Team, Office staff, Tenants, College Assessors and clients of the service.

## 5. Career Path linked to this post

Potential growth and career development opportunities are available

## 6. Additional Information

Apprentices will be expected to undertake job specific training as and when required

*NB: The aim of the job description is to indicate the general purpose and level of responsibility of the post. Please be aware that duties may vary from time to time without changing their character or general level of responsibility. Duties may be subject to periodic review by the BBML Director or nominated representative (in consultation with the postholder) to reflect the changing work composition of the business.*

*This is an outline job description only and the post holder will be expected to undertake the duties commensurate within the range and grade of the post or any lesser duties as directed by the BBML Director responsible for safety.*