



## Carpentry & Joinery L2 (Apprenticeship)

<b>Job Title</b>	Carpentry & Joinery L2 Apprentice 24 months (leading to advanced L3 15 months)		
<b>Salary</b>			
<b>Hours to be worked</b>	37 hours per week (including 20% off the job training)		
<b>Location</b>	Horspath Road		
<b>Service Area / Directorate</b>	Property Services		
<b>Line Manager</b>	Contracts Manager		
<b>Budget (£)</b>	Code: QA82	<b>Funding</b>	
<b>Rehabilitation of Offenders Act 1974</b>	Exempt	<b>Additional Screening</b>	N/A
<b>Candidate Screening</b>	Not required		
<b>Name of dedicated mentor</b>	tbc		

### This job is 'doing good' by

Oxford Direct Services delivers cost-effective public and commercial services. We are committed to 'Doing good business that's good for everyone', showing Commitment, Aspiration, Respect, Engagement and Safety to help make our work a success.

As an apprentice you will become an important part of ODS' work. You will, over time, work in varied areas and build your skills and knowledge, gradually taking on more responsibility as you grow.

Your apprenticeship programme will help you grow in your role and gain valuable skills and experiences for your current and future work. You will spend 20% of your working hours gaining skills and knowledge to work towards the apprenticeship standard. This will typically include attending colleges, on-line learning, webinars, coaching or shadowing.

At the end of your apprenticeship you will have achieved the following qualification: Carpentry & Joinery L2 leading to the Advanced L3 qualification.

### Responsibilities and main duties

#### Apprenticeship

- Actively engage with the apprenticeship training programme and meet the contractual requirements to complete the qualification.

- Raise any issues with the apprenticeship training programme at an early stage
- Attend all training sessions/events/classes/activities relevant to the qualification
- Complete all assessment and assignments on time
- Meet regularly with your mentor and actively participate in the apprentice network
- Ensure you meet the 20% off the job apprenticeship training criteria
- Take responsibility to maintain any learning activity log requirements
- Keep your line manager aware of your progress
- Take responsibility to ask questions about the work you do
- Learn from the people you work with on a day to day basis
- Be an active member of the ICT team by supporting the various relevant work requirements that will build your skills and knowledge in line with the apprenticeship training requirements

**Role** – as your ability grows you will be involved in:

- Repairing or renewing external/internal doors and frames, casings, architraves
- Replacing and overhauling garage doors and frames
- Repairing and replacing kitchen wall / base units and worktops
- Replacing and repairing floors, skirting boards and staircases
- Hanging and replacing wooden casement and sash windows and window sills
- Removing and erecting fencing and posts.
- Undertaking site inspections to establish joinery needs and to take detailed measurements of work prior to the production of joinery.
- Operating various items of plant, power tools and hand tools.
- Completing handheld work sheets/timesheets as required.

At all times you will be working in a safely and complying with our robust Health & Safety requirements

### **Behaviour and performance**

- Represent ODS in a positive way by showing behaviours that are expected of employees
- Raise any problems or issues with your line manager
- Understand the business of ODS and its purpose in 'doing good' and the values of CARES

The duties and responsibilities set out in this role profile are indicative of the role. They are however, subject to change and you will be required from time to time to undertake other duties commensurate with your grade.

### **Our commitment to Safeguarding**

ODS is committed to safeguarding and promoting the welfare of children, young people and adults at risk and requires all staff and volunteers to demonstrate this commitment in every aspect of their work.

### **Who we are looking for a person who has:**

- GCSE Maths & English Level 2 (can be completed as part of the apprenticeship)
- The ability to be a team player and work to support colleagues
- Good interpersonal and communication skills
- Enthusiasm and a willingness to learn and develop their career