



Plasterer and Property Maintenance Apprentice L2 (Apprenticeship)

Job Title	Plasterer and Property Maintenance Apprentice (24 months)		
Salary	£15,434.29		
Hours to be worked	37 hours per week (including 20% off the job training)		
Location	Horspath Road		
Service Area / Directorate	Property Services		
Line Manager	Contracts Manager		
Budget (£)	Code: QA82	Funding	
Rehabilitation of Offenders Act 1974	Exempt	Additional Screening	N/A
Candidate Screening	Not required		
Name of dedicated mentor	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: Level 2 Property Maintenance Operative Apprenticeship

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:

- Preparing surfaces for plastering, including bonding, skimming and patch repairs
- Applying plaster finishes to walls and ceilings in domestic and commercial properties
- Repairing damaged plasterwork following leaks, wear or damage
- Assisting with minor property maintenance tasks alongside other trades
- Carrying out basic repairs prior to decoration or refurbishment works
- Undertaking site inspections and taking measurements
- Using hand tools, power tools and equipment safely and correctly
- Completing handheld job sheets, timesheets and work records
- Working at all times in line with ODS Health & Safety procedures

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