



Motor Vehicle Service & Maintenance Technician (Apprenticeship)

Job Title	Motor Vehicle Service & Maintenance Apprentice L3		
Salary	See website		
Hours to be worked	37 hours per week (including 20% off the job training)		
Location	Cowley Marsh		
Service Area / Directorate	Operations		
Line Manager	Cliff Clements		
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.

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:

- Maintaining a large range of different types of vehicles within ODS' mixed fleet of including cars, light to Heavy commercial vehicles, plant and trailers
- Repairing and maintaining private cars and vans to heavy commercial vehicles as part of our commercial business
- Undertaking periodic safety inspections of all vehicles and plant held or serviced by ODS and private customers, and ensuring the accurate recording of materials, defects and conditions of the vehicles or parts inspected/serviced.

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)
- An interest in how vehicles work
- 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