

Total Response

Total Response Ltd provides maintenance, repairs and other property services to 4500 social housing homes around Shropshire and Herefordshire. The company also provides a range of services to private customers.

Apprentice Carpenter 40 hour week

Post Ref: TRLS01

The Carpenter Apprentice is responsible for assisting with maintaining municipal residences and buildings. This includes building items such as furniture and stairs, making repairs to the internal and external structure and ensuring buildings are safe.

This post requires the successful applicants to undertake a full Modern Apprenticeship Course. You will either have a minimum of 3 GCSE's or equivalent in English, Maths and 1 other subject or currently projected to obtain these qualifications this academic year.

The Association offers excellent terms and conditions of employment including a 40 hour working week, 23 days basic holiday, increasing to 28 upon completion of 5 years service, contributory pension scheme and subsidised private medical insurance.

Posts involving contact with children or vulnerable adults will be subject to an appropriate criminal record disclosure.

For an application pack please contact Customer Services at South Shropshire Housing Association, The Gateway, The Auction Yard, Craven Arms, Shropshire, SY7 9BW.

Tel: 01588 676 200 (office hours) or email us at customer.services@ss-ha.org.uk or you can follow the links from our website www.shropshirehousing.org.uk quoting the post ref.

The closing date for all applications is 10 am Friday 3rd July 2009.

"Total Response Limited and Shropshire Housing Group Limited are committed to achieving equal opportunities and welcome applications from everyone"

The Gateway, The Auction Yard, Craven Arms, Shropshire. SY7 9BW

Tel:01588 676200

Email: hr@shropshirehousing.org.uk

Web: www.shropshirehousing.org.uk



TOTAL RESPONSE LIMITED

JOB DESCRIPTION.

JOB TITLE: Apprentice Carpenter

GRADE: A

SALARY: £

HOURS PER/WEEK: 40

RESPONSIBLE TO: Contracts Supervisor

A. BRIEF DETAILS OF POST

- To safely assist in the make up, installation, repair and replacement of woodwork and associated fittings and materials.
- To satisfy tenants and other customers through courteous efficient work.
- To maintain the Association's assets.
- To contribute to the overall development of South Shropshire Housing Association's quality housing service.
- To be aware of personal health and safety at work and to contribute to and follow safe methods of working practice.
- To become a fully qualified Carpenter by completing a Full Modern Apprenticeship Programme.
- To contribute to the overall development of Total Response Limited's business.

B. KEY TASKS AND RESPONSIBILITIES

NB. These duties will be carried out under the supervision of an existing, qualified Carpenter or Multiskilled operative.

- To assist in and learn to measure, cut, fit (plane and sand etc.) and join wood and similar materials (plastic and felt etc.) and fittings.
- To assist in and learn to make up windows, door frames, etc.
- To assist in and learn to glaze windows, doors etc.
- To assist in and learn to hang doors and windows, fit cabinets, skirtings, kitchen units and fit locks, handles, catches etc.
- To assist in and learn to carry out repairs to property.
- To assist in and learn to make up and fit shuttering

- To assist in and learn to make up and install roofing timbers, joists, floors and staircases.
- To maintain own tools
- To assist in and learn to estimate materials requirements for all the above work.
- To complete stores requisition sheets.
- To record information which accurately describes work executed on site (this would be used in the raising of invoices to the customer).
- To complete time sheets and vehicle sheets weekly.
- To meet the customer care policy requirements.
- To participate in the continuing development of the Total Response Team.
- To uphold the Equalities and Diversity Policy of the Association.
- To take responsibility for the health and safety of oneself and others in the workplace.
- To undertake any other duties that which might reasonably be expected from time to time, within competence, particularly of an emergency nature.
- To comply with all relevant Health and Safety Regulations.

C. QUALIFICATION AND SKILL REQUIREMENTS

- To either hold a current valid driving licence or obtain a full licence within 2 years of commencement of the post.
- To be conversant with the building trade.
- To hold a minimum of 3 GCSE's in English, Maths and one other subject or equivalent.
- Must be willing to undertake a full Modern Apprenticeship in Carpentry. Including Key Skills where appropriate.