

# 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 Painter 40 hour week

Post Ref: TRLS02

The Painter Apprentice is responsible for assisting with maintaining municipal residences and buildings. This includes to be able to perform skilled work in preparing surfaces and in painting and finishing varied surfaces, including buildings, equipment and other structures.

In order to meet the Association's standards we require a high quality workmanship, together with a flexible approach to working to meet specific deadlines.

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](mailto:customer.services@ss-ha.org.uk) or you can follow the links from our website [www.shropshirehousing.org.uk](http://www.shropshirehousing.org.uk) quoting the post ref.

The closing date for all applications is 10 am Friday 3<sup>rd</sup> 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](mailto:hr@shropshirehousing.org.uk)**

**Web: [www.shropshirehousing.org.uk](http://www.shropshirehousing.org.uk)**



## **TOTAL RESPONSE LIMITED**

### **JOB DESCRIPTION.**

**JOB TITLE:** Apprentice Painter/Decorator

**GRADE:** A

**SALARY:** £

**HOURS PER/WEEK:** 40

**RESPONSIBLE TO:** Contracts Supervisor

#### **A. BRIEF DETAILS OF POST**

- To safely assist in the carrying out work related to trade maintaining high standard of work at all times
- 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 Painter 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 Painter or Multiskilled operative.

- To assist in and learn to undertake redecoration of properties including all preparation work apply emulsion to walls and ceilings, and gloss/stain to all wood work.
- To assist in and learn to undertake domestic cleaning duties to the void properties maintaining a high quality of cleanliness in line with the Associations Void Standard.
- To assist in and learn to undertake wall tiling including removing defective areas, making good small areas and fixing new tiling.

- To assist in and learn to undertake small areas of re-plastering including small cracks and plaster boarding.
- 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. QUALIFICATIONS 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 Painting and Decorating. Including Key Skills where appropriate.