

JOB DESCRIPTION

Job Title:	Apprentice – Construction Development
Grade:	£150 per week in year 1 - rising to age related minimum wage in year 2 (£150-£260 per week)
Period:	2 Years

Responsible for:

The following list is typical of the level of duties which the post holder is expected to perform or be responsible for. It is not necessarily exhaustive and other duties of similar type and level may be expected from time to time.

Main Duties

- To complete the Apprenticeship Training Programme
- To gain experience in the full range of professional disciplines in our construction development business, Gentoo Homes. This will involve working in our Land and Planning, Technical & Design, Quantity Surveying, Construction Site Management and Sales Teams
- To attend in-house training and college as and when required
- To provide feedback by the completion of a log book on a weekly basis, listing the main duties carried out and countersigned by line managers
- To develop good working relationships with colleagues and support them when required

Training

The successful candidate will be expected to attend college on a day release basis and complete all work required for the qualification below to agreed timescales:

- Level 3 Construction Technical & Professional Apprenticeship Framework

Group Responsibilities

- To act as an ambassador for Gentoo Group at all times
- To comply with the Equality and Diversity policy at all times
- To comply with the Health and Safety Policy and procedures and draw to their manager's attention any unsafe working practice/conditions
- To comply with the Information Security Policy and draw to their manager's attention any security breaches

PERSON SPECIFICATION FOR THE POST OF APPRENTICE

This Person Specification lists the essential qualities, skills and experience you need to have in order to successfully carry out the job. **Please try and illustrate in your Personal Statement on your Application Form how you meet the following requirements.** You will also be asked about your skills, experience etc. at an interview.

Skills and Knowledge

- A positive attitude
- Effective communication and interpersonal skills
- Good customer service skills
- The ability to listen and follow instructions.
- A good attention to detail
- Good practical skills
- A flexible and adaptable approach to work

Experience, Qualifications or Training

- Must have a minimum Grade C GCSE (or equivalent) in both Maths and English
- Due to government funding requirements candidates with any prior qualification at a Level 4 or above will not be able to apply
- Ability to work in external environments and work at height
- Must be able to meet the travel requirements for the post