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Repairs Apprentice – Property Services

HOURS: 35 hours per week

SALARY: £8 per hour

ANNUAL HOLIDAYS: 6 weeks plus Bank Holidays

LOCATION: Bradford

Job Description

REPORTS TO: Scheme Manager

In this role you will be learning from and assisting the maintenance team with repairs and general upkeep of properties and grounds owned or managed by Horton Housing. You will be mentored by Maintenance Operatives, learning on the job and building your skills. As part of the Apprenticeship you will also complete a college course, this will account for 20% of your time.

RESPONSIBILITIES

- Observe, learn and assist with the carrying out of maintenance and repair work as instructed by the Maintenance Team. Common areas of maintenance covered include: plumbing, electrical work, painting and decorating, joinery, building, furniture delivery, removal and assembly, removal and disposal of rubbish, window boarding and replacement and locksmith work.
- Observe, learn and assist with the maintenance of grounds including grass cutting, hedge trimming, weeding, cultivating plants, etc.
- Assist with the cleaning and tidying of external areas to ensure they are free of litter, leaves, etc., and are maintained in a clean and tidy state.
- Develop stock control skills including the maintenance and monitoring of material stock levels such as: sand, cement, bulbs, grit, fuel, sealant, and oil.
- Observe, learn and assist with the maintenance of all equipment and machinery provided for the role
- Help keep the vans, workshops and workspaces clean and tidy.
- Take direction as reasonably required from colleagues within the Property Services Team.
- Comply with all Health and Safety requirements in accordance with legislation and the organisation's policies and risk assessments.

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- Attend the designated course relating to the Maintenance Apprenticeship. Ensure regular attendance as you would at work. Successfully complete any assignments, projects, exams and other pieces of work as required by the course tutors.
- Undertaking other relevant training as required.

Note: This is a job outline only and seeks to set out the principal purpose and functions of the role; it may therefore be subject to change. For management and specialist roles, colleagues will be responsible for the determination, assessment and management of risk.

Safer Recruitment

Horton Housing is committed to safe and fair recruitment, safeguarding and protecting the people that we support. The majority of positions here at Horton will require a fully completed application form and an enhanced DBS check to identify and reject applicants who are unsuitable to work with children or young people.

Person Specification

ESSENTIAL

- Reasonable verbal or written communication skills
- Motivation and ability to develop maintenance and building related skills and ability and put learning into practice
- Motivation to learn about maintenance work
- Willingness and ability to follow instruction, direction and guidance
- Willingness to undertake the academic training required for the apprenticeship
- Willingness to undertake additional training to further knowledge and skills relating to the post

DESIRABLE

- Some experience of maintenance work of any kind
- Any GCSE's
- Understanding of the potential risks to health, safety and welfare encountered in maintenance work
- Knowledge of ICT and familiarity with common PC functions
- Some knowledge of modern building and maintenance techniques

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In addition to the above, it is expected that you will:

- Maintain professional boundaries
- Have a commitment to Equality, Diversity and Inclusion
- Are willing to undertake any further training required
- Are able to work flexibly to meet the needs of the service/department

What matters most to the people accessing our services?

We spoke to a group of the people we support and asked them what they thought were the most important skills and qualities for a Horton colleague in our central service teams. The group agreed that our colleagues should have good **experience** and **specialist skills** for their role, with a good understanding of **confidentiality** and **GDPR**, as well as **safeguarding**. The group also discussed the importance of soft skills in our central service teams. Our colleagues should be **empathetic, non-judgmental**, with a **curious** and **open-minded** approach, **welcoming change** and being **adaptable**.

About the department

The Property Services Department is responsible for maintaining the properties and land owned or managed by Horton Housing Association, ensuring high standards to meet or exceed regulatory standards and requirements. This involves delivering an efficient and effective responsive repairs service, implementing planned and cyclical maintenance programmes and maintaining 100% compliance with gas, electrical, and fire safety legislation and other regulatory requirements.

The Repairs Team, in which the apprentice role is placed, is an integral part of our Property Services department. The team provides maintenance support to properties in Bradford, Shipley, Kirklees, and Calderdale. The team is also responsible for managing Gypsy and Traveller Sites located across North Yorkshire, specifically Selby, Thirsk and Stokesley.

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