Job Title:	**Apprentice Maintenance Bench Joiner**	**Grade: Apprentice - £11,814**
Department/College:	Facilities	
Directly responsible to:	Fabric Supervisor	
Supervisory responsibility for:	n/a	

Context

The Facilities Division manages all aspects of the built environment, commercial activities, the provision of sports activities and environmental sustainability. The Building Maintenance team are responsible for the safe and efficient delivery of maintenance and repair of the University's buildings and engineering infrastructure.

Purpose of job

You will work as an apprentice bench joiner and will complete a 3 year training programme that will cover aspects of bench joinery role to enable you to manufacture and assemble joinery items to assist the maintenance of the University Campus.

Main roles and responsibilities:

- You will work under the supervision of Craftsman Joiners, Joiner Supervision and Manager during your level 3 apprenticeship and as your skill base increases you will undertake:

- Installation, operation, maintenance (reactive and planned) and repair of (to British Standards):

    - Bench Joinery
    - General Joinery
    - Ironmongery
    - Door locks and barrels
    - Preparation work

- You will use a range of joinery hand tools, portable machinery (drills, sanders, routers), and assemble joinery items such as doors, windows and bespoke furniture, all of which involves manual handling.

- Undertake supervised minor works to facilitate the above duties

- Comply with all University Health & Safety Policies and Procedures

- Record jobs undertaken in the form of training log book

- Provide written material schedules for future work

- Ensure as far as reasonably practicable, the health, safety and welfare of the jobholder and others likely to be affected by their actions

- Work in a team alongside all other operatives including Joinery

- In order to successfully complete the apprenticeship the post holder must gain the following: