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| Job title                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Carpenter Trainee                | Group   | J L        |
| Place of work                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Ham Close, Richmond, TW10 7PL    | Company | O'Rourke's |
| Reports to                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Project Manager / Sub-contractor |         |            |
| <b>Main purpose of role/overview:</b><br>To learn and obtain the carpentry skills to achieve an NVQ level 3 while working on a building site.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                  |         |            |
| <b>Main Responsibilities &amp; Duties:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                  |         |            |
| <b>1. Health &amp; Safety</b> <ul style="list-style-type: none"><li>• Ensure that all work activities are carried out in line with the sub-contractors Health and safety plan.</li><li>• Including HPL health and safety requirements</li><li>• Sign up all RAMS and follow them when at work</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                  |         |            |
| <b>2. Activities</b> <ul style="list-style-type: none"><li>• Using power tools</li><li>• Cutting and shaping timber</li><li>• Installation of doors and linings</li><li>• Installation of wooden structures such as stairs</li><li>• Ensuring the work area is kept tidy</li><li>• Working in all weather conditions</li><li>• Tidying up area and keeping clean work environment</li><li>• Loading up of materials</li></ul> <b>Quality</b> <ul style="list-style-type: none"><li>• Take pride in work</li><li>• Presentation of completed work</li><li>• Protection of completed work</li><li>• Protection and correct storage of materials required</li></ul> <b>Presentation</b> <ul style="list-style-type: none"><li>• Take ownership of completed work</li><li>• Good timekeeper</li><li>• Ability to follow instructions</li><li>• Good communication skills</li><li>• Reliable</li><li>• Take pride in their appearance</li><li>• A customer focused approach</li><li>• Enthusiast and a willing to learn</li><li>• Punctuality to commence work</li></ul> |                                  |         |            |
| <b>3. Financial</b> <ul style="list-style-type: none"><li>• Understand the value of the materials that are being used and look after them.</li><li>• Understand waste is to be minimized</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                  |         |            |



#### 4. People Management

- To work in partnership with other Contractors and work as a team
- Ability to listen and follow instructions
- A team player and have with a flexible approach

#### 5. General Requirements

- Minimum Level 2 Diploma and preferred previous site experience. This is required to enable the apprentice to complete the NVQ L3 in the time given.
- Must have a valid CSCS card
- Have good numeracy and literacy skills.
- Good practical skills.
- Knowledge of Carpentry works is preferred.

#### Further details

- The role is for a minimum of 6 Months
- Working hours are 8am to 5pm Monday to Friday
- Rate of Pay: National Minimum Wage