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| **Company name:** | Turner Services (Property) |
| **Job Title:** | Apprentice - Trades |
| **Reporting to (position)** | Tradesman, Site Supervisors, Apprenticeship Officers |

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| **Our Company Values**  **Integrity -** Do what it takes to attain customer satisfaction and create long-lasting relationships. Honor our commitments and agreements and demonstrate high standards of honesty, accountability, trust, professionalism and ethical behavior in all our relationships.  **Teamwork -** Work together as a team to successfully reach company goals. Share ideas, skills and resources with fellow employees to help fuel the company and individual growth. Show respect for fellow employees.  **Communication -** Maintain excellent communication with our customers, to enhance the quality of their experience of dealing with us. Provide excellent communication amongst our employees, to help them do their jobs better and to develop the business and themselves as individuals.  **Employee Relations -** Provide a secure and safe working environment, provide development and career opportunities, compensate employees fairly, treat employees with respect, and help employees achieve their maximum potential.  **Profitability -** Make money to create a healthy business. Ensure our employees have sustainable job opportunities and guarantee to our customers the long term service and support they deserve.  **Enjoyment -** Enjoy our work through social interaction, freedom of expression, feeling pride through accomplishment, and finding success by being the best at what we do. |

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| **Overview** |
| Turner Services, part of the Turner Group, is a successful privately owned Company based in Glasgow, which manages assets and facilities on behalf of a number of private and public companies, letting our customers focus on their core business activities.  We are searching for a number of driven, enthusiastic apprentices to join our teams. The apprentice's responsibilities include learning and developing practical skills, participating in classes and workshops on and offsite, observing all health and safety codes, completing tests and assignments. You should be well-organized, flexible, and willing to assist wherever possible.  The roles and apprenticeships will be in the trades as listed:  Carpentry/Joinery  Electrician  Plumbers  Plasterers  To be successful as an apprentice, you must have great time management skills and be willing to fit into the existing staff structure. Outstanding apprentices are those who respond well to criticism, build good relationships with colleagues, and ultimately make a lasting impression.  *‘Taking advantage of the opportunity offered’* |

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| **Apprentice Responsibilities:** |
| To recognise this is a client facing role and therefore behave in line with company values, whilst staying true to whom they are as a person  To fully commit to developing their technical and behavioural know-how  To attend and pass all courses, assessments and training  To raise any concerns and queries with the line manager and Apprenticeship manager as appropriate  To ensure they attend all reviews and meetings with the apprenticeship manager/team, line manager and provider  To comply with all Training Provider and Turner policies and procedures  To attend the site, SVQ and college on the required dates and times  To ensure coursework does not fall behind schedule  To maintain accurate and up-to-date records to the specified standards at all times for the site, SVQ and Training provider  To ensure that all college assignments are handed in on time  To keep designated manager/supervisor aware of progress and in particular to ensure that any coursework (SVQ) requirements are known  To be pro-active and involved when looking at forthcoming in-company work  To make records available for review as and when requested  To represent the company in a courteous and professional manner  To ensure that personal and colleague health and safety is of upmost priority when working, and if in any doubt to not complete activities , and to raise concerns with managers  To adhere to agreements, terms and conditions that is stated in their contract of employment |

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| **Apprentice Requirements:** | |
| • Has a keen interest in the chosen field/role  • Is passionate and has enthusiasm to take on new skills and develop fresh new ideas  • Is self motivated and hard working  • Has a logical, methodical approach to problem solving  • Has a good level of accuracy and attention to detail  • Energetic and determined, with a strong desire and focus to deliver added value  A team player with excellent communication skills, attention to detail, excellent written English and a good level of numeracy  • Good Time management  • Be able to implement change and adjust existing requirements to meet the work instructions  • Exercising responsibilities in an ethical manner |

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| **Applications** | |
| Applications by email to Liz Thomson, HR Advisor: [liz.thomson@turnerservices.co.uk](mailto:liz.thomson@turnerservices.co.uk) with a covering letter and which Trade you are interested in.  Interviews will initially be held by Microsoft Teams and face to face if successful to 2nd stage. |