

**PRIVATE & CONFIDENTIAL  
JOB ROLE**



Position Title:	Apprentice Carpenter and Joiner	Issue Date:	27.02.2015
Job Role Code:	STE02	Revision No:	1
Reporting To:	Labour Manager		
Purpose of the Role:	<ul style="list-style-type: none"> <li>• Carry out the works listed under key objectives</li> <li>• To learn and understand different forms of installation and refurbishment, using timber and ironmongery</li> <li>• To gain experience whilst on site and in college</li> <li>• To deliver a quality product in a timely manner</li> <li>• To be able to work under your own initiative, as well as becoming a valued team member</li> <li>• Uphold and communicate the values and culture of the Seddon Brand</li> <li>• Position Seddon as the contractor of choice</li> </ul>		
Key Objectives:	<ul style="list-style-type: none"> <li>• Installation of wooden fixtures and ironmongery</li> <li>• Installation of timber frames</li> <li>• Installation of formwork</li> <li>• Floor joists &amp; floorboards</li> <li>• Kitchen &amp; bathroom units</li> <li>• Window frames</li> <li>• Doors</li> <li>• Install partitions</li> <li>• Roof trusses and wall partitions</li> <li>• Liaise and work with all other trades as required</li> </ul> <p>The above list of job duties is not exclusive or exhaustive and the post holder will be required to undertake such tasks as may reasonably be expected within the scope of the role. Job descriptions should be reviewed regularly (PEP Talk) to ensure they are an accurate representation of the post.</p>		
Measures:	<ul style="list-style-type: none"> <li>• Quality of work</li> <li>• Professional conduct</li> <li>• Achieve all relevant qualifications and assessments</li> <li>• Maintain 100% attendance in both college and on site</li> <li>• Health and safety compliance</li> </ul>		
Core Competences:	<ul style="list-style-type: none"> <li>• Manual dexterity</li> <li>• Ability to communicate</li> <li>• Problem solve</li> <li>• Ability to adapt to a changing environment</li> </ul>		