

Northumberland County Council
JOB DESCRIPTION

Post Title: Warehouse Apprentice	Director/Service: Local Services - Housing	Office Use
Band: National Apprenticeship Pay Framework		JE ref: HRMS ref:
Responsible to: Team Leader	Location:	
Job Purpose: The primary role of a JELS Warehouse Apprentice is to carry out various activities within our warehouse and when required to collect, load/unload and transport equipment to and from Client's homes, residential homes and hospitals. Also ensuring that rehabilitation equipment is received, cleaned and issued effectively and efficiently.		
Resources		
Staff	None	
Finance	None	
Physical	Shared responsibility for vans, tools and equipment	
Clients	Tenants	
<p>Duties and key result areas: Undertaken individually or as part of a team, these are examples of the nature and level of those expected to be undertaken by the postholder. You will undertake apprenticeship training to enable you to develop into the below responsibilities:</p> <ol style="list-style-type: none"> 1. To attend all apprenticeship training and successfully complete End Point Assessment 2. Various activities within our warehouse including taking in deliveries, checking for damaged/missing items, storing goods, moving stock by various methods, picking/packing orders, loading equipment for dispatch, maintaining stock records and documentation and cleaning of equipment. 3. To collect and assist deliveries, load/unload and transport equipment to and from Client's homes, residential homes and hospitals. 4. To ensure rehabilitation equipment is received, decontaminated, cleaned, and issued effectively and efficiently. 5. To carry out the servicing and repair of electrical and mechanical equipment in accordance with manufacturers manuals. 6. To perform electrical safety testing to all electrical equipment in accordance with Portable Appliance Test (PAT) regulations and to maintain accurate records. 7. To work in a safe manner with due regard to Health & Safety and Infection Control policies and guidance. 8. To comply with health and safety policy and systems, report any incidents/accidents/hazards and take pro-active approach to health and safety matters in order to protect both yourself and others. 9. Enter data into hand held scanners, spreadsheets, databases and other electronic information systems, e.g. ELMs and extract and distribute information as directed ensuring accuracy and confidentiality. 10. Attend training to use a range of warehouse equipment, e.g. fork lift. <p>The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Postholders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.</p>		
Work Arrangements		
Physical requirements:	Activities normally undertaken in a standing position with some walking, bending/stretching and regular need to lift or carry.	
Transport requirements:	None	
Working patterns:	37 hours per week, day work. Flexible working hours may apply provided staff work collaboratively to provide cover for services.	
Working conditions:	Occasional exposure to disagreeable, unpleasant, or hazardous conditions.	

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PERSON SPECIFICATION

Post Title: Warehouse Apprentice	Director/Service: Local Services - Housing	Ref:
Essential	Desirable	Assess by
Qualifications and Knowledge		
<ul style="list-style-type: none"> Grade 3 (D) GCSE Maths & English (or equivalent) A good general education demonstrating numeracy and literacy. An initial assessment many be carried out <p>(For those with an education, health and care plan or a legacy statement, the apprenticeships English and maths minimum requirements are Entry Level 3, and the British Sign Language qualification is an alternative to English qualifications for apprentices for whom this is their primary language)</p>	<ul style="list-style-type: none"> AS/A Levels 	<p>Application</p> <p>Interview</p>
Experience		
<ul style="list-style-type: none"> No previous experience required 	<ul style="list-style-type: none"> Experience working in a similar role or working for a local authority 	<p>Application</p> <p>Interview</p>
Skills and competencies		
<ul style="list-style-type: none"> Willingness to undertake other multi-skilling duties within construction requiring skills such as tiling, plaster repair and minor plumbing works. Good organisational, problem solving and planning skills Communication and interpersonal skills Ability to be flexible 	<ul style="list-style-type: none"> Customer care skills Team working, or can demonstrate working in teams 	<p>Application</p> <p>Interview</p>
Physical, mental and emotional demands		
<ul style="list-style-type: none"> Working in a range of positions, sometimes in tight spaces with the need to carry tools, equipment and materials. Regular periods of concentrated mental attention and tight deadlines Regular contact with tenants working in their homes may result in some emotional demands Some exposure to disagreeable and unpleasant conditions 		<p>Application</p> <p>Interview</p>
Personal attributes		
<ul style="list-style-type: none"> Motivation Willingness to work Reliable, good time keeping 	<ul style="list-style-type: none"> Ability to work as a team member 	<p>Application</p> <p>Interview</p>
Other		
<ul style="list-style-type: none"> Committed to Equality and Diversity and Safeguarding Committed to Health and Safety and client confidentiality Committed to providing a quality administrative support Committed to the Values & Vision of Northumberland County Council 	<ul style="list-style-type: none"> Full clean driving license with the ability to drive Able work outside of normal office hours 	<p>Application</p> <p>Interview</p>

Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits