



## Job Description: General Apprentice

**Job Title:** General Apprentice

**Reporting Structure:**

The post holder is usually one of a number of engineering apprentices and reports to the Assurance Director through the Apprentice Mentor.

**Management Responsibility:**

None

**Main Duties:**

- As a General Apprentice the post holder is required to carry out work as allocated by the Apprentice Mentor or allocated departmental line manager within the boundaries of their skill and competence.
- The post holder will be expected to work with minimum supervision. Work will be communicated in written form as drawings, standards and specifications. Where these are not clear it is the post holder's duty to ask before proceeding.
- The post holder is expected to complete to an acceptable standard NVQ & College work within the deadlines set.

**General Duties:**

- The post holder is required to conduct themselves in accordance with their contract of employment and the company handbook.
- The post holder must to the best of their knowledge and experience carry out work in such a manner so not to endanger their own health and safety, that of their colleagues, the company's clients, the general public, our suppliers or the environment.
- The post holder shall do their utmost to protect and enhance the company's commercial and financial well being and reputation.
- The post holder may be required to be called upon to carry out other reasonable requests/duties for the company at the discretion of his or her line Manager.
- Engage in training, development and education in order to keep skills and knowledge current and to strive for continual improvement.
- This job description should not be regarded as exclusive or exhaustive. There shall be a requirement to carry out other duties which the Company believes are within your capability.

**Expected Qualifications:**

- Basic key skills
- GCSE grade 4 or above in Maths, English & Science