



# Job Profile comprising Job Description and Person Specification

## Job Description

|   |  |
|---|--|
| <b>Job Title:</b><br>Apprentice Carpenter                       | <b>Grade:</b><br>Apprentice Grade<br>Year 1 – 80% London Living Wage<br>Year 2 – 100% London Living Wage |
| <b>Section:</b><br>Building Maintenance                         | <b>Directorate:</b><br>Environment and Community Services  |
| <b>Responsible to following manager:</b><br>Contract Supervisor | <b>Responsible for following staff:</b><br>N/A   |
| <b>Post Number/s:</b>   | <b>Last review date:</b><br>July 2025  |

### Working for the Richmond/Wandsworth Better Service Partnership

We're Richmond & Wandsworth Better Service Partnership, the shared public service team for Richmond and Wandsworth Councils. Like any local authority, our role is to deliver the agenda of our elected members on behalf of the people who live and work in our part of the world. We deliver key services to our communities including social care, public health, children's services, housing and regeneration and environmental and community services.

Our joint workforce creates efficiency and resilience by bringing more creativity to the way we work, more objectivity and adaptability too, helping us deliver better services for all our residents.

We're here to help our communities thrive in a changing world, and to be there for the people who need us most we believe we need to keep adapting. That's why, at Richmond & Wandsworth Better Service Partnership, you'll be at the forefront of innovation in local government, and we'll invest in you and offer you opportunities to grow in a way only our unique organisation can.

### Job Purpose

Reporting to the Contract Supervisor and responsible for assisting in carpentry tasks and supporting various works throughout the Borough. You will work towards successful completion of the Carpentry & Joinery: Level 2 Apprenticeship.



### **Specific Duties and Responsibilities**

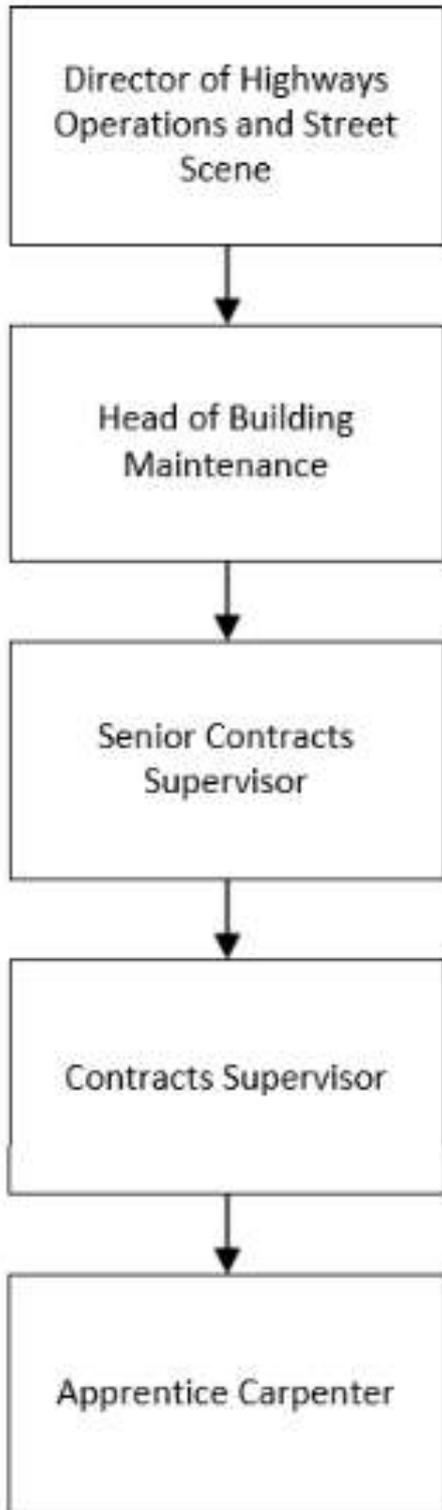
1. Work alongside an experienced carpenter and assist in the installation, maintenance, and repair of structures and fixtures.
2. Working in council tenants' homes, including vulnerable people, treating tenants with respect.
3. Attend training and toolbox talks.
4. Complete work to a high standard.
5. Support the collection and delivery of materials and tools as required.
6. Complete timesheets and other administrative tasks as needed.
7. Adhere to health and safety regulations and guidelines.
8. To attend nominated college and complete and pass the 24-month Carpentry & Joinery: Level 2 Apprenticeship.
9. Carry out other non-carpentry related tasks as required.

### **Generic Duties and Responsibilities**

- To contribute to the continuous improvement of the services of Richmond & Wandsworth Better Service Partnerships.
- To comply with relevant Codes of Practice, including the Code of Conduct and policies concerning data protection, handling complaints and health and safety
- To adhere to security controls and requirements as mandated by Richmond and Wandsworth procedures and local risk assessments to maintain confidentiality, integrity, availability and legal compliance of information and systems
- To promote equality, diversity, and inclusion, maintaining an awareness of the equality and diversity protocol/policy and working to create and maintain a safe, supportive and welcoming environment where all people are treated with dignity and their identity and culture are valued and respected.
- To understand both Councils' duties and responsibilities for safeguarding children, young people and adults as they apply to the roles within the Councils.

- The profile is not intended to be an exhaustive list of the duties the post holder will carry out. Other reasonable duties commensurate with the level of the post, including supporting emergency and priority situations, will form part of the role.

**Team structure**



## Person Specification

|   |  |
|---|--|
| <b>Job Title:</b><br>Apprentice Carpenter     | <b>Grade:</b><br>Apprentice Grade<br>Year 1 – 80% London Living Wage<br>Year 2 – 100% London Living Wage |
| <b>Section:</b><br>Building Maintenance       | <b>Directorate:</b><br>Environment and Community Services  |
| <b>Responsible to:</b><br>Contract Supervisor | <b>Responsible for:</b><br>N/A   |
| <b>Post Number/s:</b>                         | <b>Last Review Date:</b><br>July 2025  |

### Our Values and Behaviours

THINK BIGGER

EMBRACE DIFFERENCE

CONNECT BETTER

LEAD BY EXAMPLE

PUT PEOPLE FIRST

Our Values are embedded across Richmond & Wandsworth Better Service Partnership and throughout all roles and responsibilities at all levels of the organisation. Please [familiarise yourself with our values](#) as they are an integral part of our recruitment and selection process.

| Person Specification Requirements  |           |           | Assessed by<br>A/I/T/C<br>(see below for explanation) |
|--|-----------|-----------|---|
| Knowledge  | Essential | Desirable | Assessed  |
| Basic knowledge of carpentry tasks and operations                                | X         |           | A&I   |
| Awareness of tools and materials used in carpentry work                          | X         |           | A&I   |
| Understanding of the importance of maintaining a clean and safe work environment | X         |           | A&I   |

|  |                  |                  |                 |
|--|------------------|------------------|-----------------|
| Understanding of Health and Safety at Work Act as it applies to the role of Apprentice Carpenter | <b>X</b>         |                  | <b>A&amp;I</b>  |
| <b>Experience</b>  | <b>Essential</b> | <b>Desirable</b> | <b>Assessed</b> |
| Previous experience or interest in carpentry tasks and operations                                | <b>X</b>         |                  | <b>A&amp;I</b>  |
| Experience in working to high health and safety standards  |                  | <b>X</b>         | <b>A&amp;I</b>  |
| Experience in using tools and materials related to carpentry works                               |                  | <b>X</b>         | <b>A&amp;I</b>  |
| Experience in working as part of a team  |                  | <b>X</b>         | <b>A&amp;I</b>  |
| <b>Skills</b>  | <b>Essential</b> | <b>Desirable</b> | <b>Assessed</b> |
| Self-motivated and able to work well as part of a team   | <b>X</b>         |                  | <b>A&amp;I</b>  |
| Physical stamina and dexterity to handle carpentry tasks and tools                               | <b>X</b>         |                  | <b>A&amp;I</b>  |
| Basic problem-solving skills to assess and address issues as they arise                          | <b>X</b>         |                  | <b>A&amp;I</b>  |
| Good communication skills to interact effectively with tenants, colleagues and supervisors       | <b>X</b>         |                  | <b>A&amp;I</b>  |
| Ability to complete timesheets and other administrative tasks on time and correctly              | <b>X</b>         |                  | <b>A&amp;I</b>  |
| Will need to be able to pass the course entry tests for example in Maths and English             | <b>X</b>         |                  | <b>A&amp;I</b>  |
| <b>Qualifications</b>  | <b>Essential</b> | <b>Desirable</b> | <b>Assessed</b> |
| Commitment to undertake and complete the Carpentry & Joinery: Level 2 Apprenticeship             | <b>X</b>         |                  | <b>A/I/T/C</b>  |

**A – Application form / CV**

**I – Interview**

**T – Test**

**C - Certificate**