



# CARPENTRY APPRENTICE MASTER

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## JOB DESCRIPTION

<b>Job title</b>	<b>Carpentry Apprentice Master</b>
<b>Department</b>	Construction
<b>Responsible to</b>	Construction Director
<b>Responsible for</b>	Carpentry Apprentices

### POSITION SUMMARY

To manage the learning and development of a team of Carpentry Apprentices, assisting them in achieving their Advanced Apprenticeship whilst delivering a quality product.

### KEY WORKING RELATIONSHIPS

Contracts Manager, Site Manager, Assistant Site Manager, Apprentices, NVQ Assessor, College Lecturers, CITB Apprenticeship Officer, HR Advisor.

### MAIN DUTIES

1. Assisting in the recruitment and induction of new Apprentices.
2. Providing the necessary coaching, learning and development to the Apprentices to assist them in completing their Advanced Apprenticeship Programme.
3. Liaising with the NVQ Assessor / CITB Apprenticeship Officer when visiting site, ensuring the required evidence towards the Apprentices' qualifications can be obtained.
4. Providing on-going feedback on the Apprentices performance to the Site Management Team.
5. Day to day management of the team of Apprentices, ensuring they are supervised at all times whilst producing a quality product.
6. Managing the Health & Safety of the Apprentices, ensuring they follow the Company Health & Safety Policy and Young Persons Risk Assessment at all times.
7. Supporting and Ensuring the Apprentices have every opportunity to achieve their NVQ II and III.
8. Assisting on other areas of site as required.
9. Attending meetings that may be necessary in the performance of your duties.
10. Complying with and upholding company policies and procedures.
11. Undertaking any additional tasks as may reasonably be required from time to time.

It is a requirement of Bloor Homes that all staff work in a flexible manner compatible with their job and in line with the objectives of the company. Please note that the job description for this position may be reviewed and amended to incorporate the future needs of the business.