

Job description and person specification

Bede's is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment.

Job description

Job Title:	Apprentice Vehicle Technician/Transport Technician
Reporting to:	Transport Manager
Line management responsibility for:	N/A
Main purpose of the role	
To assist in the smooth running of the transport department, whilst learning some key skills.	

Key Accountabilities:

- To assist the vehicle technician to carry out Service & Maintenance of the Trust's vehicles to a high standard meeting all of the manufacturer's requirements, and to ensure all vehicles are safe to drive.
- To assist in maintaining a clean, safe & tidy workshop, working within the Health & Safety regulations, to ensure full compliance at all times.

Measures:

1. To assist in all the Trust vehicles service records are kept up to date and accurately presented to the Transport Manager.
2. To assist in all vehicle Safety Checks are completed & checked within our termly requirement.
3. Covering all other transport duties required by the transport manager on a day to day basis in a reliable and enthusiastic manner.

Key Interfaces:

- Transport Drivers
- Local Garages/ M.O.T providers
- Ford main Dealers
- Vehicle Inspectors

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Person Specification

The person specification focuses on the knowledge, skills, experience and qualifications required to undertake the role effectively. Please ensure that your application demonstrates how you meet the essential criteria. You will be assessed by your completed Application Form and covering letter (A), at interview (I) and in some instances by an exercise (E).

Requirements	Essential / Desirable	Measured by A, I, E
Education and Qualifications		
Applicants are required to have, or are predicted to obtain, GCSEs at grades A*-C/9-4 (or equivalent) in English or Math	E	A, I
Knowledge and Skills		
To have good manual Dexterity	E	I, E
To be able to work effectively as part of a team in a busy workshop environment, as well as having the capability to follow instructions and work individually	E	A, E
Personal competencies and qualities		
A keen interest and enthusiasm for automotive vehicles and the industry as a whole	E	A, I
To be honest and trustworthy with a willingness to learn	E	I, E
A positive attitude and work ethic, with a high level of professionalism	E	I, E

Additional information:

- Working hours: 8am - 5pm, Monday to Friday (but usually one day is spent at College).
- Salary: £11,220.96 - will increase to minimum wage after the first 12 months.
- All posts are subject to the receipt of a satisfactory DBS certificate, references, medical checks, proof of identity and copies of qualifications, where a requirement of the role.