

Apprentice Groundworker

Location:	Chalford, Gloucestershire. GL6 8PE
Hours of Work:	40 hours per week
Reports to:	Area Contract Manager
Key Relationships:	Clients, Head Office, Colleagues

Overview: The Apprentice Groundworker supports the Building & Grounds Operatives to carry out the setting out and preparing of a site ready for the relevant works to be carried out.

Responsibilities:

- Assist the Building Maintenance Operatives as required including handling the tools, working independently from the Building Maintenance Operative at times on tasks within your scope of skill and experience.
- Assist with and complete groundworks as directed. This includes:
 - gullies,
 - kerbs,
 - paths,
 - flagging,
 - tarmacing,
 - mixing concrete,
 - moving materials and equipment,
 - setting out and preparing the sub-surfaces ready for the structural work to begin
 - installing drainage systems
 - concreting
 - constructing paths
 - repairs to roadways
 - excavation
 - hard landscaping, etc.
- Collaborate with your colleagues to identify and solve problems.
- Undertake or assist the performance of less complex tasks.
- Undertake all studies and assessment requirements in line with the Apprenticeship Scheme they are completing.
- Carry out all duties in a timely manner, whilst ensuring the health and safety of themselves, their colleagues, clients, and the public.
- Ensure disposal of waste from works and that the site is left clean and tidy.
- Responsible for the health and safety of themselves, their work colleagues, and others who may be affected by their activity, working in accordance with the safety policies of R.F. Gardiner Ltd & clients.
- Undertake any relevant training which may be deemed necessary to ensure duties are carried out effectively.
- Carry out administrative tasks associated with the post such as completion of job cards, electronic forms, timesheets, photography of work, etc.
- To take personal responsibility for any specific designated duties assigned to them, ensuring they are carried out, at all times, in accordance with company policies and procedures.
- To carry out any other duties as may reasonably be expected of the post holder commensurate with the scope, spirit, and nature of the job.
- To carry out the duties of the post in accordance with Gardiners Equality and Diversity Policy.

Company Values

Health & Safety

We maintain an incident free workplace for ourselves, our colleagues, clients, suppliers and all those affected by my work

Customer Service

Achieving customer satisfaction through continuous improvement and a right first time attitude

Sustainability

We undertake all work and activities in a way that will minimise the impact of our operations on the environment

Employee Rights and Diversity

We support and make full use of our employees' talents, skills and experience

Corporate Responsibility

We undertake all work and activities with honesty and integrity

Person Specification

Requirements: [Skill, knowledge, and behaviour requirements]

Essential:

- English and Maths GCSE (Grade D or above) or equivalent
- Willing to undertake the Apprenticeship Training

Desirable:

- Having some buildings and grounds work experience