

Digital Engineering Apprenticeship Vacancy

Vacancy Details	
Vacancy Title	Apprentice Assistant Estates Officer – Ref: T358
Location	Wickersley
Qualification Title	Digital Engineering Apprenticeship Level 3
Duration of Course:	30 Months
Job Description	<p>White Woods Primary Academy Trust is a 13 school Trust based in Rotherham, South Yorkshire. The Trust was founded September 2013 and has experienced significant growth over the past 5 years. The Trust was founded on, and is guided by, a strong ethos centred on improving the life chances of all children regardless of background or ability.</p> <p>The Trust is looking to appoint an enthusiastic and capable Apprentice Assistant Estates Officer to work within the central team. Candidates should have a good level English and Mathematics, with experience of Microsoft Office applications (Word, Excel, Project etc.). Experience and or knowledge of construction processes, estates and facilities management and or the use of AutoCAD are desirable, although training will be provided.</p> <p>Main duties:</p> <ul style="list-style-type: none"> • Assist the Trust Building Surveyor in the management and implementation of the Trusts facilities and premises management function and capital building programme. • Liaise with local site premises staff and external contractors. • Undertake site measured and condition surveys. • Answering the telephone. • Greeting visitors. • Responding to emails. • Providing general support to the admin/ premises function. <p>You will develop skills in AutoCAD and other software and have the opportunity to complete a level 3 diploma in Built Environment Design and BTEC level 3 in Construction and the Built Environment.</p> <p>Possible progression onto an advance level in construction / facilities management.</p> <p>Apprentices must show commitment to the following:</p> <ul style="list-style-type: none"> • To achieve apprenticeship standard within the specified time frame • Attend the apprenticeship induction programme • Attend all of the training sessions for the programme whenever necessary • Undertake any other required development work as part of the apprenticeship programme as requested • Any other duties as deemed appropriate by senior staff. <p>Apprenticeship start throughout the year and are open to any age of candidate.</p>



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	It is important that qualifications are listed on your application no matter what the grade, as your application is sifted and sent to the employer based on meeting the Employers Vacancy Criteria.
Hours Per week	These to include college hours: 37 per week
Working week & times (i.e Monday – Saturday 8:30am -5pm))	Monday to Thursday 08:30 – 17:00 Friday: 08:30 – 16:30
Wage	£166.50 per week
Possible Start Date	2 nd September 2019
Candidate Requirements	
Desired Skills Required	Attention to Detail, A good level of IT literacy – Use of Smart Phones, Tablet's, Laptops, Knowledge of Microsoft Office applications (Word, Excel, PowerPoint & Project etc.), Knowledge of AutoCAD and or Revit (Building Information Modelling), Full clean driving licence.
Desired Personal Qualities	Good communicator, Smart appearance, Strong work ethic, Team player, Positive attitude.
Desired Qualifications Required	Qualifications required: 5 GCSE Grade 4-9 (A-C) Maths & English are essential.
Additional Info	
Additional information	To apply please email your CV and a covering letter to training@t3-uk.com Follow us on Facebook for regular vacancy updates T3.traininganddevelopment