

Apprentice Vehicle Technician

Location: Various Partnership Garages	Profession: Central Transport
Reports to: Garage Section Manager/Department Manager	
People Management: No Assignment Management: No	
About the John Lewis Partnership <p>The Partnership is the UK's largest employee-owned business and home to our two well-loved retail brands - John Lewis & Partners and Waitrose & Partners, as well as expanding into new areas beyond retail.</p> <p>We aren't an ordinary business though. The Partnership is different because everyone who works here isn't just an employee. We are Partners, with a shared responsibility for our success, and we share the rewards when we're successful.</p> <p>Everything we do is powered by our unique purpose: Working in Partnership for a happier world. Our Purpose inspires our principles, drives our decisions and acts as our guide, so that everything we do contributes to Happier People, Happier Business and a Happier World.</p>	
Job description (critical purpose) <p>To learn and become skilled in commercial vehicle engineering. To obtain the appropriate qualifications and to help/work alongside skilled technicians in the repair and maintenance of the fleet. Carry out repairs under supervision as appropriate.</p>	
Primary Outcomes & Accountabilities <ul style="list-style-type: none"> ● To adhere to health and safety measures on site ● To ensure that work area is kept clean and tidy at all times ● To account for your own time, to be proactive and efficient when working within the workshop. ● To work as part of the team and assist others where required. ● Taking responsibility for their role within the apprenticeship as required; ensuring the opportunity is used to full potential to provide an appropriate skill base to a high standard. ● Attending college, learning the trade and obtaining the industry qualifications as appropriate. ● Carrying out repairs and maintenance on vehicles both with supervision and alone where appropriate. ● Ensuring all appropriate maintenance documentation is completed as appropriate. ● Ensuring the workplace is maintained with a clean and safe working environment. ● To ensure that all relevant inspection, service, job cards and defect documentation is filled in correctly and signed off accordingly. ● To obtain a full cat B (car) driving licence. Contribute to a safe working environment <ul style="list-style-type: none"> ● Apply health and safety management standards evenly and effectively across the department, thus creating and enabling 	Measures of success <ul style="list-style-type: none"> ● 100% attendance at work and college. ● When attending college and work, that Partnership behaviours are adhered to at all times. ● Feedback from relevant Stakeholders:- Technicians, Leading Technicians, SM and DM VMU. College Tutor and Training Provider ● Positive progress reports, meeting all the required standards at each Milestone. ● Passing each yearly gateway qualification to achieve the 3 year Apprenticeship. ● Demonstrate practical skills showing competency through the 3 years of learning. ● Cat B (car) driving licence achieved within the duration of the 3 year apprenticeship. <ul style="list-style-type: none"> ● Has completed ISI training, understands and demonstrates IS policy requirements

<p>a safe working environment and also meeting legislative requirements indicated by the products and/or equipment you work with.</p> <ul style="list-style-type: none"> ● Be aware of and adhere to all ISI policy <p>Personal</p> <ul style="list-style-type: none"> ● Develop and communicate ideas to all management levels to improve Partner survey scores ● Motivated to drive self development using all available resources to achieve success ● Maintain an active Personal Development Plan (PDP) to achieve your agreed objectives, both 'business' and 'Personal' ● Mentor peers to ensure that best practice is shared ● Participate fully in branch and Partnership's unique co-ownership culture, embracing the Partnerships Commitments and demonstrating them in own behaviours ● Vocational licence is valid by taking ownership of licence and medical expiry dates ● Achievement of zero driving and working time directive ● Has completed ISI training, understand and demonstrates ISI policy requirements ● Mandatory training card up to date ● PArtner Opinion Survey improvement ● Appraisal rating ● Active Personal Development Plan (PDP) ● Personal Absence below 3% 	<ul style="list-style-type: none"> ● Mandatory training card up to date
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<p>Skills:</p> <ul style="list-style-type: none"> ● A proven interest in the commercial vehicle/automotive vehicle industry

<p>Qualifications & Experience</p> <p>Essential</p> <ul style="list-style-type: none"> ● English and Maths GCSE Grade C or Level 4 ● To obtain a full B class driving licence <p>Desirable</p> <ul style="list-style-type: none"> ● Good Level of ICT skills
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Version	Created/updated by	Date
2	Gary French	17/05/2023