

Job title: Apprentice Vehicle Workshop Technician

Core information

Location: Shop/site - Fenny Lock VMU	Lines of business or shared capability area:
Reports to: VMU Section Manager	
People Management: No Assignment Management: No	
Partnership Level: Partnership level 10	Manager's Partnership level: Partnership level 8
Number of direct reports: 0	Partnership level(s) of direct reports: N/A

About the John Lewis Partnership

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.

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.

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.

Critical purpose of the role:

To learn and become skilled in commercial vehicle engineering. To obtain the appropriate qualifications and to help/work along-side skilled technicians in the repair and maintenance of the fleet. Carry out repairs under supervision as appropriate.

Accountability

- 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 own time, to be pro active 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 - Carry out repairs and maintenance on vehicles both with supervision and alone where appropriate - Ensuring all appropriate maintenance documentation is completed as appropriate. - Ensuring the workshop is maintained with a clean and safe working environment.
- To ensure that all relevant inspection/service, job cards and defect documentation is filled out correctly and signed off accordingly.
- To obtain a full cat B (car) driving licence.

Measure

- 100% attendance at work and college
- When attending college and work that Partnership behaviours and adhered too.
- Feedback from relevant stakeholders: Technicians, leading technicians, SM and DM VMU. College Tutor and training provider. College tutor and training provider.
- Positive progress reports, meeting all the required standards at each milestone.
- Passing each yearly gateway qualifications 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.

Skills

- Experience in dealing with Health and Safety and Transport Legislation
- Demonstrated the ability to manage and lead engineering/industrial teams
- A proven background in commercial vehicle repairs and Maintenance

Qualifications & Experience (where applicable)

Essential

- English and Maths GCSE grade C or level 4
- A proven interest in the commercial vehicle industry

Desirable

- Good level of ICT skills
- To obtain a full B class driving licence

Version	Created/updated by	Date
Version 1	Steven O'Connor	09/4/25

