

Job title: Apprentice Vehicle Bodyshop Technician

### Core information

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| Location: Shop/site ▾                     | Lines of business or shared capability area:       |
| Reports to: Section Manager Bodyshop      |  |
| 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: None ▾     |

### 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

A motor vehicle Vehicle Body Repair Technician repairs all elements of a vehicle after it has sustained some type of collision damage. These range from small damage through to heavily impacted types of damage requiring complex and detailed repair or replacement of major structural elements of the vehicle.

**You will work closely with mentors and supervisors to learn all aspects of body repair, including refitting body panels and trims, welding and body alignment.**

### Primary Outcomes & Accountabilities

- To adhere to health and safety measures on site.
- To ensure that the 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.

### Measures of success

- 100% attendance at work and college.
- When attending college and work, Partnership behaviours are adhered to.
- Feedback from relevant stakeholders - Technicians, ASM's, SM and DM VMU. College Tutor and Training Provider.
- Positive progress reports, meeting all the required standards at each Block and



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| <ul style="list-style-type: none"> <li>• Taking responsibility for their role within the apprenticeship as required, ensuring that the opportunity is used to its full potential to provide an appropriate skill base to a high standard.</li> <li>• Attending college, learning the trade and obtaining the industry qualifications as appropriate.</li> <li>• Carrying out repairs and maintenance on vehicles both with supervision and alone where appropriate.</li> <li>• Ensuring all appropriate maintenance documentation is completed.</li> <li>• Ensuring that the workplace is maintained to a clean and safe working environment.</li> <li>• To ensure that all the relevant inspection / service, job cards and defect documents are filled in correctly and signed off.</li> <li>• To obtain a full Cat B ( ca) driving licence</li> </ul> | <p>milestones.</p> <ul style="list-style-type: none"> <li>• Passing each yearly gateway qualifications to achieve the 3 year Apprenticeship.</li> <li>• Demonstrate practical skills showing competency through the 3 year of learning.</li> <li>• Cat B ( Car ) driving licence achieved within the duration of the 3 year apprenticeship.</li> <li>• Mandatory training up to date.</li> <li>• Appraisal rating</li> <li>• Active Personal development plan</li> <li>• Personal absence &gt;3%</li> </ul> |
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| <p><b>Skills</b></p> <ul style="list-style-type: none"> <li>• A proven interest in the commercial vehicle / vehicle industry</li> </ul> |
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| <p><b>Qualifications &amp; Experience (where applicable)</b></p>   |
| <p>Essential</p> <ul style="list-style-type: none"> <li>• English and Maths GCSE grade C or Level 4</li> <li>• To obtain a full B class driving licence</li> </ul> |
| <p>Desirable</p> <ul style="list-style-type: none"> <li>• Good interpersonal and IT skills</li> </ul>  |

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| <p>Version Version 1.0</p> | <p>Created/updated by Chris Powell</p> | <p>Date: April 2024</p> |
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