

## EMPLOYMENT ACADEMY JOB DESCRIPTION

### 12 MONTH FIXED TERM CONTRACT

***THIS ROLE IS ONLY OPEN TO UNEMPLOYED CLWYDALYN RESIDENTS***

Job Title:	<b>Trainee Site Labourer – Fixed Term Contract for up to 12 Months</b>
Team:	<b>Construction- Glasdir Ruthin</b>
Reporting To:	<b>Site Manager</b>
Salary:	<b>National Minimum / Living Wage</b>
Hours of Work:	<b>Monday-Friday 7:30am – 5:00pm</b>

#### ***General Description / Overview:***

General work assisting the site supervisor including site preparation and clearance, and maintaining general site tidiness and assisting as directed.

#### ***The Employment Academy:***

***The Employment Academy offers up to 12 months paid employment to unemployed residents of ClwydAlyn. As part of the Academy the post holder will receive:***

- On the job support and training
- Formal qualifications including Employability training.
- Paid employment for up to 12 months
- Support of a Mentor
- Assistance to secure employment at the end of the contract

***As part of the Employment Academy, the post holder will be expected to:***

- Attend work every day on time
- Undertake all training as stated on the job description
- Attend suitable work placements with other companies
- Attend regular sessions with your Mentor to discuss progress
- Commit to applying for employment opportunities towards the end of the fixed term contract

***To demonstrate your suitability for this role, you may be asked questions on the following at interview:***

- Awareness of Health and Safety practices
- Ability to work flexibly
- Ability to meet deadlines and work to tight schedules
- Ability to follow instructions and procedures
- Willingness and commitment to learn and develop
- Ability to work in a team
- Fit and able to carry out manual handling labouring activities

#### ***Key Tasks:***

- Maintaining site tidiness at all times
- Assisting site supervisor
- Handle and transport construction materials and equipment.
- Follow instructions from supervisors to perform manual labour tasks (digging, stacking up goods)
- Report issues with equipment or unsafe conditions.
- With support, to make sure all Health and Safety policies and procedures are followed at all times, raising any safety concerns immediately.
- To follow Health and Safety rules at all times making sure the appropriate PPE is always worn

**Other:**

Work is very physical, requiring regular lifting and carrying. Work also requires the operation of hand power tools. The role is site based. Where safe to do so, you will be expected to work on site, outside in all weathers.

**Training Provided:**

- Manual Handling
- First Aid at Work
- Working at Heights
- Safeguarding
- Equality & Diversity

The post holder will be supported to gain the above qualifications during the fixed term contract.

**Creating Enterprise is committed to Equality and Diversity in our activities.**