



ROLE PROFILE

JOB TITLE: Fire Safety Apprentice

REPORTING TO: Fire Safety Lead

TEAM: Safe Homes Team

JOB OVERVIEW

To provide safe and well-maintained homes.

ABOUT FORHOUSING AND THIS ROLE



Respect



Trust



Openness



Passion

With tenants at the core of everything we do our values shine through and drive our behaviour.

ABOUT FORHOUSING

Everything we do aims to positively impact the lives of our social housing tenants and deliver on what matters to them and their communities.

By listening to tenants and keeping them at the heart of all we do, we provide safe, well maintained, sustainable homes and deliver customer focused, equitable and efficient services. And we always want to do better.

Through our tenant focused, inclusive and agile culture, ForHousing is a place where everyone can thrive and be themselves.

ABOUT THE ROLE

You'll work to positively impact tenants and their communities by:

- Being an integral member of the team and support the Fire Safety Lead by ensuring that all current legislative requirements are met with respect to fire safety.





- Working in a customer focused environment and supporting customers with fire safety concerns.
- Supporting with administrative duties including raising repairs, purchase orders, invoices and overseeing our fire safety inbox.
- Working alongside the fire safety team with the completion of Fire Risk Assessments and monitoring associated actions.
- Keeping out fire safety systems up to date and support the Fire Safety Lead with the required reports.
- Undertaking any duties within your skills and capabilities which ForHousing considers necessary to meet business needs.
- Working towards gaining a recognised qualification during your apprenticeship.

WHAT WE ALL NEED TO DO

- Things can change so we may ask you to carry out other duties to make sure we continue to meet organisation and people needs. We'll consult you first and always make sure any different duties are in line with your post and salary
- Our strategic Outcomes are the things we aim to deliver together through our strategies. You will play an important part in what we will achieve. We encourage you to find new or improved ways of working to help make good things happen every day
- You'll help make sure we continue to maintain and even exceed expectations, performance, and compliance standards. At the same time you'll seek best value for money in every part of the job
- If you access commercially sensitive or personal information that may be covered by the Data Protection Act you must maintain confidentiality in line with our policies and procedures. Let your manager know if you aren't clear about anything
- We thrive in an inclusive environment, where everyone is valued. You'll need to familiarise yourself with our equity, diversity and inclusion policies, to help make sure we deliver a person focused service
- Compliance on all aspects of health, safety and welfare for all staff and customers is paramount to how we work together.
- You'll need to carry out any personal development activities which will support you in your job and help you continually innovate and reach your full potential
- From time to time you may need to undertake other tasks commensurate with your role.

Person Specification:

Assessment Key: AF = Application Form | I = Interview | T = Test/Assessment | QC = Qualification Certificate





AREA	REQUIREMENT (All criteria are essential unless defined as desirable)	ASSESSED BY:
Qualifications and Training	<ul style="list-style-type: none"> • Minimum of 2 GCSE grades A to C or equivalent, to include Maths and English. • A positive approach to completing relevant courses and qualifications. • Some understanding of the importance of Health and Safety in both the workplace and residential properties (training will be provided.) 	<p>QC</p> <p>AF/I</p> <p>AF/I</p>
Experience, knowledge, skills and qualities	<ul style="list-style-type: none"> • Previous experience of working within a similar field (desirable but not essential.) • Customer service skills and wiliness to learn. 	<p>AF/I</p> <p>AF/I</p>
Skills and abilities	<ul style="list-style-type: none"> • Ability to work in a positive and helpful manner to deliver services and to carry out all duties professionally and efficiently. • Must be able to prioritise workloads, to meet deadlines and ensure that all objectives are met. • Able to keep records up to date (training to be provided.) • Able to work in an organised and methodical way in a demanding environment. 	<p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p>
Personal qualities	<ul style="list-style-type: none"> • Able to travel between ForHousing locations as required. • Ability and willingness to attend evening meetings as required. • Flexibility – occasionally working hours might be changed, to meet business needs (Desirable.) • Punctuality. • Patience. • Reliability. • Trustworthiness. 	<p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p>

