

## Role Profile – The What, The Where, The How

<b>POSITION</b>	Apprentice Roofer		
<b>TEAM</b>	CSL	<b>LOCATION</b>	CSL
<b>VERSION</b>	1	<b>LAST UPDATED</b>	July 2024

### THE PURPOSE OF THIS ROLE IS TO

To assist with laboring activities within the trade, working with experienced operatives on the replacement roofing program and to attain the required knowledge, skills and attitude to obtain a NVQ level 2 in roofing

## Specific Accountabilities – The Brass Tacks

In the role, day to day, you'll be responsible for:

1. All duties relating to roofing replacements on the planned roofing program.
2. Ensuring works are carried out in the most cost-effective and efficient manner.
3. Attending college (one week per month at St. Austell college) to learn the roofing trade through practical tasks and theory lessons, also to complete a portfolio of evidence in the workplace and receive assessment visits from a qualified assessor.
4. The care and condition of company vehicles and equipment in accordance with relevant policies.
5. Any other duties consistent with the grade and general responsibilities of the post, as may be required from time to time by nature of changes to the business or the need to develop new streams of work.

## Person Specification – The Who

### PERSONAL SKILLS AND QUALITIES

At Coastline we are more concerned with how you work and what you bring to the role over formal qualifications or criteria. Specifically, what we're looking for is someone who:

- Demonstrates behaviours in accordance with Coastline's values:
  - Put our customers first
  - Be open, honest and accountable
  - Value each other
  - Strive to be the best
- Work effectively, both independently and as part of a team; be self-motivated, dependable and conscientious, flexible and adaptive, and be prepared to work overtime as required
- Has a clean and tidy work ethic
- Evidence of a sound level of education including math's and English GCSE at grade 5 or equivalent
- Has basic IT knowledge and experience
- Experience of working in a customer-focused environment and in a team
- Has a satisfactory basic DBS check.

#### **Some experience in the following would be an advantage:**

- A full driving licence
- Health and safety training and an understanding of health and safety at work policy and practices
- An IT qualification
- Local housing knowledge and an understanding of social housing
- Use of plant equipment and tools

## General Obligations – For All Of Us

1. Represent the company positively with all external agencies.
2. Service and support the company as requested.
3. Establish, develop and maintain effective working relationships with all work colleagues.
4. Ensure compliance with the company's health and safety policies and procedures.
5. Continually promote equal opportunities and customer care in full compliance with the company's policy and standards.

## REPORTING

- Reports to the roofing supervisor

## CONTACTS

### Internal

- All staff across the company

### External

- Customers, suppliers and contractors

