

<b>Job title</b>	Fire, Emergency & Security Apprentice	<b>Date</b> xxx
<b>Reports to (title)</b>		
<b>Contract/Department</b>		<b>Revision</b> xxx
<b>Location</b>		

## Job purpose

Describe the overall purpose of the job in two or three sentences.

We are seeking a motivated and reliable Fire and Security Apprentice to join our team. In this role, you will support our experienced technicians in delivering installation, maintenance, and repair services for fire and security systems across various sites.

You'll gain valuable hands-on experience working with fire alarms, security alarms, CCTV, access control, and related systems, while completing a Level 3 Fire and Security Systems Technician Apprenticeship, a nationally recognised qualification.

## Duties/responsibilities/accountabilities/deliverables

List the main aspects of the job, with an emphasis on duties and responsibilities for junior roles, and accountabilities and deliverables for more senior roles.

- Installation & maintenance of Fire Alarm and Security Systems
- Assist with the installation of fire alarm, security alarm, CCTV, and access control systems.
- Support routine maintenance and testing of fire and security equipment to ensure compliance with industry standards.
- Reactive & preventative maintenance
- Help troubleshoot and repair faults in fire and security systems under supervision.
- Read and interpret technical drawings, wiring diagrams, and system specifications.
- Maintain accurate records of work carried out and equipment status.
- Ensure compliance with health and safety regulations on all site visits and installations.
- Communicate effectively with team members, supervisors, and clients, demonstrating professionalism and a commitment to customer service.
- Attend off-the-job training (e.g., college, technical training provider) as part of your apprenticeship programme.

- Support the company's goals by carrying out any other reasonable tasks as requested by the line manager.

## Resource responsibilities

Indicate the typical number of direct reports, financial responsibility, control over subcontractors and any responsibility for assets, systems or outsourced services.

## Person specification

Describe the knowledge, skills, qualifications, personality and experience required for the job.

- GCSE (or equivalent) in English and Mathematics at Grade C/4 or above.
- Good problem-solving and practical skills
- Ability to follow written and verbal instructions
- Basic IT skills, including the use of mobile apps or digital documentation
- Good time management skills
- Ability to work on own initiative, but understand level of responsibility within the team
- Excellent communication skills
- Ability to interact with a wide range of people
- Ability to prioritise work and manage a number of tasks concurrently
- Be highly self-motivated
- Able to work well with others and accept guidance and feedback
- Willing to Travel

## Other factors relevant to the job

Enter any additional information which the job holder would need to know, for example: requirement for UK-wide travel, shift patterns, night working, call outs etc.

This role offers the opportunity to undertake a Level 3 Fire Emergency and Security Systems Technician Apprenticeship, a nationally recognised qualification that combines paid, hands-on work experience with structured learning and assessment.

The apprenticeship typically takes approximately 36 months to complete and is designed to equip apprentices with the knowledge, skills, and behaviours required to become competent fire emergency and security systems technicians. It includes both on-the-job training and off-the-job study at college, apprentices attend 15 week-long blocks over the course of three years.

Key Components of the Apprenticeship:

Core Knowledge:

- Principles of fire detection, alarm, and emergency systems
- Fundamentals of security systems including intruder alarms, CCTV, and access control
- Relevant health, safety, and environmental regulations and best practices
- Understanding of electrical principles applicable to fire and security installations
- Awareness of industry standards and compliance requirements (e.g., BS 5839, BS 6266)
- Customer service and effective communication skills

Practical Skills:

- Installation, maintenance, testing, and repair of fire detection and emergency lighting systems
- Installation and servicing of security systems such as intruder alarms, CCTV, and access control
- Reading and interpreting technical drawings, wiring diagrams, and system specifications
- Safely using hand tools, power tools, and testing equipment relevant to the trade
- Fault diagnosis and troubleshooting of fire and security systems
- Preparing and maintaining work areas and reporting on job progress and issues

Behaviours:

- Demonstrating reliability, integrity, and a strong work ethic
- Maintaining high attention to detail and a commitment to quality workmanship
- Showing enthusiasm to learn and adapt to evolving technologies and tasks
- Working effectively as part of a team and following supervisory instructions
- Taking responsibility for health and safety compliance on site

# Job Description

<b>Line Manager Signature</b>	
<b>Print Name</b>	
<b>Date</b>	

<b>Job Holder Signature</b>	
<b>Print Name</b>	
<b>Date</b>	

<i>FOR HR USE ONLY:</i>					
<i>Job Grade</i>		<i>EMCOR Competency Level</i>		<i>Training Profile UTC</i>	