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| Job title | Electrical Apprentice | Date Aug 2025 |
| Reports to (title) | Site Supervisor |  |
| Contract/Department | Sierra | Revision 1 |
| Location | North East |  |

Job purpose

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

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| We are seeking a motivated and reliable Electrical Apprentice to join our team. In this role, you will support our experienced electricians in delivering practical electrical solutions across a variety of projects. You’ll gain valuable hands-on experience in the installation, maintenance, and repair of electrical systems, while completing a Level 3 Installation or Maintenance Electrician 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.

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| * Assist qualified electricians with the installation, testing, maintenance, and repair of electrical wiring, systems, equipment, and fixtures in residential, commercial, or industrial environments.
* Support the assembly, installation, and connection of electrical components such as panels, lighting systems, outlets, circuit breakers, transformers, and appliances.
* Measure, cut, and bend wire and conduit accurately using appropriate hand and power tools.
* Read and interpret technical documents, including blueprints, schematics, wiring diagrams, and job specifications.
* Help diagnose and troubleshoot malfunctioning electrical systems and components using test equipment to locate faults and support effective repairs.
* Assist in inspecting electrical systems and components to identify hazards, defects, or the need for adjustments and ensure compliance with applicable codes and regulations.
* Test electrical systems and circuits to verify continuity, compatibility, and safety.
* Learn and apply local, state, and national electrical codes, as well as health and safety regulations.
* Maintain tools, equipment, and work areas in a clean, organized, and safe condition.
* Record accurate and detailed job completion documentation, including photographs, for handover and compliance purposes.
* Contribute to general site duties, including labouring, tidying, and assisting with project logistics as required.
* Ensure all tasks are carried out to the highest standard, in alignment with company values and quality expectations.
* 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.
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Resource responsibilities

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

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| * Management of personal and company tooling and resources required for work activity.
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Person specification

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

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| * 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
* Personable and approachable.
* A team player with the ability to work from their own initiative.
* The ability to attain and retain security clearance to DV level.
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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.

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| Appointment is subject to passing a colour vision testThis role offers the opportunity to undertake a Level 3 Installation or Maintenance Electrician Apprenticeship, a nationally recognised qualification that combines paid, hands-on work experience with structured learning and assessment.The apprenticeship typically takes approx. 4 years to complete and is designed to equip apprentices with the knowledge, skills, and behaviours required to become a fully qualified electrician. It includes both on-the-job training and off-the-job study at college,. 1 day a week.Key Components of the Apprenticeship:Core Knowledge:* Electrical principles, wiring systems, and installation techniques
* Health, safety, and environmental practices
* Electrical science and fault diagnosis
* Regulations, including the IET Wiring Regulations (BS 7671)
* Customer service and communication skills

Practical Skills:* Installing, testing, maintaining, and repairing electrical systems
* Using hand tools and power tools safely and effectively
* Reading technical drawings, plans, and specifications
* Working on a variety of systems, such as lighting, power, fire alarms, and data networks

Behaviours:* Reliability, integrity, and a strong work ethic
* Attention to detail and commitment to quality
* Willingness to learn and adapt
* Ability to work as part of a team and follow instructions
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| Line ManagerSignature |  |
| Print Name |  |
| Date |  |

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| Job HolderSignature |  |
| Print Name |  |
| Date |  |

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| *FOR HR USE ONLY:* |
| *Job Grade* |  | *EMCOR Competency Level* |  | *Training Profile UTC* |  |