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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. |

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. |

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. |

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 test  This 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 Manager  Signature |  |
| Print Name |  |
| Date |  |

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| Job Holder  Signature |  |
| Print Name |  |
| Date |  |

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