



JOB TITLE:	Workshop Apprentice
SALARY GRADE:	Dependent on age as per JNC Craft Pay Rate 2024 Up to £380.34 per week during first year; increasing annually throughout apprenticeship up to £451.65 per week in fourth year.
DIRECTORATE:	Operational Preparedness
TEAM:	Workshops
LOCATION OF WORK:	Workshops Vesty Business Park
HOURS OF WORK:	35
DIRECTLY RESPONSIBLE TO:	Workshop Manager
LEADERSHIP BEHAVIOUR LEVEL:	LEADING YOURSELF

MAIN JOB PURPOSE

The apprentice will undertake a 4 year vehicle workshop apprenticeship. The apprenticeship will involve assisting in the maintenance, testing, repair and provision of Service Vehicles.

It is essential that the Apprentice maintains regular attendance at College, pass their College Training Course every academic year, keep their training portfolio fully up to date and must retain their place on the College Training Course.

The post holder will be committed to, encourage and promote the values of MFRS, the National Core Code of Ethics for Fire & Rescue Services, and act in accordance with our Ground Rules.

KEY AREAS OF RESPONSIBILITY

To work towards reaching the skills, abilities and qualifications to be able to carry out the following work to a high standard and maintaining the Authority's assets in a safe and responsible manner:

1. Maintain, test, service and repair a range of Service Vehicles.
2. Diagnose and rectify vehicle engine and chassis systems and their component faults.
3. Diagnose and rectify auxiliary equipment and vehicle electrical faults.
4. Diagnose and rectify vehicle transmission and driveline units and components.
5. Diagnose and rectify hydraulic systems.
6. Maintain operational readiness in the provision of Service vehicles by undertaking, where appropriate, the repair and servicing of Service vehicles equipment.
7. Request, receive and fitting of parts for the equipment undergoing repair.
8. To liaise with external stakeholders/partners for the repair and servicing of service vehicles.
9. To maintain and ensure the cleanliness of tools and equipment.
10. To ensure good housekeeping.
11. Complete all service sheets and job cards correctly both electronically and paper based.

VALUES, BEHAVIOURS AND CODE OF ETHICS

As detailed in the Authority's CRMP, the Leadership Message clearly states our Values.

We serve with **Courage**

- By never settling for the status quo
- By being decisive and calm under pressure
- By having determination to see things through
- By being prepared to fail
- By celebrating diversity and being open to new opportunities and challenges
- By setting high standards and not being embarrassed for doing so
- By challenging ourselves to be better

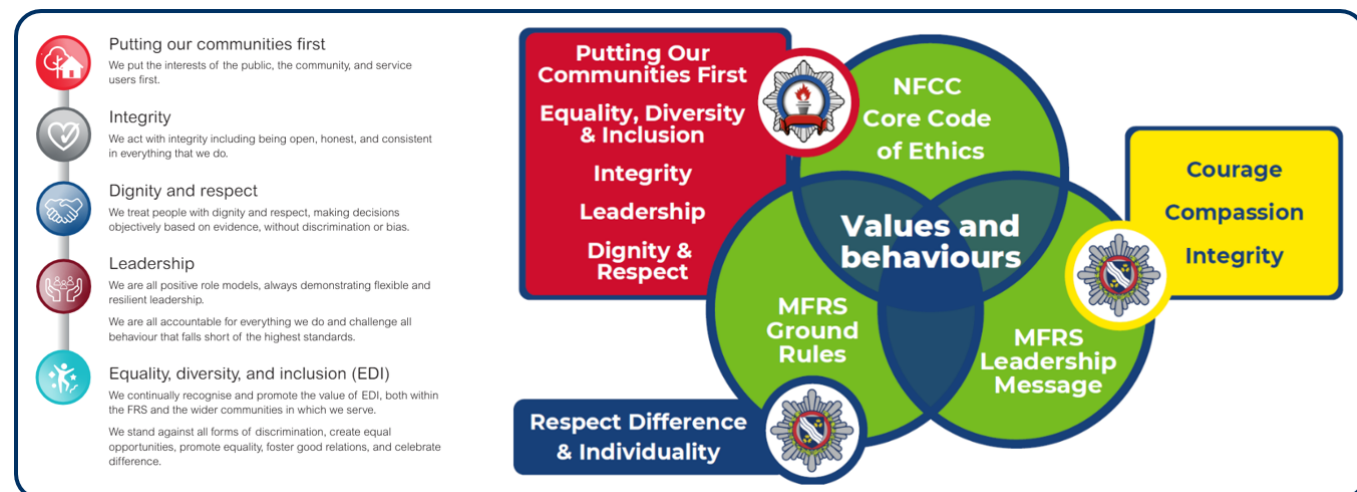
We serve with **Integrity**

- By doing the right thing even when it is hard or no one is looking
- By leading by example
- By standing up for what matters
- By being open, honest and fair
- By making decisions based on facts
- By explaining the why
- By being consistent
- By always doing what we say we are going to do

We serve with **Compassion**

- By acting with empathy and kindness
- By actively listening - hearing what is being said
- By going the extra mile to help
- By looking after and supporting each other, noticing what is going on for people
- By recognising each other's contribution
- By creating a sense of belonging
- By embracing and understanding difference

The National Core Code of Ethics for Fire & Rescue Services sets out five Key Principles, which provide a basis for promoting good behaviour and challenging inappropriate behaviour. The code is complemented by MFRA's Ground Rules, which outlines how we welcome difference and individuality, create a sense of belonging in the most inclusive way and provide some key, simple rules surrounding how we act.



LEADERSHIP BEHAVIOURS

LEADING YOURSELF

Personal Impact	I demonstrate Service values and behaviours.	I value inclusion and set a positive example to others.	I reflect on my own strengths and see the strengths of others (using colours).
Outstanding Leadership	I am an ambassador for the Service, taking pride and responsibility for the work we do and encouraging others to do the same.	I take responsibility and accountability for the quality of my own work.	I role model proactively, learning new skills and behaviours.
Service Delivery	I find out about my local community risks & associated behaviours to ensure we are offering the best service.	I plan ahead and prioritise my work, managing my time effectively to get things done.	I work to foster trust with others & build constructive working relationships to achieve goals.
Org. Effectiveness	I know what the key organisational goals are and how I contribute.	I work within the organisation's policies, procedures and processes.	I continuously seek to improve my performance & share my ideas.

Date job profile prepared / revised:

25.06.26

MERSEYSIDE FIRE & RESCUE SERVICE

PERSON SPECIFICATION



Job Title:	Workshop Apprentice	Team:	Workshops
Salary:	<p>Dependent on age as per JNC Craft Pay Rate 2016-18</p> <p>Upto £380.34 per week during first year; increasing annually throughout apprenticeship upto £451.65 per week in fourth year.</p>	Directorate:	Operational Preparedness

	QUALIFICATIONS & TRAINING	ESSENTIAL/DESIRABLE	ASSESSED BY
	Be at least 16 years of age and not in full time education	E	A & I
	Have GCSE grades 4-9, (A-C or equivalent) in English and Maths	D	A & I
	Be prepared to undertake relevant apprenticeship qualification in award of a Heavy Vehicle Service & Maintenance Technician Level 4.	E	A & I
	KNOWLEDGE & EXPERIENCE	ESSENTIAL/DESIRABLE	ASSESSED BY
	Demonstrate good communication skills with the ability to liaise at all levels	E	A & I
	Work on own initiative and effectively as part of a team	E	A & I
	Flexibility to undertake a wide range of tasks	E	A & I
	Ability to work under pressure	E	A & I
	Possess excellent accuracy and numeracy skills	E	A & I
	Awareness and understanding of Health and Safety requirements	E	A & I
	High level of attention to detail with a clear positive attitude to work	E	A & I
	Demonstrate attention to detail	E	A & I
	Maintain accurate records	E	A & I
	SKILLS & ABILITIES	ESSENTIAL/DESIRABLE	ASSESSED BY
	Computer literate	E	I
	Work outdoors	E	A & I
	Work at height	E	I
	Meet the physical requirements of the role	E	A & I
	Work in confined spaces	E	I
	WORK RELATED CIRCUMSTANCES	ESSENTIAL/DESIRABLE	ASSESSED BY
	A commitment to model our values and behaviours; promoting a culture which embraces collaboration, inclusivity, high performance and wellbeing, striving to make a real difference to the communities we serve.	E	A & I
	Meet the medical and fitness standard required for the role	E	MFRS
	Basic Disclosure Barring Service check (verification of unspent criminal records will be undertaken in the in the form of a basic disclosure check)	E	MFRS

A	Application	I	Interview	PD	Produce Documentation	MFRS	If successful & conditionally offered the role, MFRS will complete
----------	-------------	----------	-----------	-----------	-----------------------	-------------	--