

Information for prospective employees

Vacancy – Review Team Administrator Apprenticeship



About our organisation

Gloucestershire Engineering Training has been providing work-based learning in engineering for 40 years. We train apprentices in Mechanical, Electrical, Maintenance, Welding & Fabrication and also offer a dual skill programme for those employers who require multi-skilled individuals.

We are the only training facility in the County that is run by the Manufacturing & Engineering industry for the Engineering Industry. We currently provide training services to the biggest engineering and manufacturing organisations within Gloucestershire across a diverse range of engineering specialisms from aeronautical to intelligent communication systems; from the production of drill bits to credit cards.

We provide learners with the basic underpinning knowledge and skills required across all facets of engineering within their first year of training, and then focus on their chosen career pathway or specialism once the learners have returned to their employer's premises.

Our vision is to be the hub of Engineering Training Expertise in the county and we strongly believe that this cannot be achieved without high quality and dedicated members of staff.

We currently employ 60 members of staff out of our purpose built training facility on Corinium Avenue in Barnwood, Gloucester.



About the role

We are looking for a bright, personable and enthusiastic individual who is looking for an opportunity to kickstart their career with us here at GET. We will support and develop your administrative and business skills so that you become a key member of our team.

All our previous apprentices have gone on to develop further into different roles within the company with great results

You will be supported in the completion of an appropriate apprenticeship route and a permanent job will be available at the end of the apprenticeship for the correct candidate



Terms and Conditions

Hours of Work

Normal days and hours of work are 36.25 per week. These are based on Monday to Thursday 0800hrs – 1615hrs, with an early finish on a Friday 0800hrs – 1315hrs.

Location

Our purpose built training facility is based on Corinium Avenue in Barnwood, Gloucester, within easy reach of the main road networks. GL4 3HX. There is free staff parking on site.

Payment of Salary

Salary is paid on, or around the 25th of each month, for the current calendar month.

Probationary Period

All staff are subject to a 6 month probationary period during which your manager will assess and review your work performance.

Contract of Employment/Handbook/Policies

You will be issued with an employment contract, handbook and policies which provide the main details of your terms and conditions of employment.

Code of Conduct

Employees are required to work within GET's Values and Principles and comply with the requirements set out under the company's policies on Safeguarding and Dignity at Work.

Identity Check/Disclosure and Barring Service Check

All employees over 18 are required to provide us with documentation proving eligibility to work in the UK. In addition all staff are required to undergo an enhanced check from the Disclosure and Barring Service, due to the nature of the work we carry out – to ensure there are no criminal convictions which would prevent you from working with children. Once an offer of employment is made you will be sent a link to enter your details online, and will need to provide us with original evidence of your identity. GET appreciates your cooperation with this process and asks that you complete the online forms swiftly after receiving the link – as well as providing us with the DBS certificate details as soon as you receive it.



Benefits

Annual Leave

Employees are entitled to 5.6 weeks holiday per annum, in addition to public/bank holidays, with the holiday year running from 1st September each year. Three of these days are used for the closure of the site between Christmas and New Year.

Additional service-related holiday is added to an employee's basic holiday entitlement at 1 day's holiday for every 5 years of service up to a total of 5 additional days (at 25 years service).

Certain staff are eligible to sell back or buy an additional weeks holiday.

Holidays are booked in hours. Part time staff will have their holiday pro-rata'd.

Birthday Leave

In addition to annual leave, all staff who have completed their probationary period receive a day off for their birthday.

Parking

There is free staff parking at the centre.

Pension Scheme

Eligible employees will be automatically enrolled into the Company pension scheme after 3 months service. The Defined Contribution scheme, currently run by Royal London on behalf of GET, requires a contribution of 5% of the employee's gross annual salary net of tax, with GET matching this 5% of the employee's gross salary.

Life Assurance

The company runs a non-contributory Life Assurance scheme for all eligible employees. The scheme pays out 3 x Annual Salary.

Occupational Sick Pay

GET operates an occupational sick pay scheme which aims to support individuals who are unable to work due to ill health. Subject to compliance with the policy, eligible staff may receive payment of up to 12 weeks full pay and 8 weeks half pay.

Uniform

Staff are able to spend an annual allowance on GET logo'd uniform, which is optional to wear whilst at work. Certain customer-facing roles are provided with additional amount of uniform on commencement.



