
Job Specification

Job Role: **Mechanical Engineering Apprentice**

Location: Sainsbury Welcome Centre, 25 Howland Street, London, W1T 4JG and local University College London sites

Hours: Monday to Friday, 8am to 5pm

Duration: Permanent for 36 months

Manager: Artic Contract Manager, Larry Weller and SWC, Doug Ward

Salary: Starting salary £21,000.00 per annum

Who we are:

Artic Building Services Ltd: We are an established and recognised leader within the Mechanical & Engineering and Facilities Management sector. Via our standards and reputation within this industry we have successfully attained a solid foundation of varied blue-chip clients both commercial and public i.e. British Medical Association, University College London and South London and Maudsley NHS Foundation Trust. Our Technical and supervisory team have over 200 years of HVAC & Electrical industry experience to offer apprentices in their professional development. In the 10 years of the scheme, forty engineers have been prepared for a career in FM engineering and whilst the majority are still with us, we have also fed many others into other industry companies specialising in combustion engineering with domestic gas companies and various engineering roles with major end users in the education and healthcare sectors.

Sainsbury Wellcome Centre (SWC): is located with University College London (UCL) and is a scientific research centre for the purpose of learning and investigating human brain processes. The modern building has seven floors which requires plant rooms housing extensive M&E systems. The building includes four laboratory quadrants, manufacturing facilities, IT/electronics workshops, microscopy rooms and biological research facilities. There are offices, kitchens, roof gardens, a brasserie and a delivery bay. The building includes a combined heating and power system; steam generating boilers for humidity control and sterilisation; LTHW for heating / temperature management; air handling; water softening; and fire suppression. The systems are advanced and managed through a building management system (BMS). It is crucial as it controls the conditions for animal research.

Apprenticeship overview:

During your apprenticeship you will provide efficient and responsive support to the Artic engineering team on site at SWC associated to core mechanical plant and maintenance services. All works attended will be directed via the team with supervision. Any works undertaken on site will have focused synergy to the applicable apprentice course. You will primarily be based at SWC with some projects across the wider UCL campus. You will undertake a range of engineering activities and be exposed to different aspects of the project lifecycle, developing your knowledge, skills and behaviours in order to complete a City & Guilds or CITB qualification relevant to your current career path. Whether you are at the beginning or part way through a course we will support you in starting a new course or developing to the next level.

Responsibilities and Duties:

- Being an integral part of the Artic team specialising in technical services.
- Gain experience and understanding of core Health and Safety processes and protocols within required working environments
- Carry out scheduled maintenance tasks on applicable Mechanical plant
- Carry out service and cleaning on units with supervision
- Support with any changing of parts or remedial works with supervision
- Complete all relevant job tasks on handheld PDA device including Risk Assessments
- Write up and provide Further works reports where required
- Liaise with the client concerning work completed and any further works required
- Update contract managers with relevant client or site information
- Inform administrator of any site or plant changes / site plant asset management
- Collecting parts from supplier or head office where applicable
- Provide weekly timesheet to office on a Monday

Vocational training

- You will be required to attend vocational training; this may take place on site or at a training facility, leading to City & Guilds or CITB qualifications relevant to your current career path of choice.

Qualifications required:

- Minimum 4 GCSE's, Grade A*-C or 9-4, preferably in English and Maths

Skills required:

- Strong planning and organisational skills
- Possess a proactive and "can-do" attitude to all works and instructions.
- Communicate confidently and clearly with clients, suppliers and the team.
- Ability to effectively communicate and solve problems.
- Excellent punctuality and time management for completing tasks and qualification assessments.
- Good Microsoft Office ability for report writing with aptitude for learning new computer systems
- Flexible with supporting any out of hours works on site

How to apply:

- Please send your CV to amber.baker@articbuildingservices.com along with your availability and reason for applying (recommend word count 150 words). For informal enquiries email Amber Baker. All candidates will be notified of the outcome of their application.

Benefits:

- Artic benefits include: travel expense contribution, 28 days annual leave (incl. bank holidays), additional annual leave for length of service, android phone (work use only), 5 days sick leave (upon successful probation), Health Assured, wellbeing assistance programme (incl. 5 free counselling sessions).
- SWC benefits include a free daily hot lunch option on site.

Commitment to Equality, Diversity and Inclusion:

- We are committed to providing an equal opportunities workplace where all our staff feel welcome.

