

## Health & Safety Apprentice

**Fixed Term 2 years, Full Time, 38.75 hours, Monday to Friday  
8:45am to 5:30pm**

**Location: Rugby Head Office**

### **Your new Company:**

Häfele is an internationally trusted name supplying furniture fittings, ironmongery, and hardware to the trade. We are recognised for our extensive range and quality of product as well as our expertise in the industry and excellent customer service. At Häfele UK we believe our team members are our greatest asset, and our culture promotes development opportunities to help you reach your career goals. We offer comprehensive customer support through our best-in-class sales and support team, and we support the wellbeing of all team members through our Employee Assistance Programme, rewards and health scheme. We also run numerous company and charity initiatives throughout the year.

### **Your new role:**

We have a new exciting opportunity for a Health & Safety Apprentice to be part of the Health & Safety team at Häfele UK.

You will support, coordinate and advise the business on all aspects of Health and Safety. To establish and monitor standards, processes, communications, training and systems to ensure all responsibilities associated with Health and Safety within Häfele are adhered to. To coordinate and, in some cases lead, H&S improvement projects.

### **Key Responsibilities:**

- Supporting in processes such as contractor management, accident and incident investigation and risk assessment.
- Coordination of scheduled services and tasks e.g. DSE assessments, quarterly inspections, electrical testing, site surveys (noise, fire, microwaves).
- Ownership of improvement projects e.g. CoSHH assessments, PPE ordering, cross-departmental inspections.
- To ensure that all key performance indicators (KPI's) and /or objectives set with your Line Manager are performed effectively and within target and agreed parameters
- To adhere to the Company's policies and procedures and ensure that you respect and adhere to these with regards to health and safety, minimisation of waste, care of the environment, equality of opportunity and elimination of discrimination and unfair treatment
- Update and maintain health and safety records
- Monitor work areas for potential safety hazards and promptly report any issues and suggest to line manager how improvements could be made
- To undertake any other duties as may be required from time to time by your Line manager
- To attend the training providers site or meet with them at Häfele when required and pass all modules within the expected time frames
- To develop and grow skillset to assume greater responsibilities over an agreed period of time

## The apprenticeship:

We are offering a 2-year course where you will be working towards the SHE Technician Apprenticeship – Level 3. Upon completion learners will be able to join the Institution of Occupational Safety and Health (IOSH) at TechIOSH level. Training is a split between being with the training provider and learning in the workplace, on the job training will be carried out in the business alongside your senior colleagues who will coach and mentor you daily to help to gradually grow and develop your skillset

You will be required to travel to Hafele UK, Swift Valley Industrial Estate CV21 1RD to be able to complete on the job learning and to meet with your assessor.

During your apprenticeship you will be expected to build a portfolio to show your learning progress, which will display all your training and experience gained during your apprenticeship.

## Desired Skills

The successful candidate will need to be able to demonstrate a keen interest in Engineering and desire to fix things, these are equally as important as the academic requirements.

- A willingness to learn and work to appropriate health & safety standards and regulations
- GCSE English and Math Grade C or 4 and above
- A willingness to learn both in the business and at the training provider to ensure that best health & safety practices are carried out.
- Strong attention to detail and problem-solving skills
- Ability to prioritise and remain calm in difficult situations
- You are able to read, understand and communicate, interact and engage with people at all levels of the business
- You can follow a list of guidelines and instructions (verbal or written) to deliver results and meet deadlines
- You have a hands-on attitude, flexible, adaptable and proactive
- You seek and respond well to feedback

## What you'll get in return:

- Competitive starting salary - £20,400
- Annual Bonus **up to 3%**
- Benefits including:
  - Holiday of 23 days' basic + 8 bank holidays in a complete year, increasing to 28 days basic with our length of service programme
  - Healthcare – Westfield Health Cashplan scheme, access to money back on dental, optical, consultation, therapy treatments and wellbeing treatments, hospital treatment insurance, Employee Assistance Programme and Life Insurance
  - Discounts: Huge range of shopping and activity discounts available through Westfield Rewards
  - Pension Scheme
  - Stock Discounts
- Learning and Development opportunities
- Paid volunteering days

Annual leave would have to be taken outside of the training provider visits, to ensure that crucial learning isn't missed.

This is a **full-time, fixed term 2 year position**. **Core hours of work are 8:45am to 5:30pm, Monday to Friday, however, flexibility will be required for this role**. The role is being offered as site-based.

A job profile is available on request. Please send your current total remuneration package, CV and covering letter to the Recruitment Team at [recruitment@hafele.co.uk](mailto:recruitment@hafele.co.uk).

Shortlisting and interviews for this role will take place while the advert is live; the vacancy will be closed as soon as the successful candidate is appointed. Applicants are therefore encouraged to submit applications as soon as possible. We are committed to equal opportunities

At Häfele UK, we're proud to be a **Living Wage accredited employer**, demonstrating our commitment to fair pay and the wellbeing of our people. This means every member of our team earns a wage that meets the real cost of living – not just the government minimum – because we believe hard work deserves fair reward.

