



Apprenticeships Opportunities

Thursday 11 4 24

Level 2 Bricklaying Apprentice

Job Code: BW1032

Location of Work: Watling Gardens

Contract Hours: Full-time (40 hours per week)

Salary: NWM

Qualification: Bricklayer (Level 2)

Summary:

We are seeking a motivated individual to join our team as an Apprentice. As an Apprentice, you will have the opportunity to learn and develop valuable skills in a supportive and hands-on environment. This position is ideal for someone who is eager to gain practical experience and grow their career.

Job Duties and Responsibilities:

- Assist with various tasks and projects as assigned by the bricklaying supervisor
- Learn and apply industry-specific knowledge and techniques
- Follow instructions and guidelines provided by experienced professionals
- Collaborate with team members to achieve project goals
- Maintain a clean and organised work area

Essential Requirements:

- Plastering: 1 year (preferred)
- Bricklaying: 1 year (preferred)
- Masonry: 1 year (preferred)
- CSCS (preferred)
- Driving Licence (preferred)
- Strong attention to detail and ability to analyse information
- Basic data entry skills
- Ability to work well in a team environment
- Willingness to learn and take on new challenges

MUST HAVE PROOF OF NI AND RIGHT TO WORK

Please note: Priority will be given to Brent residents in the first instance. This vacancy may close before the advertised closing date if a sufficient number of suitable applications are received. Early application is therefore recommended.

Closing date: 07/05/2024
Potential start date: April 2024

Please e-mail a targeted CV& registration form to
brent.works@brent.gov.uk or alternatively, apply on
<https://brentworks.brent.gov.uk/>

Painting & Decorating Apprenticeship – The TPGroup

Job Code: BW906

Location of Work: London

Contract Hours: Full time

Salary: £10.18/ salary will vary depending on age per national wage standards

Summary:

Our specialist Painting and Coatings Division carries out a wide range of contracts, servicing many different sectors of the industry. Our work includes refurbishments, new housing, social housing, stripping of lead-based paints and many specialist coatings.

Our team of specialist staff are fully conversant with all aspects of the industry, offering many years of experience. We provide a full survey/feasibility study as well as a measuring service to assist our clients.

Job Duties and Responsibilities:

We are looking to recruit an apprentice Painter & Decorator to work in the London area. The successful person will have the opportunity to learn all the skills needed to become a competent Painter & Decorator.

This is an exciting opportunity for a Painting and Decorating Apprentice to join our team.

- To complete all aspects of general decorating from preparation; intermediate coats through finishing coats.
- Follow instructions delivered from the manager/supervisor
- Adhere to all aspects of Health & Safety
- Ensure deadlines are met

Essential Requirements

- This is an exciting opportunity for a Painting and Decorating Apprentice to join our team.
- You will attend college at least one day a week, subject to availability, to study Painting and decorating, whilst gaining practical experience working on sites with our expert tradespeople who will offer mentoring and coaching and help build your knowledge.
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- We are looking for someone who is enthusiastic and committed, with good practical and coordination skills and with an interest in Painting and decorating. Being a team player whilst being able to work independently is also important, as is being willing to learn, a 'can do' attitude and strong communication skills.

Essential Criteria –

Maths & English GCSE



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Closing date: Ongoing
Potential interview date: TBA
Start date: TBA

Please e-mail a targeted CV, cover letter (explaining your interest in this position) & registration form to brent.works@brent.gov.uk or alternatively, apply on <https://brentworks.brent.gov.uk/>



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Brent Civic Centre
Engineers Way, Wembley
HA9 0FJ

0208 937 6295

School Admin Apprentice - Level 3

Job Code: BW499

Location of Work: Kingsbury

Contract Hours: Full Time

Salary: National Minimum Wage

Overview

We are looking for a School Admin Apprentice, to be responsible, under the guidance of senior staff, for organisational processes within the school, in various designated areas of responsibility. The selected candidate will assist with the carrying out of duties to support the administrative operations of the school. The selected apprentice will also contribute to the overall ethos, work and aims of the school.

This is an 18 month apprenticeship for 39 weeks per year. Where you will study towards a recognised NVQ qualification in either business or administration.

Duties:

- Provide, administrative and organisational support to other staff in the admin team.
- Manage and maintain the SIMS MIS database. To gain an knowledge and understanding of school finance, communications, Human Resources, procurement, and school admissions.
- Compile word documents, update excel spreadsheets, monitor the premises works log.
- Support the update of the school website.
- Maintain records manually and electronically, including filing/ scanning
- Sign for and check delivery of goods to the school, ensuring delivery notes are obtained and ensure relevant members of staff are notified of their consignment.
- Support the school business manager with data entry in the FMS accounts payable system for month end reconciliation.
- Understand and support the lunch ordering process.
- Manage administration of facilities including the use of school premises, including uniform, snack and other school 'shops.
- Support the receptionist during busy periods in the morning Including dealing with complex issues
- Assist with procurement and sponsorship activities, and the marketing and promotion of the school.
- Support the HR process in school such as and production of documents to support the school business manager.
- To supervise children on school trips due to staff absence.
- Participate in training and development activities and programmes, and attend and participate in meetings as required.
- Any duties and responsibilities as directed by the School Business Manager or Receptionist.
- Appreciate and support the role of other professionals, establish constructive relationships and communicate with other agencies as necessary under the direction of the school business manager
- Comply with, and assist with the development of, policies and procedures, and report all concerns to an appropriate person, in respect of: child protection, health, safety and security, confidentiality, and data protection.
- Contribute to the school's commitment to equality of access to opportunities to learn and develop for all pupils
- Adhere to the schools Equal Opportunities policy..

You should have:

- Displays a 'can do attitude', is enthusiastic and has a genuine interest in developing skills in an school administrative setting
- Clear communicator, with good verbal and written English skills
- Patient and understanding when dealing with parents where English is not a first language
- Pays attention to detail and has a thorough structure approach to completing tasks
- The ability to work effectively with people across a wide range of levels and has good teamworking skills
- Good IT skills (experience with Microsoft packages notably Word and Excel)
- Good numeracy and literacy skills
- Understand the basic principles of GDPR and the importance of maintaining confidentiality.



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Please note: Priority will be given to Brent residents in the first instance. This vacancy may close before the advertised closing date if a sufficient number of suitable applications are received. Early application is therefore recommended.

Closing date: **21st April 2024**

Interviews Commencing: **TBC**

Start Date: **April 2024**

Please e-mail a targeted CV, cover letter (explaining your interest in this position) & registration form to brent.works@brent.gov.uk or alternatively, apply on <https://brentworks.brent.gov.uk/>



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