



Apprenticeships Opportunities

Thursday 30 01 25



Level 3 Business Admin Apprenticeship

Job Code: BW1055

Location of Work: Brent

Contract Hours: 7:30 – 5pm

Salary: NMW for age

Qualification: Level 3 Business Administrator

Summary:

The qualification you would be working to is the Level 3 Business Administration (Standard)

On completion of this apprenticeship, you can work as a qualified Business Administrator. The administration role may be a gateway to further career opportunities, such as management or senior support roles. On top of that, this is not a construction-specific apprenticeship with the Business Admin qualification containing transferrable skills into other industries.

Job Duties and Responsibilities:

- Using a variety of software packages, such as Microsoft Word, Outlook, PowerPoint, Excel, Access, etc., to produce correspondence and documents and maintain presentations, records, spread sheets and databases
- Devising and maintaining office systems
- Booking rooms and conference facilities
- Using content management systems to maintain and update websites and internal databases
- Attending meetings, taking minutes and keeping notes
- Managing and maintaining budgets, as well as invoicing
- Liaising with staff in other departments and with external contacts
- Ordering and maintaining stationery and equipment
- Sorting and distributing incoming post and organising and sending outgoing post
- Liaising with colleagues and external contacts to book travel and accommodation
- Organising and storing paperwork, documents and computer-based information
- Photocopying and printing various documents, sometimes on behalf of other colleagues

Essential Requirements:

- Reliable candidates who are committed to starting and completing this apprenticeship, who have good timekeeping and attendance, and who are as determined to gain the qualification alongside the work experience.
- Numerate, literate and the ability to work as part of a team.
- Positive response to pressure, ability to manage change and adapt to new procedures.
- Attention to detail,
- GCSE or equivalent English (Grade 4 (C) and above / Level 2) required
- GCSE or equivalent Mathematics (Grade 4 (C) and above / Level 2) required



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MUST HAVE PROOF OF NI AND RIGHT TO WORK

Please note: Priority will be given to Brent residents in the first instance.
Brent Civic Centre, Wembley, HA9 0FJ
0208 937 6295



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: FRIDAY 24/01/2025

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



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Bricklaying Apprentice

Job Code: BW1076

Location of Work: Brent

Contract Hours: 7:30 – 5pm

Salary: NMW for age

Qualification: Level 2 NVQ in Bricklaying

Summary:

My client is recruiting apprentices to support the team on the Countryside development in South Kilburn. You will have the opportunity to work towards an NVQ in Bricklaying while gaining industry experience.

Job Duties and Responsibilities:

You'll learn basic skills, knowledge and awareness in:

- Radial and battered brickwork: Set out and build brickwork, including simple arches and surrounding brickwork.
- Feature and reinforced brickwork: Set out and build brickwork, including common decorative features such as oversailing courses and simple corbels.
- Other brickwork: Block laying. Cavity walling to include openings, brick inspection chambers, joint finishes, set out a square, set out to a gauge rod and/or profiles.
- Undertake dampproof and waterproof training.
- Insulation (rigid and mineral wool)
- Wind post and parapet post installation
- Masonry support systems

Essential Requirements:

- Applicants must live in the London Borough of Brent
- Valid CSCS Card
- Attend college on day release and undertake any additional training required for the role.
- Adhere to relevant health and safety legislation, codes of practice and apply safe working practices, including when working at heights.
- Use tools, equipment and materials safely.
- Build and maintain good working relationships with colleagues, clients and managers.
- The ability to follow instructions accurately.
- Good level of communications skills and maths
- Be flexible and adaptable.
- Able to work outdoors and at height.

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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: FRIDAY 07/02/2025

Please apply on <https://brentworks.brent.gov.uk/> or alternatively,
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brent.works@brent.gov.uk

Electrical Apprenticeship

Job Code: BW1074

Location of Work: Brent

Contract Hours: 7:30 – 5pm

Salary: NMW for age

Qualification: Level 3 Electrical Installation

Summary:

Our client is committed to nurturing the next generation of construction professionals, and their robust apprenticeship program reflects this dedication. Apprentices make up 10% of their directly employed workforce and contribute to some of the largest residential projects in the UK.

They are currently seeking 2 Brent-based electrical apprentices to join their dynamic and ever-growing team to work on a large housing project in Brent.

Job Duties and Responsibilities:

- Assemble, install, test, and maintain electrical or electronic wiring, equipment, appliances, apparatus, and fixings using hand and power tools.
- Test electrical systems and circuit continuity using devices such as ohmmeters and voltmeters to ensure compatibility and safety.
- Diagnose and repair malfunctioning systems, apparatus, and components using test equipment and hand tools to identify and correct issues.

Essential Requirements:

We are looking for someone who is committed, dedicated, and ready to work hard both on-site and during their studies. You must have the ability to take constructive feedback and use it to improve. A strong aptitude for learning, coupled with a willingness to revise and prepare for exams, is essential.

Desirable criteria

- CSCS Card
- Previous electrical experience (qualifications or work experience)
- Previous site experience

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Closing date: FRIDAY 31/01/2025

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Plumbing/MEP Apprentice

Job Code: BW1075

Location of Work: Brent

Contract Hours: 7:30 – 5pm

Salary: NMW for age

Qualification: Level 3 Plumbing & Heating Technician

Summary:

Our client is committed to nurturing the next generation of construction professionals, and their robust apprenticeship program reflects this dedication. Apprentices make up 10% of their directly employed workforce and contribute to some of the largest residential projects in the UK.

They are currently seeking 2 Brent-based Plumbing/MEP apprentices to join their dynamic and ever-growing team to work on a large housing project in Brent.

Job Duties and Responsibilities:

Plumbing Duties:

- Assemble pipe sections, tubing, and fittings using couplings, clamps, screws, bolts, cement, caulking, or soldering, brazing, and welding equipment.
- Install sanitary and water piping systems, connecting fixtures to plumbing and relevant systems.
- Fill pipes or plumbing fixtures with water or air, using pressure gauges to detect and locate leaks.
- Study building plans and inspect structures to assess material and equipment needs, plan pipe installations, and work around obstructions like electrical wiring.
- Utilise equipment such as angle grinders and SDS drills for accurate installations.

MEP Duties:

- Install, repair, and maintain high-pressure pipe systems in large buildings, ensuring they meet the required standards for durability and function.
- Use technical skills to manipulate pipe shapes and install systems that avoid obstructions and maintain building operations.
- Employ specialised equipment such as threading machines, Victaulic machinery, nail guns, and SDS drills.
- Test systems post-installation, checking for leaks and ensuring safety using water or air pressure gauges.
- Collaborate on the design and implementation of pipe systems to support building operations effectively.

Essential Requirements:

We are looking for someone eager to build a career in the plumbing and MEP sectors. You should be motivated, hardworking, and ready to tackle both hands-on tasks and theoretical studies. The ability to adapt to constructive feedback, coupled with a dedication to completing your qualification, is essential.

Desirable criteria

- CSCS card
- Previous plumbing/MEP experience (qualifications or mate work)
- Previous site experience



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