



Apprenticeships Opportunities

Thursday 17 04 25

Level 3/4 Apprentice Administrator

Job Code: BW803

Location of Work: London

Salary: £20,500 a year - Full-time

ABOUT THE ROLE

Avison Young is one of the world's fastest-growing commercial real estate firms. This growth is a testament to the commitment we have made to our clients and our employees. We are different. We have designed our organization to be highly collaborative and focused on one thing: creating the best solutions for our clients to deliver long-term success. We will continue to evolve, striving to meet the changing needs of our industry, our clients and our employees, but we will remain true to our values, culture and vision.

Why work for us?

We believe our industry is changing and we want our business to be a company of curious minds, passionate hearts and strategic intelligence. At Avison Young, we are committed to hiring people from all walks of life who have a collaborative style and innovations focus; we believe a diverse and embracing workforce makes for a stronger, more capable and competitive company. We will provide you with a place where you can step up and change the game.

Collaboration is embedded in the way we work – our people have the autonomy to collaborate on client relationships, engage teams across the business, lead operations, work collectively on projects, participate in strategy and are ultimately responsible for our growth.

MAIN TASKS AND RESPONSIBILITIES INCLUDE:

- Diary management for the team, including arranging internal and external meetings (in-person, MS Teams and hybrid meetings).
- Using our room scheduling tool to book in-office meeting rooms and liaising with our front of house Team regarding catering requirements when required.
- Travel arrangements for the team (train tickets, car hire and hotel bookings), where necessary.
- Opening new instructions on our Client Relationship Management platform (Salesforce).
- Assist the Executive Assistant with financial admin, including drafting of invoices, BACS requests, compilation of expenses and liaison with the Finance department on various tasks.
- Supporting the Executive Assistant with arranging Team events.
- Researching and assisting with client entertainment management.
- Maintaining the Team's holiday records, and absence returns.
- Assisting with keeping Team CVs, case studies and website content up to date.
- Social Media management.
- Providing support with bids and tenders.
- Formatting of various documents, including reports, presentations, letters, notes etc.
- Printing, binding, scanning, and photocopying.
- Downloading website documents and creating shared file links where necessary.
- Have a working knowledge of internal systems.
- Provide support and cover when Executive Assistant is on annual leave or out of the office, as and when necessary.
- Any other ad hoc duties as required.

Essential Skills and Experience

- Desired Knowledge, Skills and Experience
- Good knowledge of Microsoft Word, Excel, PowerPoint and Outlook (desirable);
- Ability to organise and prioritise;
- Professional telephone manner and good communication skills;
- Proactive and diligent, ensuring all emails and client issues are dealt with;
- Good typing/ spelling/ grammar skills



- Attention to detail and good presentation skills;
- To be able to remain calm under pressure;
- Ability to multi-task;
- Be competent at all levels;
- Mature, responsible and reliable, with a hands-on approach;
- Be observant at all times;
- Ambitious and has an interest in continuous improvement and development of new technologies;
- Actively builds and develops relationships with colleagues, clients and third-party service partners;
- Positive outlook with a willingness to develop knowledge, skills and career.

ADDITIONAL INFORMATION

Monday to Friday
Weekend availability

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: **24th April 2025**
Interviews Commencing: **May/June 2025**
Start Date: **TBC**

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

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.

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: FRIDAY 30th April 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

Interior Systems Apprenticeship

Job Code: BW1085

Location of Work: Brent

Contract Hours: Minimum 40hrs p/wk

Salary: £19,500 - £23,809.50

Qualification: TBC

Job Description:

We are currently recruiting an enthusiastic and committed **Interior Systems Apprentice** to join a reputable interior systems contractor working on a live project at their Northwick Park Hospital site. This is a fantastic opportunity to begin a career in the construction industry and learn the essential skills required to become a qualified interior systems specialist.

Job Duties and Responsibilities:

- Interpret construction drawings and specifications accurately
- Maintain clean and tidy work areas at all times
- Measure and mark out for interior systems projects to industry standards
- Install and repair:
 - Metal stud partitions
 - Framed wall linings (e.g., metal dryliner channels, wall furrings, timber battens)
 - Plywood pattresses
 - Metal ceilings and bulkheads
- Builders works holes, openings, beam and column encasements
- Form junctions, abutments, and angles in accordance with specifications and manufacturers' instructions
- Complete quality assurance checks to ensure work meets project requirements
- Follow all site health and safety regulations
- Support colleagues and supervisors as needed on various tasks

Essential Requirements:

- General understanding of the construction industry
- High attention to detail and a commitment to quality
- Punctual, reliable, and keen to learn
- Strong work ethic and a proactive approach
- Good timekeeping and productivity focus
- Committed to maintaining a safe working environment

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Closing date: FRIDAY 09/04/2025

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Apprentice Roofer

Job Code: BW1083

Location of Work: Brent

Contract Hours: Minimum 40hrs p/wk

Salary: £21,000 - £26,500

Qualification: TBC

Job Description:

Our client is a well-established roofing and waterproofing contractor operating across London and the Southeast, primarily within the new build sector. Their expertise includes flat roofing systems, mansafe systems, roof finishes, and blue roof systems.

As an Apprentice Roofer Site Operative, you'll gain hands-on experience supporting experienced roofing teams with a range of duties on-site. This role is ideal for someone passionate about construction and looking to develop a long-term career in the roofing industry.

Job Duties and Responsibilities:

You will assist with (but are not limited to):

- Supporting roofers with the installation of waterproofing materials (excluding hot works).
- Observing hot works to build knowledge and understanding.
- Assisting with the installation of roof finishes and other roofing elements.
- Helping prepare and maintain the site and work areas safely and effectively.
- Supporting end-of-day tasks such as packing away equipment and cleaning up the site.
- Learning the safe setup of work areas and adhering to health & safety practices.
- Keeping the site clean and organised throughout the day.

Essential Requirements:

- Valid CSCS card.
- Previous site experience (any construction-related work considered).
- A genuine interest in the construction/roofing industry.
- Willingness to learn and complete the full apprenticeship program.
- Comfortable working at heights and outdoors in all weather conditions.

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Closing date: FRIDAY 09/05/2025

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Scaffolding Apprenticeship

Job Code: BW1080

Location of Work: Brent

Contract Hours: Minimum 40hrs p/wk

Salary: £17,550 - £40,950

Qualification: Level 2 Diploma in Scaffolding

Job Description:

My client has an exciting opportunity for motivated individuals to join our growing team of apprentices in the scaffolding industry. Their Scaffolding Apprenticeship Programme combines on-the-job training with structured classroom-based learning in partnership with Simian, a London-based training provider.

This apprenticeship blends practical, hands-on work with the opportunity to attain formal qualifications while earning a competitive salary. As an apprentice, you will work closely within a team, follow instructions carefully, and develop the skills required to become a fully qualified scaffolder.

Job Duties and Responsibilities:

- Assist experienced scaffolders on-site by preparing materials and ensuring the work area is safe and organised.
- Learn to erect, modify, and dismantle scaffold structures under supervision.
- Adhere to all safety protocols and site-specific regulations.
- Follow instructions accurately to ensure tasks are completed effectively and on time.
- Develop strong teamwork and communication skills by collaborating with colleagues and supervisors.
- Attend and complete all classroom-based learning as part of the training programme.
- Demonstrate commitment to the programme by maintaining high standards of work and behaviour on-site and during training.

Essential Requirements:

- Physical Fitness: Ability to perform physically demanding tasks in various weather conditions.
- Team Player: Willingness to collaborate effectively with colleagues and follow instructions.
- Communication Skills: Clear and respectful communication with team members and supervisors.
- Commitment to Learning: Dedication to completing both practical work and classroom-based training.
- Reliability and Punctuality: Consistent attendance at work and training sessions.

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Closing date: FRIDAY 25/04/2025

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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Engineers Way, Wembley
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Apprentice Site Manager

Job Code: BW1084

Location of Work: Brent

Contract Hours: Minimum 40hrs p/wk

Salary: £21,000 - £26,500

Qualification: TBC

Job Description:

Our client is a leading roofing and waterproofing contractor with a strong presence across London and the Southeast.

With continued growth and exciting new projects underway, they're now looking to bring on an Apprentice Site Manager to support operations at their Northwick Park Hospital site and learn the ropes of site management from the ground up.

Job Duties and Responsibilities:

You will support the site management team with duties such as (but not limited to):

- Assisting with the coordination of labour, materials, and subcontractors on-site
- Helping ensure all health & safety measures are followed, including site set-up
- Keeping project documentation up to date (RAMS, permits, progress reports, etc.)
- Monitoring daily progress and reporting to the senior site manager
- Attending site meetings and learning to liaise with contractors, clients, and suppliers
- Supporting quality checks and snagging processes
- Helping manage logistics such as deliveries, access, and equipment scheduling
- Ensuring good site housekeeping and compliance with company standards

Essential Requirements:

- CSCS card (or willingness to obtain)
- Some experience or exposure to construction/site environments
- Strong interest in site/project management
- Willingness to learn and complete a site management apprenticeship
- Good communication, organisation, and teamwork skills
- Confident working on-site and occasionally in an office setting
- Reliable, proactive, and eager to take on responsibility

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Closing date: FRIDAY 09/04/2025

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