



**Apprenticeships Opportunities**

**Thursday 26 06 25**

# Apprentice Contracts Supervisor

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**Job Code:** BW1093

**Location of Work:** Brent

**Contract Hours:** Monday – Friday (8am – 5pm)

**Salary:** 35k – 40k depending on qualification and experience

**Requirements:** CSCS card, Level 3 NVQ in supervision, CSCS Working at Height training

**Qualification:** Successful candidate will progress to a L6 NVQ apprenticeship

## Summary:

This role will be supporting the Contracts Manager and wider site teams in the supervision and organisation of contracts to ensure that quality, safety, programme, and cost objectives are achieved. The Apprentice Contracts Supervisor will learn how to plan, organise, and monitor roofing projects, liaising with directly employed operatives, subcontractors, suppliers, and clients under close guidance. The apprentice will gain practical on-site experience alongside formal training and academic study to develop into a fully qualified Contracts Supervisor.

## Job Duties and Responsibilities:

- Assist in supervising multiple contracts under the guidance of the Contracts Manager.
- Help organise and coordinate directly employed labour and subcontractors on site.
- Shadow the supervisor in reviewing and pre-approving operative timesheets and subcontract invoices.
- Support with developing contract programmes and monitoring work progress.
- Monitor material deliveries against programme requirements.
- Assist with the preparation of risk assessments, method statements, and quality plans.
- Help ensure works are carried out safely and in accordance with company policies.
- Observe and assist in recording contract variations and advising the commercial team.
- Support quality control checks to ensure works meet drawings, specifications, and standards.
- Learn to liaise with subcontractors to ensure compliance with contractual obligations.
- Build relationships with operatives, clients, and main contractors.
- Gain experience in organising plant, craneage, and other resources to support contract delivery.
- Attend site and client meetings alongside senior staff.
- Attend company Health & Safety training, toolbox talks, and safety briefings.
- Maintain daily records of site activities and report to senior management.

## Skills and Experience:

- Hold a valid CSCS card.
- Level 3 NVQ in site supervision.
- Strong communication skills (written and verbal).
- Good attention to detail with a willingness to learn and apply safety, quality, and contract management Standards.
- Positive, adaptable, and reliable.
- Able to work both on-site and in an office environment.
- Numerate, organised and able to follow instructions.
- Interest in developing knowledge of the roofing industry, construction management and health & safety procedures.
- Computer literate with basic IT skills (MS Office, emails, digital systems).
- Must be punctual, professional and keen to develop supervisory skills.



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

**Closing date: Friday 18/07/25**

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



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## Carpentry Apprenticeship

**Job Code:** BW1096

**Location of Work:** Brent

**Contract Hours:** Monday – Friday (8am – 5pm)

**Salary:** From £20,000

**Requirements:** CSCS card, previous site experience

**Qualification:** Level 2 Carpentry & Joinery

### Summary:

My client is looking for a pro-active individual, committed to a career in the carpentry industry.

Full training is provided one day per week at a college, to support you through completing your Apprenticeship.

### Job Duties and Responsibilities:

You will be responsible for working within a team onsite, across a variety of projects within the London area.

Tasks may involve, but are not limited to:

- Installing first fix components (ext. windows and doors, door frames, windowboards, linings)
- Installing second fix components (doors, skirting/architraves, kitchens, cladding)
- Use of hand tools, portable power tools and equipment

### Skills and Experience:

- Completed certificate in carpentry, multi skills course, or have some proven work experience in construction.
- Able to travel to site and college (own or public transport).
- Has CSCS card.
- Ability to work as part of a team
- Proactive approach
- Hardworking
- Punctual
- Flexible
- Professional
- Reliable

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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.

**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 04/07/2025**

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e-mail a targeted CV, cover letter (explaining your interest in this position) & registration form to  
**[brent.works@brent.gov.uk](mailto:brent.works@brent.gov.uk)**



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## Apprentice Site Supervisor

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**Job Code:** BW1094

**Location of Work:** Brent

**Contract Hours:** Monday – Friday (8am – 5pm)

**Salary:** NMW for age

**Requirements:** CSCS card, previous site experience

**Qualification:** Level 4 Site Management

### Summary:

This is an entry level role, encompassing all areas of office administration by implementing and monitoring administrative systems, procedures and policies. You will also be tasked to carry out pre-start meetings, provide detailed reports for all project elements prior to start dates providing advice as to whether the recommended schedule, budgets and equipment are fit for purpose or require updating. You will liaise closely with nominated external architects/fitters and all other consultants and contractors while meeting agreed time-scales final layouts and fitting details to represent the interests of the company at all times

### Job Duties and Responsibilities:

- Help to ensure that projects are planned and completed in a timely, safe manner.
- Maintaining a daily diary to record site events and requirements.
- Learn standards for inspections of all operations to ensure they are carried out in a safe manner.
- Comply with the site-specific environmental action plan requirements.
- Gain a thorough understanding of site boundaries, access points and site office procedures
- Build relationships with other business unit teams, such as Sales and Commercial.
- Shadow the site management team on CITB inspection visits.
- Manage and coordinate safely and tidily the storage of materials delivered to the site.
- Shadow and report to the business unit

### Skills and Experience:

- Hold a valid CSCS card
- Adaptable and hard working
- Capable of working under pressure
- Eager to learn
- Good communication skills both verbal and written
- Must be punctual
- Good time management and reliability
- Must be able to follow instruction of supervisor

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