



Level 3 Business Administration Apprentice

Job Code: BW824

Location of Work: Royal Oak, London

Contract Hours: Monday to Friday 9am – 5pm

Salary: £ 7.83 p/h

Qualification: Level 3 Business Administration

Job Duties and Responsibilities:

- Updating Social Media pages
- Email marketing and general accounts
- Updating spreadsheets in MS Excel to track and log progress
- Receiving client calls and enquiries
- Answering the phone and also emails
- Setting up own database to stay organised
- Filing, photocopying and scanning
- Other admin duties as required
- Managing the website and answering any queries relating to external communication
- Supporting the outreach team to register eligible clients onto programmes
- Data Entry onto in-house system

Skills and experience

- A good understanding of social media and email marketing
- A good level of competency in MS Word, PowerPoint, excel and Outlook is absolutely essential, you would also need to be very comfortable with using spreadsheets.
- You will be reliable, hard-working and punctual. You will thrive on working to tight deadlines and will be able to multi-task without losing sight of priorities.
- You will be comfortable speaking over the phone in a professional manner and will have the ability to build professional working relationships.
- Ability to work independently

Closing date: Tuesday 20th November 2019

Please e-mail a targeted CV & registration form to [**brent.works@brent.gov.uk**](mailto:brent.works@brent.gov.uk) or alternatively, apply on [**www.brent.gov.uk/brentworksjobs**](http://www.brent.gov.uk/brentworksjobs)



Brent Civic Centre
Engineers Way, Wembley
HA9 0FJ

0208 937 6295



Level 3 Surveying Technician Apprentice

Job Code: BW1909/BC528

Location of Work: Brent Civic Centre, Wembley HA9 and other locations from time to time

Contract Hours: 36 hours per week per

Salary: £15,000 per annum

Qualification: Level 3 Diploma in Surveying Associate members of the RICS (AssocRICS)

Brent Council are currently looking for Surveying Technician Level 3 Apprentices to work in the Repairs & Voids Services sections in Housing Property Services, and are looking for a high calibre apprentice to assist in doing administration work for the corporate complaints service.

The role and responsibilities

In the Responsive Repairs Team you will be:

- Working within the repairs & voids team in a busy repairs desk environment.
- Learning how to handle customer enquiries via phone and email supporting repairs surveyors to deliver a high performing service.
- Booking appointments and managing diaries.
- Filtering through customer feedback and escalating any issues.

In the Voids Team you will:

- Support the technical team by liaising with contractors and other areas of the business to get Brent properties fixed and re-let fast.
- Raise of purchase orders.
- Minute taking.
- Managing keys.
- Booking meetings.
- Administrative duties such as; filing, printing and scanning.

Skills and experience

- Good organisational skills.
- Attention to detail.
- Good time management skills.
- Keen to learn.
- Good communication skills.
- Understanding of good customer service.
- Show your interest in local government and the delivery of public services.
- A flexible and positive approach to work.
- Good IT skills including knowledge of Microsoft Word, Excel and Outlook is desirable.

Closing date: Wednesday 7th November 2018

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Bricklaying Apprenticeship x 2

Location of Work: Wembley Park

Contract Hours: 40 hours

Reference: BW600

The role and responsibilities

An apprentice is required to join an established company working on exciting projects in the Wembley area. This will be an excellent opportunity for you to progress in your career and start your career with excellent grounding to progress further as you become more experienced.

- Block, brick and stone work
- Preparing surfaces
- Mixing mortar
- Laying bricks
- Operating equipment
- Maintain Health and Safety

Education / Experience:

- Good GCSE maths and English grade C or above
- Good communication skills both verbal and written
- Must be punctual
- Must be able to follow instruction of supervisor
- Punctual
- Positive attitude to work and colleagues
- Practical ability and awareness of working safely
- Self-motivation and desire to learn
- Is both resilient and committed
- Good co-ordination skills and a methodical approach
- Is always looking to improve
- Enjoys being a team player

Closing date: Friday 23rd November 2018

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jobs.wembleypark.com



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General Construction Operative Apprentice x 2

Location of Work: Brent

Contract Hours: 40 hours per week

Reference: BW601

The role and responsibilities

- Attend site pre Practical Completion to familiarise themselves with the project characteristics.
- Assist with functional testing during the construction phase
- Supervise all sub-contractors attending to rectify defects. This included ensuring the correct materials, protection and tools have been sourced if required.
- Be responsible for ensuring properties are locked, free from work debris and record the outcome following any works.
- Ensure property and furnishings are properly protected prior to commencing works. Dust sheets will be provided and every care must be taken to avoid disturbance or accidental damage to the customer's belongings and property.
- Report any persistent recurring warranty or defect issues to the Customer Service Manager and note any customer details that may assist Customer Service in on-going management of customer relationship.
- Regularly update the customer service advisor on daily tasks and their outcome. This is to allow clear reporting of defects and resolutions.

Education / Experience:

- Punctual
- Positive attitude to work and colleagues
- Practical ability and awareness of working safely
- A good head for heights and sense of balance
- Self-motivation and desire to learn
- Is both resilient and committed
- Good co-ordination skills and a methodical approach
- Is always looking to improve
- Enjoys being a team player

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Carpentry Apprenticeship

Location of Work: Wembley

Contract Hours: 40hrs

Reference: BW603

The role and responsibilities:

- Carry out construction, assembly, alteration or renovation of buildings, structures, fittings, cabinets, cupboards and modular units, possibly for single and multi-storey domestic, commercial and industrial environments
- Carry out construction activity, e.g. digging footings, erecting sub-floor structures; wall and roof framing; internal and external cladding; fit-out and fixture of doors and all building hardware and fittings
- Use hand tools, e.g. hammers, chisels, hand saws, screwdrivers, measuring tapes and levelling devices etc.
- Use power tools, e.g. electric/battery drills, power saws, routers, sanders, planners, laser levelling devices,
- Operate workshop equipment, e.g. static machines, band saws, docking saws etc.
- Collect and assemble building supplies
- Use safe and appropriate means to access (both internal and external) for building and construction sites
- Follow appropriate safety practices when using ladders, other access ways, handrails, barriers, scaffolding and mechanical lifts (trained/licensed users only)
- Follow established policies and procedures for Protective Personal Apparel (PPE)
- Follow appropriate manual handling techniques for manual tasks including lifting and moving items
- Follow safety and environmental practices for handling building products, fluids and waste products
- Complete appropriate documentation and recording information on computerised programs
- Communicate and interact with others in workplace and trade school environments, may include customer interaction
- Read and interpret various types of construction/architectural diagrams

Education / Experience:

- Punctual
- Positive attitude to work and colleagues
- Practical ability and awareness of working safely
- Self-motivation and desire to learn
- Enjoys being a team player

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Dry Lining Apprentice

Location of Work: Wembley

Contract Hours: 40hrs

Reference: BW608

The role and responsibilities:

Individuals wishing to become dry liners do not need to have any formal qualifications or training, although if you do they are likely to be advantageous. Prospective dry liners should have good practical skills, be able to read diagrams and technical drawings and have a good level of fitness. Dry liners build internal walls in residential and commercial structures. They use plasterboard panels to reduce cost and weight and also to make the walls easier to move or remove.

As a dry liner, your work will involve a 'fixing' stage, followed by a 'finishing' stage.

At the 'fixing' stage, you will:

- Measure and cut plasterboard to the right sizes and angles
- Fix the panels to timber or metal frames (or ceiling joists) using special studs
- Cut panels to fit around doorways and create openings for windows

You will then 'finish' the walls by:

- Sealing joints using filler or adhesive
- Taping over the seal either by hand or with a taping machine
- Applying a thin layer of plaster over the tape (skimming)
- Sanding down the area ready for painting and decorating
- Dry lining methods are used to hide wiring or pipes, improve a room's acoustics, and provide a cavity space for insulation or to smooth out uneven walls during renovation work. This role could be combined with traditional plastering or other types of work, for example sectioning off areas in open-plan offices

Skills and experience:

- Positive attitude to work and colleagues
- Practical ability and awareness of working safely
- Reasonable fitness levels
- Self-motivation and desire to learn
- Is both resilient and committed
- Good co-ordination skills and a methodical approach
- Is always looking to improve
- Enjoys being a team player

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