

Construction Apprenticeships Intermediate (Level 2)



We are a major construction company and we offer apprenticeships in the main building trades of carpentry, bricklaying, painting & decorating, plastering, general construction operations, dry lining & building maintenance and refurbishment. Intermediate Apprenticeships are available at level 2 with opportunities to progress to a level 3 advanced

The day to day duties undertaken by our apprentices will comprise of a structured programme encompassing:

- Working in our Training Centres to develop their practical skills, knowledge and understanding of their specific trade.
- Working on site gathering work experience in a real environment with local employers. Apprentices will carry out daily tasks which are relevant to their particular trade and will continue to develop as they progress through their apprenticeship programme.

Desired Skills - Good manual dexterity and ability to read drawings. A good head for heights and willingness to work outside.

Personal qualities - Hard-working, confident and eager to learn. Interested in practical construction skills.

Qualifications required - Reasonable Maths and English skills but no formal qualifications required.

Closing date for applications is **Friday 9th February, 2018**

APPRENTICE CATERING ASSISTANT Intermediate (level 2)



Apprentice Catering Assistants required to support with food preparation, food production, serving, health & safety and cleaning requirements. This role will involve 'on the job' training to become an efficient Catering Assistant and be passionate about progressing on to becoming an experienced Chef/Chef Manager.

Desired skills - Good communication and listening skills. Ability to follow verbal and written technical instruction regarding the creation of our menu products.

Personal qualities - Hard working and reliable with a positive approach and a warm and friendly personality with a passion for good quality food and great customer service.

Qualifications required - Basic standard of secondary education.

Things to consider - This will involve most of the day working on your feet, helping with deliveries, carrying and lifting stock to and from service areas. This kind of environment is fast paced, where employees need to ensure everything is ready for serving the customers at the correct times. You will be working toward a Level 2 NVQ and BTEC and will also complete Level 1 Functional Skills in both Math's and English.

Closing date for applications is **Friday 9th February, 2018**

BUSINESS ADMINISTRATION APPRENTICESHIP Intermediate (level 2)

Are you looking to step into an office environment? Do you want to take up an apprenticeship in Administration? If you answered yes to both of these questions then why not apply now!

Roles and responsibilities:

- Meet and greet customers
- Use of Microsoft office to communicate internally with long distance colleagues
- Process sales
- Using the till
- Pricing stock
- Display products
- Maintain the show room



Desired skills - Previous experience in a customer facing role would be helpful but not essential.

Personal qualities - Bubbly, ability to multi task, good interpersonal, communication & organisation skills.

Qualifications required - If you do not have an A-C grade in GCSE Maths and English (or equivalent to), we will support you to achieve functional skills in these subjects during your programme.

You will be working towards an NVQ Level 2 in Business Administration.

Closing date for applications is **Friday 9th February, 2018**

APPRENTICE IN CHILD CARE Intermediate (Level 2)

You will work four days a week at your nursery setting as a nursery assistant, gaining your practical experience. This will involve a range of activities from arts and crafts to singing and outdoor play. You will then attend college once a week to gain your apprenticeship qualification.



Activities include: Maintain accurate and effective children's records; Respond appropriately to issues requiring confidentiality; Support, promote and implement policies relating to diversity and equality; Work well as part of a team; Work with the team to ensure the smooth running of the nursery day; Work in partnership with parents

Desired skills - Previous experience in childcare is not a necessity but can help. A genuine interest in wanting to care for children is essential.

Personal qualities - Learners must be caring, professional and able to work well as a team. Good time keeping, patience and enthusiasm are all positive qualities for nursery assistants.

Qualifications/Training - No qualifications are required for this apprenticeship. Functional skills including Maths, English and ICT are covered as part of the apprenticeship as is Paediatric first aid. A clear CRB may be required by the nursery. Advanced Apprenticeship candidates will need a C or above in Maths and English GCSE upon completion of this qualification. You will be working towards a Level 2 Certificate in Children and Young People's Workforce or Level 3 Diploma in children and young People's Workforce depending on previous experience and qualifications.

Closing Date is **Friday 9th February, 2018**

