

BOOST

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The Barnet
Group

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Job Bulletin



w/c 26.05.2025

Job Title:	UKSPF Team Administrator
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Location:	Burnt Oak	Date:	27/05/2025
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Type of role (please tick):	Work Experience	<input type="checkbox"/>	Apprentice	<input type="checkbox"/>	Employee	<input checked="" type="checkbox"/>
Number of positions available:	1					
Number of hours per week:	25					
Start time:	9AM	Finish time:	2PM			
Salary:	£30,338,65	Start date:	ASAP			

Job Description
<p>As the UKSPF Team Administrator you will be providing essential support to help the team deliver targets and you will be working closely with the Employment Contracts Manager. Your work will involve managing calendars, arranging appointments, updating records, cases etc., updating referral partners. organising meeting, producing monthly reports organising, and helping to run training events.</p> <p>Your approach to this role embraces a blended delivery method, combining face-to-face interactions with remote support, which may involve working from different locations and utilising various digital platforms.</p> <p>Your role also entails building effective relationships with clients, helping them build confidence and resilience, which is fundamental to their successful journey towards employment within the UK-SPF programme.</p> <p>Outcomes or objectives that this role will deliver:</p> <ul style="list-style-type: none"> • Manage team diaries and make referrals to colleagues • Produce Events Calendar and upload events to online sites • Allocate referrals from website as a lead to correct Employment Adviser • Issue reminders to staff if clients have not been contacted • Manage email inbox and ensure emails are answered promptly and acknowledged • Answer calls and emails as required • Engaging with new clients to introduce the service and conduct sign ups • Contact existing clients to check on in-work support requirements • Chase outstanding responses as directed by colleagues • Be a link between clients and team members • Update records on IT systems • Help to produce monthly reports • Help carry out satisfaction surveys • Set up and administer meetings

Person Specification

Education, Qualifications, Memberships:

- GCSE level – minimum level 4/grade C English and Maths

Experience:

- Experience of working in a customer-facing environment
- Experience of managing team calendars
- Experience of administrating meetings
- Experience of producing reports and business documents

Skills and Knowledge:

- IT skills with a practical knowledge of social media platforms
- Understanding of good customer care
- Understanding of health and safety, data protection and safeguarding
- Empathetic and a good listener
- Very well organised
- Able to remain courteous and professional in stressful situations
- Able to learn quickly
- Able to communicate clearly with different audiences
- Able to build good working relationships
- Able to maintain accurate records
- Able to work independently or as part of a team
- Able to prioritise and manage time
- Able to maintain and respect confidentiality
- Able to apply learning in the workplace

Personal Attributes:

- Passionate and enthusiastic
- Well-organised
- Empathetic and good with people
- An open mind to trying new things and good at finding solutions
- Respectful and treats everyone as individuals
- Wants to make a difference

Job Title:	UKSPF Employment Adviser
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Location:	Burnt Oak	Date:	27/05/2025
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Type of role (please tick):	Work Experience	<input type="checkbox"/>	Apprentice	<input type="checkbox"/>	Employee	<input checked="" type="checkbox"/>
Number of positions available:	1					
Number of hours per week:	37.5					
Start time:	9AM	Finish time:	5PM			
Salary:	£30,338,65	Start date:	ASAP			

Job Description

As a BOOST Employment Advisor within the UKSPF programme, your essential role is to support unemployed residents to progress towards employment. You will be working closely with the Administrator Team and Employment Contracts Manager. Your mission is to provide guidance and support, helping participants overcome barriers to employment and realise their job-related goals. This includes assistance with upskilling and finding appropriate courses. Additionally, you will assess participants' strengths and abilities and collaborate on action plans to facilitate their employment objectives. Provide support and referrals to vulnerable participants by connecting them with appropriate partner organisations for additional services, as required.

Your approach to this role embraces a blended delivery method, combining face-to-face interactions with remote support, which may involve working from different locations and utilising various digital platforms.

Managing a caseload of participants is part of your responsibility, involving coordination of support, service delivery, partnership engagement, and monitoring of outcomes. When additional needs are identified, you will offer guidance, make recommendations to referrers, and ensure that appropriate support is provided.

Your role also entails building effective relationships with clients, helping them build confidence and resilience, which is fundamental to their successful journey towards employment within the UK-SPF programme.

Main duties and responsibilities:

- Manage a caseload of participants requiring additional support prior to entering employment
- Maintain participant records in line with contract and funding requirements
- Ensure regular contact is maintained and recorded for the duration of the programme
- Provide advice and support and monitor engagement and progress in line with agreed action plans
- Provide feedback to referrer on engagement and any new needs identified

- Use triage assessments and skills analysis to support and prioritise the needs of participants
- Refer participants to internal and external advice, guidance and support in line with their tailored action plan
- Provide onward referrals and signposting
- Participate in case conferencing and other learning activities to help improve the service provided to clients
- Maintain an up-to-date knowledge of the local labour market, training opportunities and relevant support agencies

Other:

- To be a positive role model to members of the team and colleagues
- To ensure compliance with Health and Safety policies and procedures
- To promote equal opportunities and customer care in full compliance with Barnet Homes policies and procedures
- To work flexibly as required which may include working outside of normal hours.
- To follow safeguarding procedures and policies
- To treat client information with respect and adhere to Data Protection standards and company policies at all times

Person Specification

Education, Qualifications, Memberships:

- GCSE level education or equivalent through training/experience

Experience:

- Experience of working with customers
- Experience of establishing and maintaining productive working relationships
- Experience of delivering to specified targets, quality standards and compliance measures
- Experience of working with individuals in relation to employment, wellbeing, benefits, or housing advice
- Experience of supporting, motivating and engaging others
- Experience of achieving individual and team performance targets
- Experience working with the Lamplight system is desirable, but not essential.
- Experience facilitating interview skills and CV writing workshops, Face-to-Face or virtually

Skills

- Excellent verbal and written communication skills. Able to write clear, detailed Exit reports for participants
- Excellent presentation skills
- Attentive to detail with strong data entry skills
- Skilled in creating CVs, cover letters, and preparing participants for interviews (Use the STAR method)

- Good administration, IT and organisational skills with good experience of using MS office software, Excel, Word and PowerPoint, and Microsoft Teams
- Organised and disciplined in managing calendar and tasks. Proficient with Outlook for scheduling appointments and activities
- Eager to learn new knowledge and continuously improve skills
- Solutions focused with ability to work under pressure
- Flexibility to cope with the varying demands of the role, managing time effectively to achieve the desired results

Knowledge:

- Knowledge of the labour market
- Knowledge of benefits system
- Knowledge of health and wellbeing services

Abilities:

- Ability to manage, support and review a caseload to achieve targets and participant progression
- Ability to problem solve and respond appropriately to a variety of situations
- Ability to help people to take ownership of their goals and actions
- Ability to work remotely using a range of digital channels including phone, Microsoft Teams, video conferencing, instant messaging and email
- Ability to work independently with own initiative as well as collaboratively as part of a team

Personal Attributes:

- Passionate and enthusiastic
- Well-organised
- Empathetic and good with people
- An open mind to trying new things and good at finding solutions
- Respectful of others
- Wants to make a difference
- Fun and friendly people-person
- Great communicator
- Takes ownership
- Stays professional under pressure
- Empathetic and good with people
- An open mind to trying new things and good at finding solutions
- Respectful of others
- Wants to make a difference

Job Title:	General Practice Assistant (GPA)
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Location:	Barnet	Date:	20.05.2025
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Type of role (please tick):	Work Experience	<input type="checkbox"/>	Apprentice	<input type="checkbox"/>	Employee	<input checked="" type="checkbox"/>
Number of positions available:	3					
Number of hours per week:	37.5					
Start time:	Varies		Finish time:	Varies		
Salary:	£13.48 per hour		Start date:	ASAP		

Job Description	
<p>The main duties are to:</p> <ul style="list-style-type: none"> • Deal with the incoming correspondence to the practice via letter and email • Work with the Amina system to ensure correct clinical coding of letters and contact patients accordingly • Liaise with patients via incoming phone calls to the practice • Work with our prescription clerk team to ensure patients receive repeat prescriptions in a timely manner • Work with our other GPs and Care Navigation team to ensure processing of eConsults is completed within designated time frames 	

Person Specification	
<p>Experience:</p> <ul style="list-style-type: none"> • Experience in General Practice (primary care) is preferable • Completion of the General Practice Assistant Programme is desirable but not essential 	
<p>Qualifications:</p> <p>Essential</p> <ul style="list-style-type: none"> • GCSE grade A to C in English and Maths 	

Job Title:	Apprentice Engineering Construction Pipefitter Level 3
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Development:	Brent Cross Town	Date:	19.05.2025
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Type of role (please tick):	Work Experience	<input type="checkbox"/>	Apprentice	<input checked="" type="checkbox"/>	Employee	<input type="checkbox"/>
Number of positions available:	1					
Number of hours per week:	40					
Start time:	8AM		Finish time:	5PM		
Salary:	£15,704-£25,396		Start date:	16 th June 2025		

Job Description
<p>What you'll learn:</p> <ul style="list-style-type: none"> • Comply with appropriate health and safety, risk and quality requirements • Correctly select and safely use tools and equipment for the fabrication, assembly, installation and decommissioning of pipework components and systems • Plan, organise and undertake the fabrication, assembly, installation, maintenance and decommissioning of pipework components and systems • Read, interpret and apply engineering drawing information • Shape pipework components using hand and power tools to cut, drill, shape and finish components to the required tolerance, specification and standard • Assemble and install pipework using the appropriate methods, techniques and equipment in accordance with the specification including welded, threaded, bolted and clamped jointing solutions • Ensure the integrity of joints in accordance with specifications, in line with specified quality procedures and to precise tolerances • Undertake the testing and inspection of the fabricated and/or installed pipework using the appropriate techniques • Work with others and contribute to effective working relationships within an Engineering Construction environment • Apply techniques for the temporary or permanent removal of an engineering construction piping related system or component • Communicate by keeping others informed about work plans or activities which may affect them and seek assistance from others without causing undue disruption to normal work activities <p>Your training plan:</p> <ul style="list-style-type: none"> • At the moment training will be block release (1-week blocks) at a College near Liverpool. Accommodation, travel and sustenance will be provided but we are also open to work with other training providers to reduce the travel and time

More training information:

- The training will take place in Liverpool on 1 week block formats. It is a 36-month apprenticeship with a 6-month period to complete the EPA once you have passed through gateway

Person Specification

Essential qualifications:

- GCSE in Mathematics and English (grade 4)

Skills:

- Communication skills
- Attention to detail
- Organisation skills
- Problem solving skills
- Number skills
- Analytical skills
- Logical
- Team working
- Initiative
- Non judgemental
- Physical fitness
- Reliability and timekeeping

Other requirements:

This is a physical role and most of the work will be undertaken in semi-built properties so working in all weathers will happen from time to time. No day will be the same as you will be installing bespoke pipework for every project.

Job Title:	General Operative
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Development:	38-44 Ballards Lane	Date:	17/05/2025
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Type of role (please tick):	Work Experience	<input type="checkbox"/>	Apprentice	<input type="checkbox"/>	Employee	<input checked="" type="checkbox"/>
Number of positions available:	2					
Number of hours per week:	50					
Start time:	8AM		Finish time:	6PM		
Salary:	£14.55 per hour		Start date:	ASAP		

Job Description
<p>We are looking to hire General Operative for one of our prestigious clients based in Barnet, this will be on a residential project.</p> <p>The shifts are 08.00 - 18.00 and the shifts run Monday - Friday, Overtime may be available when required.</p> <p>Pay rate is £14.55/hr per Hour PAYE</p> <p>Benefits include:</p> <ul style="list-style-type: none"> • On-site presence and support • Weekly pay

Person Specification
Must have a CPCS card.

Job Title:	Highways Maintenance Skilled Operative Apprentice
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Location:	Various locations across East and North London	Date:	15.05.2025
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Type of role (please tick):	Work Experience	<input type="checkbox"/>	Apprentice	<input checked="" type="checkbox"/>	Employee	<input type="checkbox"/>
Number of positions available:	7					
Number of hours per week:	45					
Start time:	N/A		Finish time:	N/A		
Salary:	£13.85 per hour		Start date:	September 2025		

Job Description	
<p>Maintenance & Repairs:</p> <ul style="list-style-type: none"> Excavate and reinstate highways by carrying out maintenance and repair tasks, including the removal of material within roads or adjacent areas using hand or power tools Undertake both reactive and planned maintenance on rural and urban roads 	
<p>Technical Responsibilities:</p> <ul style="list-style-type: none"> Read, interpret, and work to drawings, specifications, and highway information Prepare and operate powered tools or pedestrian plant machinery (rollers, mixers, compressors) 	
<p>Upholding Standards:</p> <ul style="list-style-type: none"> Understand and demonstrate the Marlborough Highways way of working, ensuring compliance with quality, health, and safety policies Always represent the business professionally and adhere to HSEQ standards 	
<p>Training & Development:</p> <ul style="list-style-type: none"> The program includes an average of 6 hours per week of off-the-job training delivered through an external training provider, supported by additional in-house development opportunities On completion of the apprenticeship, you will undergo an End Point Assessment (EPA) — consisting of a knowledge test, practical assessment, and professional discussion — to confirm your occupational competence 	

Person Specification	
<p>Education:</p> <ul style="list-style-type: none"> GCSEs Grade C (or Grade 4) or above in Maths and English. If you have not achieved these, you will be supported to do so as part of the apprenticeship 	
<p>Experience & Skills:</p> <ul style="list-style-type: none"> Previous experience in the construction industry is desirable but not essential Ability to produce work accurately and meet deadlines 	

- A good understanding of the principles behind highway maintenance and repair within the civil engineering sector
- Sound organisational and communication skills with the ability to work safely and productively within a team
- Commitment to academic study and the pursuit of professional accreditation

Personal Attributes:

- Enthusiastic, committed, and flexible, including availability for overtime when required
- A strong grasp of health and safety fundamentals and their impact on the workplace

Job Title:	Administrative Assistant
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Location:	Garman Road - Tottenham	Date:	08.05.2025
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Type of role (please tick):	Work Experience	<input type="checkbox"/>	Apprentice	<input type="checkbox"/>	Employee	<input checked="" type="checkbox"/>
Number of positions available:	1					
Number of hours per week:	37.5					
Start time:	N/A		Finish time:	N/A		
Salary:	£27,000-£30,000		Start date:	ASAP		

Job Description

We're seeking a dedicated and adaptable Administrative Assistant to join our team. In this role, you'll play a vital part in keeping our office operations running smoothly. Your duties will range from archiving documentation to assisting our Purchase Ledger Administrators and supporting various administrative tasks across the department.

Key Accountabilities:

- **Archiving & Documentation:** Ensure documentation is archived and prepared for scanning efficiently
- **General Office Duties:** Manage incoming telephone calls, mail, and other standard office duties
- **System Maintenance:** Oversee the maintenance of our scanned archive systems
- **Financial Administration Support:** Assist Purchase Ledger Administrators with relevant tasks
- **Health, Safety & Environment:** Follow company health & safety procedures and environmental guidelines
- **Quality Compliance:** Ensure all quality system requirements are met
- **Housekeeping:** Maintain good working practices and ensure a tidy, hazard-free workspace
- **Team Support:** Provide active support in all areas of administration, covering for absences as needed

Person Specification

- Proven experience working in an office environment
- Basic IT proficiency, including Microsoft Word, Excel, and Outlook
- A keen interest in financial processes and systems
- Flexible, adaptable, and ready to support the needs of the team
- Strong teamwork skills with the ability to collaborate effectively
- Excellent attention to detail and the capability to follow instructions, ask questions when uncertain, and learn as needed

Job Title:	Qualified or Apprentice Tiler
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Development:	Barons Court (56 The Bishops Ave)	Date:	07.05.2025
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Type of role (please tick):	Self Employed	<input checked="" type="checkbox"/>	Apprentice	<input type="checkbox"/>	Employee	<input type="checkbox"/>
Number of positions available:	1					
Number of hours per week:	40					
Start time:	8AM		Finish time:	4PM		
Salary:	Competitive		Start date:	ASAP		

Job Description
Looking for a skilled tiler or a motivated apprentice to join our growing team in the London Borough of Barnet area. We work on high-quality residential and commercial projects across London, delivering precision and excellence in every job.

Person Specification
<p>Qualified Tiler: Experienced in wall and floor tiling, able to work independently or as part of a team. Must have good attention to detail and a strong work ethic.</p> <p>Apprentice Tiler: Keen to learn the trade, hardworking, and reliable. No experience necessary—just a willingness to train and develop your skills.</p> <ul style="list-style-type: none"> • Must live in London Borough of Barnet area • CSCS card • Ability to follow instructions and work to high standards • Reliable, punctual, and a team player

Job Title:	Cladding Fixer
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Development:	Brent Cross Town	Date:	06.05.2025
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Type of role (please tick):	Work Experience	<input type="checkbox"/>	Apprentice	<input type="checkbox"/>	Employee	<input checked="" type="checkbox"/>
Number of positions available:	1					
Number of hours per week:	50					
Start time:	N/A		Finish time:	N/A		
Salary:	£18-£26 per hour		Start date:	ASAP		

Job Description	
<p>We are seeking a skilled Fixer to join our dynamic team. In this role, you will be responsible for executing various construction tasks, ensuring that projects are completed to the highest standards. Your expertise will be vital in contributing to our mission of excellence in architectural metalwork.</p>	
<p>Responsibilities:</p> <ul style="list-style-type: none"> • Interpret and work from schematics to execute construction plans accurately • Build and assemble metal structures and components as per specifications • Weld materials together using appropriate techniques to ensure durability • Utilize hand tools and power tools effectively for various tasks • Assist in carpentry, plastering, plumbing, and electrical work as needed • Maintain a clean and safe work environment, adhering to health and safety regulations • Collaborate with team members to achieve project goals efficiently 	

Person Specification
<p>Requirements:</p> <ul style="list-style-type: none"> • Proven experience in construction or a related field is essential • Strong understanding of schematics and technical drawings • Ability to use hand tools and power tools proficiently • Basic knowledge of carpentry, plastering, plumbing, and electrical work is advantageous • Excellent problem-solving skills and attention to detail

Job Title:	Forklift Driver
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Development:	Tramworks	Date:	02/05/2025
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Type of role (please tick):	Self Employed	<input checked="" type="checkbox"/>	Apprentice	<input type="checkbox"/>	Employee	<input type="checkbox"/>
Number of positions available:	1					
Number of hours per week:	45					
Start time:	8AM		Finish time:	5PM		
Salary:	£19 per hour		Start date:	ASAP		

Job Description
<p>CPCS/NPORS Telehandler needed ongoing to start for a residential development site in Finchley.</p> <p>Telehandler roles on the site:</p> <ul style="list-style-type: none"> • Following site managers instructions • Operating machinery in a safe & responsible manner • Lifting & moving materials around the site • Working alongside other trades and labour

Person Specification
<p>Requirements for Telehandler role:</p> <ul style="list-style-type: none"> • Valid CPCS/NPORS card • Full PPE • Competent communication skills • Valid driving license • Telehandler experience • Must live in the Borough of Barnet • The right candidate should be able to work as part of a team and use their own initiative • Must be reliable and punctual • CSCS, experience working on multi plot building sites and finishing apartments to a high standard

Job Title:	Security Officer - Nights
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Development:	Brent Cross Town	Date:	15.04.2025
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Type of role (please tick):	Work Experience	<input type="checkbox"/>	Apprentice	<input type="checkbox"/>	Employee	<input checked="" type="checkbox"/>
Number of positions available:	1					
Number of hours per week:	42					
Start time:	N/A		Finish time:	N/A		
Salary:	£14 per hour		Start date:	ASAP		

Job Description
<p>What You Will Be Doing:</p> <ul style="list-style-type: none"> • Always ensuring the highest levels of customer care • Greeting and interacting with visitors, service users and staff • Patrolling the Estate and ensuring all security protocols are being followed • De-escalating situations and dealing with any security related incidents • Promoting a health and safety culture • Ensuring incidents are recorded, accurately reported and escalated through appropriate channels • Preventing and detecting theft, antisocial behaviour and other crime

Person Specification
<p>What We Need From You:</p> <ul style="list-style-type: none"> • SIA Licence (CCTV and (DS or SG)) • Confident communication skills both verbal and written • Maintain highly professional standards • Highly self-motivated • Able to maintain an environment which is simultaneously safe, secure and welcoming. • First class customer service skills • Efficiency, professionalism and attention to detail. • Be fluent in spoken and written English • Standard keyboard skills and ability to communicate through various IT systems • To know and understand how to complete incident reports and the importance of gathering and preserving evidence as appropriate

Job Title:	Level 3 Business Admin Apprentice
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Development:	Silkstream	Date:	10.04.2025
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Type of role (please tick):	Work Experience	<input type="checkbox"/>	Apprentice	<input checked="" type="checkbox"/>	Employee	<input type="checkbox"/>
Number of positions available:	1					
Number of hours per week:	40					
Start time:	TBC		Finish time:	TBC		
Salary:	£7.55 per hour		Start date:	ASAP		

Job Description
<ul style="list-style-type: none"> • Document Management: Maintain up-to-date records and control documentation for mechanical and electrical systems, including drawings, specifications, method statements, and RFIs • Quality & Compliance: Ensure all documentation is accurately filed, up to date, and compliant with company procedures and project requirements • Site Support: Collaborate with site managers and project engineers to provide administrative support for project delivery, including tracking progress and updating registers • Information Handling: Receive, review, and distribute incoming and outgoing documentation using digital systems (e.g., Viewpoint, 4Projects, or similar) • Communication: Liaise with subcontractors, suppliers, and internal teams to manage documentation requests and respond to queries in a timely manner • Meeting Support: Attend meetings and morning briefings, take notes when required, and assist in following up on agreed actions • Organisation: Keep digital and physical filing systems organised and accessible, with a focus on version control and audit trails • Site Administration: Assist with general site office duties including maintaining site registers, booking inductions, logging deliveries, updating noticeboards, managing stationery supplies, and supporting the day-to-day running of a busy site office • Learning & Development: Participate in apprenticeship training, developing skills in business administration, digital systems, and construction project workflows

Person Specification
<ul style="list-style-type: none"> • GCSEs (or equivalent) at Grade 4/C or above in English and Maths – mandatory • Additional qualifications in ICT or Business would be an advantage but not essential • Strong organisational skills with high attention to detail • Confident communicator, both written and verbal • Comfortable using Microsoft Office (Word, Excel, Outlook) and willing to learn construction-specific platforms

- Ability to work independently and as part of a site-based project team
- A proactive approach and willingness to learn
- Interest in construction, engineering, or project administration

Job Title:	Level 2 Commis Chef Apprentice
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Development:	The Oren	Date:	14.04.2025
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Type of role (please tick):	Work Experience	<input type="checkbox"/>	Apprentice	<input checked="" type="checkbox"/>	Employee	<input type="checkbox"/>
Number of positions available:	1					
Number of hours per week:	35-40					
Start time:	12PM	Finish time:	8PM			
Salary:	£24,000 per year	Start date:	Ongoing			

Job Description

As a Commis Chef Apprentice, you'll be preparing food and carrying out basic cooking tasks in every section of a kitchen, under the supervision of a senior chef. Your primary objective will be to learn and understand how to carry out the basic functions of every section of the kitchen. Hands on learning - we partner with national training provider HIT to support our work-based Level 2 Commis Chef.

During this apprenticeship, you will:

- Identify and appreciate a variety of ingredients and fresh foods
- Understand and have the skills to prepare, cook and present food
- Maintain excellent standards of personal, food and kitchen hygiene
- Experience, consider and value each section of the kitchen
- Adapt and produce dishes to meet special dietary, religious and allergy requirements
- Recognise and use specialist kitchen equipment
- Work well with others as part of a kitchen brigade
- Commit to personal development activities

Person Specification

You do not need to have any experience to apply for this vacancy as full training will be provided as part of the Apprenticeship! As a Commis Chef, you will be working in a passionate and hard-working team to create an outstanding culinary experience for our customers. In return, you will have the chance to progress your career with a company that invests in its people, celebrates individuality, and rewards and recognises employees who go beyond the plate.

On completion of the Apprenticeship you will achieve the Commis Chef L2 and become a qualified Commis Chef. We're currently recruiting an ambitious Apprentice Commis Chef to help us create exceptional food experiences on a full-time basis contracted to 35 – 40 hours per week.

Please note, the successful candidate will be subject to a DBS/vetting checks.

Job Title:	Level 2 Hospitality Team Member Apprentice
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Development:	The Oren	Date:	14.04.2025
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Type of role (please tick):	Work Experience	<input type="checkbox"/>	Apprentice	<input checked="" type="checkbox"/>	Employee	<input type="checkbox"/>
Number of positions available:	1					
Number of hours per week:	35-40					
Start time:	8AM or 12PM		Finish time:	4PM or 8PM		
Salary:	£24,000 per year		Start date:	Ongoing		

Job Description
<p>This Hospitality Team Member Apprenticeships empowers team members with essential skills, knowledge and a customer-centric approach designed to elevate performance across a range of key areas of hospitality. Hands on learning - we partner with national training provider HIT to support our work-based Level 2.</p> <p>The hospitality team member role is varied, and the course will cover departments such as bar, restaurant, functions, front of house. This comprehensive programme will cover may different roles including but not limited to:</p> <ul style="list-style-type: none"> • Food and beverage service • Serving alcoholic beverages • Barista • Food preparations • Housekeeping • Concierge and guest services <p>The focus of this apprenticeship is on equipping team members with the tools they need to enhance the customer experience and drive customer loyalty by adopting effective teamwork methods and using emotional intelligence and learning styles to unlock greater customer satisfaction.</p>

Person Specification
<p>You do not need to have any experience to apply for this vacancy as full training will be provided as part of the apprenticeship.</p> <p>On completion of the apprenticeship, you will achieve the Hospitality Team Member L2. We're currently recruiting an ambitious Apprentice Hospitality Team Member to help us create an exceptional and unique service experiences on a full-time basis contracted to 35 – 40 hours per week. You will be supported through your Apprenticeship by our experienced management team and they will share their knowledge and help you achieve your qualification.</p> <p>Please note, the successful candidate will be subject to a DBS/vetting checks.</p>

To complete the apprenticeship, the apprentice must pass level 1 English and maths (or have the appropriate exemption certificate) and work towards and attempt level 2 before undertaking their end-point assessment.

Please note: All CVs must be submitted via a referral from a BOOST Advisor or one of our partner organisations (e.g. The Skills Centre, Jobcentre, Barnet & Southgate College) If you found this bulletin independently and do not have a referral, please complete the application form below to be considered.



<https://forms.office.com/e/Rs2mgzVPnL>