

# BOOST

PART OF

The Barnet  
Group

PERSON CENTRED

# Job Bulletin



**w/c 10.11.2025**

### What is BOOST?

BOOST is Barnet Councils dedicated employment support service that helps Barnet residents get into employment, education, and training.

Whether you're looking for your first job, a career change, or opportunities to upskill, BOOST offers free, tailored support to help you reach your goals.



#### What we offer for job seekers

- Job Search Support – CV building, interview practice, and job matching
- Training and Skills – Access to courses, qualifications, and workshops
- Employment Opportunities – Links with local employers and live vacancies
- One to One Advice – Tailored guidance to move you closer to work



#### What we offer for employers and partners

- Recruit Local Talent – Job matching and vacancy promotion
- Upskill Residents – Through training and accredited courses
- Building Partnerships – Creating opportunities across Barnet
- Screening and Preparing Candidates – CVs are reviewed before being put forward, and candidates receive interview preparation



#### Who do we help?

- People that live or study in Barnet
- Those aged 18+
- Individuals who have the legal right to work in the UK



#### What we don't offer

- Council Tax support or advice
- Immigration or legal services
- Direct financial aid (though we may signpost to relevant services)
- Long-term case management for complex needs (we can refer to appropriate services)

<b>Job Title:</b>	Work Experience Placement - Groundwork
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<b>Development:</b>	Brent Cross Town – Waste Transfer Station	<b>Date:</b>	04.11.2025
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<b>Type of role (please tick):</b>	<b>Work Experience</b>	<input checked="" type="checkbox"/>	<b>Apprentice</b>	<input type="checkbox"/>	<b>Employee</b>	<input type="checkbox"/>
<b>Number of positions available:</b>	1					
<b>Number of hours per week:</b>	24					
<b>Start time:</b>	9AM		<b>Finish time:</b>	3PM		
<b>Salary:</b>	Unpaid		<b>Start date:</b>	25.11.2025		

<b>Job Description</b>
<p>We are looking at offering a placement for an initial 3 weeks to give someone an idea of what it is like working on site especially during the groundworks phase. This would be an initial unpaid placement; however, for the right candidate, it may become a paid placement or job as we will have job opportunities in 2026.</p> <p>You will be based on site learning from one of our site team from 9am until 3pm, Monday to Thursday.</p> <p>We would like this candidate to start on the 25<sup>th</sup> November. Interviews will be held on the 18<sup>th</sup> November.</p>

<b>Person Specification</b>
<ul style="list-style-type: none"> <li>• CSCS Card</li> <li>• Willing to learn</li> <li>• Punctual</li> <li>• Able to commit to the hours for the full three weeks</li> </ul>

<b>Job Title:</b>	Assistant Quantity Surveyor
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<b>Location:</b>	Garman Road Tottenham	<b>Date:</b>	03.11.2025
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<b>Type of role (please tick):</b>	<b>Work Experience</b>	<input type="checkbox"/>	<b>Apprentice</b>	<input type="checkbox"/>	<b>Employee</b>	<input checked="" type="checkbox"/>
<b>Number of positions available:</b>	1					
<b>Number of hours per week:</b>	Full Time					
<b>Start time:</b>	N/A		<b>Finish time:</b>	N/A		
<b>Salary:</b>	£40,000		<b>Start date:</b>	ASAP		

<b>Job Description</b>
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Ready to take the next step in your commercial career? Marlborough Highways is on the lookout for an ambitious and detail-driven Assistant Quantity Surveyor to join our growing team. If you thrive in a fast-paced environment and want to develop your career with a company that values growth, collaboration, and innovation - this could be the perfect opportunity for you.

**What You'll Be Doing:**

As an Assistant Quantity Surveyor, you'll support the commercial lead across a range of highways contracts and projects. Your responsibilities will include:

- Assisting the commercial lead on contracts (and projects)
- Understanding of the commercial strategy across the contract
- Assisting in the submission of applications for payments and invoices
- Assisting in maximising value entitlement under the contract
- Collating required information of change control in preparation for final accounting
- Ability to carry out site measurement
- Assisting with preparation and updating of the revenue and cash forecasting
- Assisting with monthly cost / value reconciliations and financial reporting as well as cost management across the contract
- Interfacing with all stakeholders

<b>Person Specification</b>
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**What We're Looking For:**

- Relevant degree (or equivalent)
- Experience within highways and civil engineering sector
- Responsible and methodical with a working knowledge of standard methods of measurement
- Understanding of standard forms of contract (NEC, ICC and associated subcontracts)
- Good communication and negotiation skills with strong IT skills
- Flexibility to adapt to hours necessary to perform within this role
- Demonstrable level of commercial acumen

- Self motivated and confident working with minimal supervision and as part of a wider team as required
- Ability to work across multiple divisions and different principles of a term maintenance contract
- Confident building good relationships with both clients and supply chain
- Comfortable in a fast paced environment with the ability to manage more than one contract (or project) as required
- Current driving licence as there is a requirement for regular travel

<b>Job Title:</b>	Highways Maintenance Apprentice
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<b>Location:</b>	Radlett/Picketts Lock	<b>Date:</b>	28.10.2025
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<b>Type of role (please tick):</b>	<b>Work Experience</b>	<input type="checkbox"/>	<b>Apprentice</b>	<input checked="" type="checkbox"/>	<b>Employee</b>	<input type="checkbox"/>
<b>Number of positions available:</b>	1					
<b>Number of hours per week:</b>	40					
<b>Start time:</b>	N/A		<b>Finish time:</b>	N/A		
<b>Salary:</b>	£28,808		<b>Start date:</b>	ASAP		

<b>Job Description</b>
<p>We're looking for a Highways Maintenance to join our Transportation based in London, working towards a Level 2 apprenticeship in Highways Maintenance Skilled Operative.</p> <p>This is a fantastic opportunity to join a leading construction and infrastructure services company on an apprenticeship. Whilst working towards a recognised qualification, you'll be able to put your learnings into practice in your day-to-day role, helping you progress within your chosen career.</p> <p>How does an apprenticeship work? You'll work closely with the Transportation team to design, build and maintain infrastructure for the highways, rail, aviation and ports sectors, with a common goal of connecting people</p> <p>Your day to day will include:</p> <ul style="list-style-type: none"> <li>• Providing routine maintenance and ensuring continued operation of roads, tunnels, and bridges in the area</li> <li>• Other activities such as kerbing, concrete work and laying asphalt</li> <li>• Assisting in monitoring traffic flow during maintenance operations</li> <li>• Following health and safety protocols, wearing personal protective equipment (PPE), and ensuring a safe working environment</li> </ul>

<b>Person Specification</b>
<p>What are we looking for? The role of Highways Maintenance Apprentice is great for you if you:</p> <ul style="list-style-type: none"> <li>• Are over 18 years of age due to the possibility of staying away from home for work and training</li> <li>• A minimum of GCSEs at grades 3 – 9 (GCSE D or above), Functional Skills level 1 in English and Maths</li> <li>• Have the ability to handle physical work in varying weather conditions</li> <li>• Have the ability to work collaboratively with a team</li> <li>• Driving license preferable/advised</li> </ul>

<b>Job Title:</b>	General Operative
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<b>Location:</b>	Edmonton, E4 8JG	<b>Date:</b>	23.10.2025
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<b>Type of role (please tick):</b>	<b>Work Experience</b>	<input type="checkbox"/>	<b>Apprentice</b>	<input type="checkbox"/>	<b>Employee</b>	<input checked="" type="checkbox"/>
<b>Number of positions available:</b>	1					
<b>Number of hours per week:</b>	50					
<b>Start time:</b>	7AM	<b>Finish time:</b>	5PM			
<b>Salary:</b>	Competitive	<b>Start date:</b>	ASAP			

<b>Job Description</b>	
<p>Main responsibilities:</p> <ul style="list-style-type: none"> <li>• Erecting /moving fencing and barriers as and when required</li> <li>• Assist with the day to day running of site covering maintenance and temporary infrastructure on the project including external housekeeping.</li> <li>• Assisting with unloading and distribution of materials on site.</li> <li>• Assisting with traffic diversions and security.</li> <li>• Keeping all common site work areas clean and tidy.</li> </ul>	

<b>Person Specification</b>
<p>Job Requirements:</p> <ul style="list-style-type: none"> <li>• Have a valid CSCS / CCNSG card. (essential)</li> <li>• Have a good knowledge of risk and method statements while carry out duties on site.</li> <li>• Experience of working on a construction site and working safely.</li> <li>• Be physically fit and have the ability to work outside in all implement weather conditions (essential)</li> <li>• Occasional Telehandler duties, in 2024 (License essential)</li> <li>• Flexible during winter months</li> <li>• Must be able to drive and hold a valid driver’s license. – Drive Manual (essential)</li> </ul>

<b>Job Title:</b>	Client Services Administrator
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<b>Location:</b>	Barnet	<b>Date:</b>	20.10.2025
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<b>Type of role (please tick):</b>	<input checked="" type="checkbox"/> <b>Work Experience</b>	<input type="checkbox"/> <b>Apprentice</b>	<input type="checkbox"/> <b>Employee</b>	X
<b>Number of positions available:</b>	1			
<b>Number of hours per week:</b>	40			
<b>Start time:</b>	9AM	<b>Finish time:</b>	5:30PM	
<b>Salary:</b>	Competitive	<b>Start date:</b>	ASAP	

<b>Job Description</b>	
<p>The Client Services Administrator is an integral part of the team, based at the Jeeves Excellence Centre and is responsible for providing exceptional client service and administrative support. You will be the first point of contact for all clients (email, phone and face to face), responding to enquiries, resolving complaints, and ensuring client satisfaction. Your duties will include managing client accounts, processing orders, and maintaining accurate records. You should have excellent communication skills, a strong attention to detail, and the ability to multitask in a fast-paced environment. A successful candidate will be able to work independently and as part of a team, have a positive attitude, and be committed to providing excellent client service.</p>	
<p>Duties:</p> <ul style="list-style-type: none"> <li>• The role is based in our Excellence Centre in Barnet, answering and calling/emailing</li> <li>• clients, this includes handling and resolving client issues/complaints; providing order</li> <li>• updates and specific knowledge on garment care.</li> <li>• Support the branch managers across our 5 branches with all queries regarding production process, payments and complaints.</li> <li>• Answering queries clients or potential clients may have about our services.</li> <li>• Attracting potential clients by answering service questions via all mediums including calls/emails or face to face.</li> <li>• Managing client accounts, booking new deliveries and managing all financial aspects of the client accounts.</li> <li>• Maintaining client records by updating account information</li> <li>• Resolving product or service issues by understanding the client's complaint; determining the cause of the problem and solving the issue whilst managing the clients' expectations at all times.</li> <li>• Performing high quality garment inspection to ensure clients are well informed.</li> <li>• Ensuring high levels of client satisfaction through excellent client service.</li> <li>• Must be proficient with technology or have the ability to learn on the job.</li> </ul>	

- Provide administrative support to the Client Services Manager & Excellence Centre
- Manager.
- Ensure meticulous database management, ensuring all client/third party details are up to date and correct in line with GDPR.
- Provide assistance to the Area Manager where needed, including financial reporting, note taking and meeting support.
- Any other duties as required by your line management team.

### **Person Specification**

About you:

- Minimum 1 year in Customer Service/Care/Call Centre
- Experience in retail/customer-facing role a big plus
- Experience/knowledge of garment/textile/tailoring care is a huge benefit
- Excellent written and oral English
- Strong client-facing and communication skills
- A genuine passion for providing the highest level of client service
- Good attention to detail and very organised
- Ability to use multiple systems and multitask in a fast-paced environment
- Ability to use your initiative to problem solve end-to-end
- Positive and friendly attitude

<b>Job Title:</b>	Apprentice Groundworker Pipe Laying, Kerbing, Paving
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<b>Development:</b>	Brent Terrace	<b>Date:</b>	17.07.2025
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<b>Type of role (please tick):</b>	<b>Work Experience</b>	<input type="checkbox"/>	<b>Apprentice</b>	<input checked="" type="checkbox"/>	<b>Employee</b>	<input type="checkbox"/>
<b>Number of positions available:</b>	1					
<b>Number of hours per week:</b>	40					
<b>Start time:</b>	N/A		<b>Finish time:</b>	N/A		
<b>Salary:</b>	Apprentice Wage		<b>Start date:</b>	ASAP		

<b>Job Description</b>
<p><b>Main Purpose of the Role:</b> To assist in preparing construction sites for building and infrastructure projects. The apprentice will gain skills in pipe laying, drainage, kerbing, paving, and general groundwork activities.</p> <p><b>Key Responsibilities:</b></p> <ul style="list-style-type: none"> <li>• Support the installation of drainage and ducting systems (pipe laying).</li> <li>• Help with laying kerbs and paving slabs to required standards.</li> <li>• Follow setting out and levelling procedures.</li> <li>• Assist in excavation, backfilling and compaction.</li> <li>• Work safely around plant and machinery.</li> <li>• Keep the site clean and tidy.</li> <li>• Follow health and safety protocols.</li> <li>• Attend training or college as required.</li> </ul>

<b>Person Specification</b>		
Criteria	Essential	Desirable
Age	18+ required to work unsupervised	
Qualifications	CSCS Card or willingness to obtain one	GCSE English & Maths Grade 3/D or above
Physical Requirements	Physically fit for manual work	Comfortable in all weather conditions
Interest in Role	Genuine interest in construction	Experience using tools
Personal Qualities	Reliable, punctual, team player	Good communicator
Transport	Able to get to site reliably	Transport if site is remote
Work Ethic	Positive and willing to learn	Desire to progress in the trade

<b>Job Title:</b>	Apprentice Shuttering Carpenter
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<b>Development:</b>	Brent Terrace	<b>Date:</b>	17.07.2025
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<b>Type of role (please tick):</b>	<b>Work Experience</b>	<input type="checkbox"/>	<b>Apprentice</b>	<input checked="" type="checkbox"/>	<b>Employee</b>	<input type="checkbox"/>
<b>Number of positions available:</b>	2					
<b>Number of hours per week:</b>	40					
<b>Start time:</b>	N/A		<b>Finish time:</b>	N/A		
<b>Salary:</b>	Apprentice Wage		<b>Start date:</b>	ASAP		

<b>Job Description</b>
<p><b>Main Purpose of the Role:</b> To support the construction team in setting up and dismantling shuttering (formwork) used for concrete structures. The apprentice will learn how to read drawings, measure and cut materials, and safely construct forms for pouring concrete.</p> <p><b>Key Responsibilities:</b></p> <ul style="list-style-type: none"> <li>• Assist in building and dismantling timber or metal formwork for concrete</li> <li>• Learn how to interpret technical drawings and site instructions</li> <li>• Use hand and power tools under supervision</li> <li>• Follow safe working practices at all times</li> <li>• Keep work areas clean and organised</li> <li>• Work as part of a team to meet project deadlines</li> <li>• Participate in regular health and safety briefings</li> <li>• Attend college or training sessions as required</li> </ul>

<b>Person Specification</b>		
Criteria	Essential	Desirable
Age	18+ required to work unsupervised	
Qualifications	CSCS Card or willingness to obtain one	GCSE English & Maths Grade 3/D or above
Physical Requirements	Physically fit for manual work	Comfortable in all weather conditions
Interest in Role	Genuine interest in construction	Experience using tools
Personal Qualities	Reliable, punctual, team player	Good communicator
Transport	Able to get to site reliably	Transport if site is remote
Work Ethic	Positive and willing to learn	Desire to progress in the trade

## **Free Sports Course Info Session – Barnet Residents Only**

Have you considered a career in sports education or youth work?

Would you like support and free funding to get onto a course of your choice?

Pro Touch will run the Brighter Futures for Young People Project, offering 12 young people places on courses in sports education.

This could include a course in:

- Level 1 and 2 Certificate in Youth Work Practice
- Level 1 and 2 Certificate for the Children and Young People's Workforce
- Paediatric First Aid
- Emergency First Aid at Work
- Food Safety Awareness Parts A and B
- Safeguarding and Protecting Children
- Level 1 and 2 Multi Agency Safeguarding & Child Protection Training
- EE Playmaker by England Football
- Introduction to Coaching Football
- UEFA C and B Licence Football

...and many more

There will also be additional support, including:

- one-to-one mentoring support
- Help with your CV
- Interview Skills
- The chance to use your skills to support local young people through a community sports project and mentorship

Please note that this is for Barnet residents only

To register for the info session, go here: <https://www.kxrecruit.co.uk/vacancies> and filter to Brent Cross Town. When it asks how did you hear about the role, please select Barnet Council.

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>