

| <b>JOB DETAILS:</b>          |  |
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| <b>Vacancy Title:</b>        | Apprentice in Construction Operations / Groundwork   |
| <b>Number of Vacancies:</b>  | 10   |
| <b>Job Description:</b>      | <p>This is an exciting opportunity to build a successful career in Civil Engineering and Construction with an established and successful local construction business.</p> <p>If you enjoy practical work and want a job outdoors, then working on construction sites could be for you. As a Construction Operative/Groundworker, your duties will include:</p> <ul style="list-style-type: none"> <li>• Groundwork – marking out and digging shallow trenches for foundations and laying drains.</li> <li>• Concreting – laying and tamping (smoothing) concrete for foundations, floors and beams.</li> <li>• Road working – concreting, laying kerbs, paving and re-surfacing.</li> <li>• Road surfacing – working with the surfacing team to lay / construct roads and pavements.</li> </ul> <p>Successful applicants will learn how to use various hand, power and machine tools and, with further training, you could operate construction plant equipment, such as dump trucks or excavators.</p> <p>Successful applicants will be employed, will attend college 1 day per week and work on construction sites around the North West for the remaining 4 days per week. The Apprenticeship will be approximately 12 months long.</p> |
| <b>Weekly Wage:</b>          | Approximately £160 - £220 per week   |
| <b>Hours:</b>                | 40 hours per week maximum  |
| <b>Location:</b>             | Work will be carried out at different site locations around the North West. College attendance will be at Coppull.   |
| <b>Training Provided By:</b> | Matthews and Leigh Training Ltd and Preston College  |
| <b>Reality Check:</b>        | <p>Working in the Construction Industry is exciting - there is never a dull moment! The Industry is very interesting and rewarding seeing buildings constructed that shape towns, cities and peoples' lives.</p> <p>Working in the Construction Industry takes hard work and commitment. Working hours are around 40 hours per week and some sites work evenings and weekends. Working on site on pleasant or sunny days is good but during winter months it can be cold and wet.</p> <p>All workers, including Apprentices, need to hold a CSCS Card to work on construction sites. This will be arranged via Matthews and Leigh Training Ltd.</p> <p>At the start of the Apprenticeship, transport can be arranged for you, but in the long term you will need to learn to drive and work towards having your own transport.</p>   |
| <b>Future Prospects:</b>     | <p>This Apprenticeship programme is very much the start of an exciting career in the Construction and Civil Engineering Industry.</p> <p>Once the programme is complete, there may be opportunities to progress to drive plant machines, become a Supervisor or Site Manager, or carry out more technical roles on site such as Quantity Surveying, Planning, Buying and Estimating, etc.</p>  |

| <b>IDEAL CANDIDATE:</b>         |   |
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| <b>Skills Required:</b>         | <ul style="list-style-type: none"> <li>• An interest in Construction.</li> <li>• A good level of fitness.</li> <li>• Good practical skills.</li> <li>• The ability to follow written and verbal instructions.</li> <li>• Good teamworking skills.</li> <li>• An awareness of on-site health and safety issues.</li> </ul>   |
| <b>Personal Qualities:</b>      | <ul style="list-style-type: none"> <li>• You must be keen to work outdoors.</li> <li>• You should also be honest, reliable and willing to learn.</li> <li>• You should have excellent timekeeping and attendance.</li> <li>• You must be committed to completing this Apprenticeship.</li> <li>• You must be well presented and organised.</li> <li>• You must have a desire to learn about the Construction Industry.</li> </ul> |
| <b>Qualifications Required:</b> | GCSE English and Maths at Grade C or above or equivalent is preferred but not essential.  |

| <b>EMPLOYER DETAILS:</b> |   |
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| <b>Name:</b>             | Matthews and Leigh Civil Engineering Ltd  |
| <b>Address:</b>          | 141 Chapel Lane, Coppull, Chorley, Lancashire, PR7 4ND.   |
| <b>Description:</b>      | <p>Matthews and Leigh Civil Engineering Ltd is a family run Construction and Civil Engineering business. Established by brothers Ian and Andy Leigh in 1998, it has grown steadily to become widely recognised as a reputable company within the Construction and Civil Engineering Industry, throughout northern England and the Midlands.</p> <p>Matthews and Leigh is involved in all aspects of construction and civil engineering and has vast experience in the Industry. The main core of the business is groundwork for new housing developments, including roads and sewers, foundations, slabs, drainage, services and externals.</p> <p>The company prides itself on being able to undertake a range of diverse developments from large residential housing sites through to smaller private and domestic projects. Directors Ian and Andy are extremely hands on, providing valuable advice, experience and leadership.</p> |
| <b>Website:</b>          | <a href="http://www.matthewsandleigh.co.uk">www.matthewsandleigh.co.uk</a><br><a href="http://www.matthewsandleightraining.co.uk">www.matthewsandleightraining.co.uk</a>  |

| APPLICATION INSTRUCTIONS: |   |
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| <b>To Apply:</b>          | <p>Please speak to your Job Centre Plus Advisor, or send a CV to:</p> <p>Karen Cushion<br/>Training Manager<br/>Matthews and Leigh Training Ltd<br/>141 Chapel Lane<br/>Coppull<br/>Lancashire<br/>PR7 4ND</p> <p>01257 792268 / 07973 898582<br/><a href="mailto:training@matthewsandleigh.co.uk">training@matthewsandleigh.co.uk</a></p>  |
| <b>Interview Process:</b> | <p>Approximately 15 people will be selected to attend the interview process which is in 3 Phases, details below.</p> <p><b>Phase 1:</b> This 3 ½ day session includes a ‘taster’ in basic construction skills and an exercise to learn some of the skills you will need to work in the Construction Industry and help you obtain a CSCS Card so you can get access to sites.</p> <p><b>Phase 2:</b> A 3 day session that will provide help and advice regarding you the skills you need secure this job. This session will include information and exercises that will be considered when selecting successful applicants.</p> <p><b>Phase 3:</b> A 3 week trial period working on construction sites. This activity will mean you will work on site in a real work situation. As well as helping the Company decide on the successful applicants, it will give you the chance to make sure Construction is an Industry you want to work in. Following the trial period, there will be a job interview and information and advice for progression.</p> <p><i>It is important for applicants to consider that each Phase is part of the selection process. Unsuccessful applicants within each Phase may not progress to the next Phase but will have obtained some skills and/or a compliance card needed to work in the Construction Industry.</i></p> |

| DATES:               |  |
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| <b>Closing Date:</b> | 10 <sup>th</sup> November 2017   |
| <b>Interviews:</b>   | First Interviews W/C 13 <sup>th</sup> November 2017<br>Recruitment Process/Trial will start 20 <sup>th</sup> November 2017 |
| <b>Start Date:</b>   | January 2018   |