

# Curo

## Accredited Work Placement Programme – vacancies

We currently have work placement vacancies in the following sectors:

- Administration
- Construction and Trades
- Catering and Hospitality
- Care and Support
- Customer Service and Cleaning

Please see below under each sector to find the right placement for you.

If you or someone you are working with you would like to make a referral please contact [employmentandtraining@curogroup.co.uk](mailto:employmentandtraining@curogroup.co.uk) with the individual's name, address, contact number and which work placement they are interested in and they will be contacted by a representative of Curo's Employability Services team.

[www.curo-group.co.uk](http://www.curo-group.co.uk)



**Curo** Accredited Work Placement Programme - vacancies February 2017  
**- Administration**

Job Title	Tasks	Status	Area	Would Suit
<b>Admin assistant-Tenancy Compliance and Support</b>	<ul style="list-style-type: none"> <li>• Scanning court files</li> <li>• Photocopying</li> <li>• Typing letters up/using letter templates</li> <li>• Answering the phone to take messages</li> <li>• Inputting new cases in to a database</li> <li>• Call backs to customers</li> <li>• Send emails</li> <li>• Add appointments to Outlook</li> <li>• Electronic folder admin</li> </ul>	<b>Available</b>	<b>Bath – Lower Bristol Road</b>	Some who has some existing administrative skills: Good with computers, can be discreet, flexible, resilient and willing to learn.
<b>Admin assistant- Tenancy management</b>	<ul style="list-style-type: none"> <li>• Updating spreadsheets and databases with customer information</li> <li>• Photocopying, scanning and filing</li> <li>• Issuing letters to customers</li> <li>• Working with advisors and coordinators to arrange repairs</li> <li>• Helping to monitor emails</li> <li>• Shadowing property visits</li> </ul>	<b>Available</b>	<b>Bath – Lower Bristol Road</b>	Suitable for someone who is hard working, organised and confident in customer service. Good computer skills needed.
<b>Admin assistant-Employability Services</b>	<ul style="list-style-type: none"> <li>• Photocopying, scanning and filing</li> <li>• Issuing letters to customers</li> <li>• Using database to update</li> </ul>	<b>Available</b>	<b>Bath – Lower Bristol Road</b>	Suitable for someone who has basic IT skills but willing to learn and is confident using the phone.

	<p>customer records</p> <ul style="list-style-type: none"> <li>• Making telephone calls to employers and customers</li> </ul>			
<b>Admin assistant- Asset Management</b>	<ul style="list-style-type: none"> <li>• Scanning, filing and data cleansing</li> <li>• Contacting residents and contractors on the phone</li> <li>•</li> </ul>	<b>Available</b>	<b>Bath- Lower Bristol Road</b>	Would suit someone who has good IT skills, someone who has good communication skills and would be able to work within a busy team.
<b>Admin assistant- Estates</b>	<ul style="list-style-type: none"> <li>• Responding to customer queries on the telephone and updating customer records on database</li> <li>• Helping to monitor emails</li> <li>• Photocopying, scanning and filing</li> <li>• Processing internal queries and raising works with subcontractors as required</li> </ul>	<b>Available</b>	<b>Bath – Lower Bristol Road</b>	Would suit someone with good IT skills who has some experience of admin work, someone who can work well under pressure in a fast paced team and has good communication skills.
<b>Admin assistant</b>	<ul style="list-style-type: none"> <li>• Answering telephone and answering customer queries</li> <li>• Completing telephone surveys with customers</li> <li>• Date entry, data cleansing, filing and photocopying</li> <li>• Sorting incoming and outgoing post</li> <li>• Ordering stationery and supplies</li> </ul>	<b>Available</b>	<b>Bristol (Filton)</b>	Suitable for someone interested in administration, someone who can provide good customer service, work within a team and individually. Someone who can be accurate and has good computer skills.

<b>Admin assistant</b>	<ul style="list-style-type: none"> <li>• Speaking to customers on the phone and advising on current services and answering general enquiries</li> <li>• Keeping paperwork and records up to date</li> <li>• General admin duties</li> </ul>	<b>Available</b>	<b>Bristol</b>	<p>Someone who has a desire to build on customer service and admin skills. The ideal candidate will be accurate in maths skills and be able to be accurate in letter writing and record keeping. Good listening skills and communication skills are also important.</p>
<b>Resident Liaison Officer</b>	<ul style="list-style-type: none"> <li>• Shadowing and assisting the RLO on site with customer liaison work-completing initial paperwork and taking photographs of properties</li> <li>• Completing customer satisfaction surveys</li> <li>• Arrange appointments for surveys and works</li> <li>• Must have CSCS card to shadow RLO on site</li> </ul>	<b>Available</b>	<b>Bath</b>	<p>This is to support the Resident Liaison Officer. Would suit someone who would be happy to speak to customers and enter customers' homes as well as completing admin.</p>

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**- Construction and Trades**

Job Title	Tasks	Status	Area	Would Suit
<b>Multi Trades Team Voids &amp; Response</b>	<ul style="list-style-type: none"> <li>To work within the repairs or voids teams completing works at customer properties</li> <li>Cleaning and clearing void properties</li> <li>Assisting with general repairs work</li> <li>Minor repairs; fencing, tiling, carpentry, plumbing, ground work and general labouring</li> </ul>	<b>Available</b>	<b>Various locations around Bath</b>	Would suit someone who wants to gain experience in trades. Must be physically fit and able to carry out a physically demanding role. Should be able to work as part of a team and able to use own initiative.
<b>Grounds Workers</b>	<ul style="list-style-type: none"> <li>Working with different teams including: Playgrounds, shrubs and hedges, grass or bulk waste teams</li> <li>Grass cutting,, litter picking hedge trimming, using specialist equipment (once trained)</li> </ul>	<b>Available</b>	<b>Office Depot- South stoke, Bath</b>	Would suit someone who enjoys working outdoors, is able to get to the office depot for early morning. Placement only available to someone 18 years or over due to insurance purposes.

## Curo Accredited Work Placement Programme - vacancies February 2017 - Catering and Hospitality

Job Title	Tasks	Status	Area	Would Suit
<b>Breakfast Assistant</b>	<ul style="list-style-type: none"><li>• Set up and preparation of breakfast station in a busy hotel environment</li><li>• Taking deliveries from suppliers</li><li>• Assisting with weekly stock take as required</li><li>• Cleaning</li><li>• Preparing meeting rooms including meeting and greeting clients</li></ul>	<b>Available</b>	<b>Bath</b>	Would suit someone who can work well as part of a team, has good hygiene and some food safety knowledge would be desirable. Should be willing to learn and

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**- Care and Support**

Job Title	Tasks	Status	Area	Would Suit
<b>Care Worker</b>	<ul style="list-style-type: none"> <li>• Working alongside qualified carers to deliver home care to elderly and frail service users.</li> <li>• Domestic support needs enabling them to live as independently as possible</li> <li>• Work alongside qualified carer to complete independent care plan for the service user.</li> <li>• Travelling to multiple locations with the support of the qualified carer.</li> </ul>	<b>Available</b>	<b>Bath</b>	Suited to someone who is flexible, patient, has basic literacy skills, good communication and listening skills, a team player, reliable, approachable and conscientious.

**Curo** Accredited Work Placement Programme - vacancies February 2017  
**- Customer Service and Cleaning**

Job Title	Tasks	Status	Area	Would Suit
<b>Customer Service/ Front of House reception/Admin</b>	<ul style="list-style-type: none"> <li>• Supporting with the delivery of events including front of house serving, welcoming guests, food and drink preparation</li> <li>• Supporting the office staff with basic admin duties such as filing, scanning and photocopying. Welcoming guests on reception, arranging meetings and showing visitors to the correct places.</li> </ul>	<b>Available</b>	<b>Keynsham</b>	Suited to someone who has a desire to work in customer services and would be confident to speak to people.
<b>Retail Assistant</b>	<ul style="list-style-type: none"> <li>• Retail assistant x 2 to cover FT hours and Saturday's: To work in the clothing arm of large charity retailer in Bristol. Responsible for greeting customers and providing an excellent customer experience, cash handling, stock control and ensuring the store looks clean, tidy and well stocked.</li> <li>• Also offering an opportunity for warehouse assistant and driver's mate.</li> </ul>	<b>Available</b>	<b>Bristol</b>	As a new venture for the organisation they are looking for someone to flourish in the role and build up the customer base. Should be willing to learn

<b>Warehouse and customer service assistant</b>	<ul style="list-style-type: none"> <li>• General warehouse role- picking products, heavy lifting, working alongside team members, following instruction, shadowing drivers, learning about products, possible interaction with</li> <li>• Opportunities to progress into a telesales role if the candidate can demonstrate IT skills and good product knowledge.</li> </ul>	<b>Available</b>	<b>Bristol</b>	<p>Must be able to provide excellent customer service, IT skills, ability to retain product knowledge, motivated by sales are all skills which would be desirable.</p>
<b>Cleaning Operative</b>	<ul style="list-style-type: none"> <li>• Office cleaning</li> <li>• Outdoor and communal area cleaning</li> <li>• Using specialised equipment</li> </ul>	<b>Available</b>	<b>Bath</b>	<p>Some who is interested on building on existing skills or willing to learn new ones.</p>