

Build your career with us

# Apprenticeships

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# Who are we and what do we do?



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About us

## JN Bentley is a leading engineering and construction company.

Our 2500 people deliver over £500m of work every year, on projects right across the UK, from feasibility and design through to construction, commissioning and handover.



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About our apprenticeships

Built on a foundation of individuals who take pride in their work and look out for each other, we're a diverse organisation who work in close collaboration with our clients and supply chain.



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Site-based apprenticeships

## We believe that because we care about what we do, we do things better.

Caring about our clients means we enjoy strong collaborative relationships with them and are awarded repeat business.

Caring about our people means safety and wellbeing always comes first, and we invest greatly in professional development and delivering social value to make a positive impact.

Caring about the bottom line means we look after the money – with the right tools and strategies we ensure we deliver quality solutions in a cost and efficient way.



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Business support apprenticeships

## We operate largely in the UK water sector.

We work in partnership with companies like Yorkshire Water, Thames Water and United Utilities, helping to keep the water flowing by building and maintaining their critical infrastructure.



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Hear from our apprentices

## It's not just water, though.

We build flood defences, new highways, bridges, industrial buildings and more.

And because we are part of the Mott MacDonald Group – a multi-national engineering consultancy – we can offer apprenticeships in a wide variety of roles.



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How to apply

## What is an apprenticeship?

An apprenticeship is a paid job that combines practical experience with training to achieve a nationally recognised qualification.

It's a fantastic opportunity to take important steps towards your career, giving you the chance to gain practical skills and academic knowledge all whilst earning a great salary.

Apprenticeships are an excellent way to develop the necessary skills and experience to succeed in your chosen career, providing a unique gateway into the industry that will set you up well for future success.

Anyone can apply for an apprenticeship – not just school leavers – so they can also be an opportunity to follow a new career path or re-train in a discipline you're passionate about.

## Hands-on from day one, our apprenticeships encourage both professional and personal development. We'll also support you to become a member of a professional body and can support routes to chartership during your career with us.

Joining our team, you'll have a dedicated mentor on hand to guide you, answer questions and support your development throughout your apprenticeship.

Working alongside experienced colleagues, you'll gain valuable experience and insight, earning whilst you learn, expanding your skillset and taking a big step towards building a future career.

All of our apprenticeship roles come with permanent employment contracts and offer full staff benefits. Our culture of promoting from within means we hope that accepting an apprenticeship with us marks the start of a long and successful career.

All of our apprentices (except General Construction Operative) are automatically enrolled onto our bespoke Graduate and Apprentice Programme: a 12-month scheme designed to enhance your work skills, expand your network, and enrich your experience.

# Site based apprenticeships

## Level 2 Groundworker



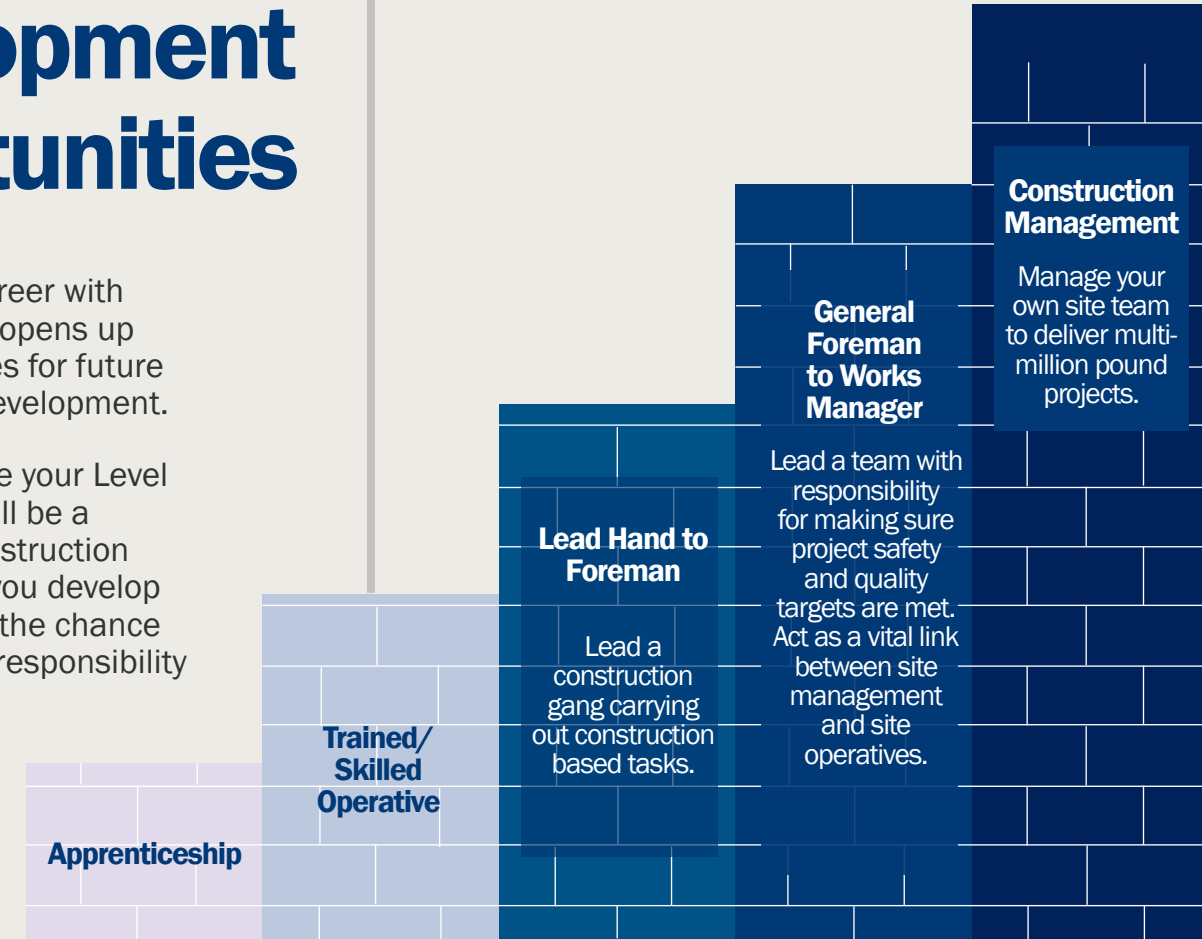
From day one you'll be working out on our construction sites, learning all about key tasks such as ground-working, form-working, steel-fixing, sheet piling, concreting and road working.

An apprenticeship in general construction operations also opens up career paths in other areas of the business, not just construction site-based roles. If you want to explore other career opportunities in the business, here's an idea of the career paths you could pursue after completing your Level 2 apprenticeship:

# Development opportunities

Kicking off your career with an apprenticeship opens up lots of opportunities for future progression and development.

When you complete your Level 2 qualification you'll be a skilled general construction operative and, as you develop your skills, there's the chance to take on greater responsibility or even lead your own site team.



## Skilled Operative

After completing Level 2 Groundworker Apprenticeship

### Further apprenticeships

- Specialist trade apprenticeship (formwork, joinery, bricklaying, pipe laying)

If you're interested in pursuing a career in a trade, there's the option to go on to do a future apprenticeship and specialise in the area that interests you the most.

### Site progression

- Lead hand
- Foreman
- General foreman
- Works Manager
- Site Manager
- Contracts Manager

Progress from a skilled operative to other site-based roles where you will take on greater responsibility and lead your own site team.

There's opportunity to progress up to site manager level or even contracts manager where you'll oversee multiple projects too.

### Engineering

- Level 3 Civil Engineering Technician apprenticeship
- Level 3 Utilities Engineering Technician apprenticeship

If you're interested in engineering, there's the option to go on to do a further Level 3 apprenticeship in civil or mechanical and electrical engineering.

With our dedicated training and development programme for construction apprentices, you'll be given the chance to gain valuable skills and experience from day one.

This hands-on experience coupled with award-winning training and development will provide you with the support needed to develop your skills and build a successful career.



**My favourite part of my job is that I do something different every day and learn lots of new skills that help me to develop myself.**

Jack, Groundworker



# Civil engineering

## Level 4 Civil Engineering Senior Technican



### A great first step towards a career in engineering.

As an apprentice civil engineer, you'll experience working on live construction projects – from new multi-million-pound water treatment works to upgrades to historic reservoirs.

Working alongside the site manager and engineer, you'll assist with undertaking all site operations, including setting-up site, construction, installation and handover. You will learn how to set out structures, roads, pipework and ducting above and below ground, and how to control line and levels to ensure these are set out as per the design drawings using a variety of techniques.

Other responsibilities might include keeping accurate records for as-built data and quality assurance requirements, selecting the correct plant and materials for site, and working with the team to carry out health, safety and environmental monitoring.



During your apprenticeship, we'll support you towards achieving professional qualification with the Institution of Civil Engineers (ICE).

You'll be assigned a dedicated mentor who will provide ongoing support and guidance throughout your apprenticeship.

Completing an apprenticeship in civil engineering could lead to progression to a Level 6 Civil Engineering degree apprenticeship.



What I enjoy most about my apprenticeship is the range of people I've met on site, of all ages and experiences.

Pippa, Civil Engineer



I get to work on a range of interesting projects across design and construction so there's lots of opportunity to develop.

Lewie, Civil Engineer



# Mechanical & electrical engineering

## Level 3 Utilities Engineering Technician

Play a key role in the design, planning, maintenance and commissioning of mechanical and electrical parts of our projects.

Our Mechanical, Electrical and Process (MEP) engineers are innovative thinkers with a talent for solving problems and work closely with the rest of the construction team on site.

You'll have the opportunity to work on various mechanical and electrical projects within water and wastewater, treatment plant, flood defences and general design-and-build commercial projects.

Working within an experienced team of MEP engineers, you'll be involved in the installation and commissioning of projects from design to completion, while helping develop best practice and contributing to a strong health and safety environment.



I get to use what I've learnt in college on site, to improve my capabilities and broaden my experience.

Marc, MEP Engineer

During your career, we'll support you towards achieving professional qualification with either the Institution of Engineering and Technology (IET) or the Institution of Mechanical Engineers (IMechE).

You'll be assigned a dedicated mentor who will provide ongoing support and guidance throughout your apprenticeship.



I knew that JN Bentley are a well respected, family-run company, so I saw a great opportunity to progress in my chosen career.

Harry, MEP Engineer



An apprenticeship in MEP engineering opens up a number of future career prospects - this could be progression to Higher National Certificate or equivalent Level 4 Apprenticeship and from there further higher level or degree qualifications.

# Quantity surveying

## Level 4 Construction Quantity Surveyor



**If you enjoy problem-solving and have an interest in maths, a career in quantity surveying and commercial management could be for you.**

Our Quantity Surveyors (QS) manage the commercial side of construction projects. Keeping a close eye on the numbers, they help to ensure projects come in on (or under!) budget. They split their time between working in the office and out on site, preparing payments and cost reports and managing relationships with various stakeholders.

As a QS, you'll play a key role throughout the project, from early contractor engagement, optioneering and tender negotiation through to the design, procurement, construct, commissioning and handover of schemes.

Working alongside our integrated design and operational teams, as well as supply chain partners, you'll develop your current skill set and be provided with the tools you need to thrive.



Our QS apprentices are supported to achieve a professional qualification with the Chartered Institution of Civil Engineering Surveyors (CICES), with the opportunity to achieve chartership during their career.

You'll be assigned a dedicated mentor who will provide ongoing support and guidance throughout your apprenticeship.

Following your apprenticeship, there is the opportunity to progress to a Level 6 Construction Quantity Surveyor Degree Apprenticeship, which could open up doors to senior roles in areas such as Commercial Management.



**Completing an apprenticeship puts you 5 years ahead of university graduates with no industry experience, which is highly valued when applying for jobs.**

Summer, Quantity Surveyor



**I was 32 when I chose to start a new career as a Quantity Surveyor, which shows that an apprenticeship is a great way to start something new at any point in your career. Getting paid to learn is a huge bonus.**

**In 2023 I won the Leeds College of Building Apprentice of the Year - an achievement I'm incredibly proud of!**

Adam, Quantity Surveyor



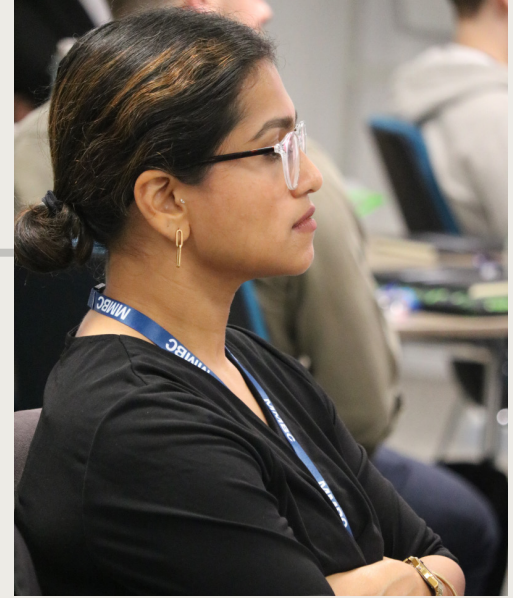
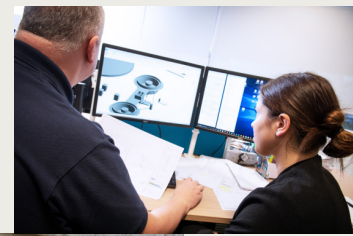
# Our apprenticeships

## Business support

**Our business support teams work closely with our project teams to keep the cogs turning on site.**

We offer lots of different apprenticeship opportunities for a role in business support that generally start at Level 3 with the opportunity to progress.

- Level 3 Procurement Supply
- Level 2 Account/Finance Assistant
- Level 3 Assistant Accountant
- Level 3 IT Solutions Technician
- Level 3 Data Technician
- Level 3 IT Software Development Technician
- Level 3 Safety, Health and Environment Technician
- Level 3 Business Administration



# Business support apprenticeships

## Level 3 Procurement and Supply



**Following successful completion of our Business Administration apprenticeship, you have the opportunity to complete the Level 3 Procurement and Supply apprenticeship.**

An apprenticeship in our busy procurement and plant teams means you will have the opportunity to gain valuable experience working with different business areas and roles – such as engineers, site agents and contracts managers.

Our procurement team is responsible for procuring the right materials, low-risk subcontract packages, and implementing the external plant supply chain for the business. The team work closely with project teams to advise on procurement decisions and value engineer.

Our Plant team ensure plant, tools, vehicles and equipment are deployed and serviced effectively, manage driving permits and fleet compliance and procure company-owned plant and vehicle assets.



**I enjoy the combination of practical training and studying, allowing me to gain valuable business experience and connect with a range of new people.**

Abigail, Plant Coordinator

### Your day-to-day roles and responsibilities might include:

- Using a variety of tools to analyse market trends and spend patterns in order to secure best value for the business.
- Liaising with various stakeholders throughout the business in order to source a variety of different materials for use on our construction sites.
- Managing relationships with a range of different stakeholders to ensure deadlines are met.
- Ensuring all materials are purchased on time, to specification and at the best value available.
- Fostering a variety of relationships across the supply chain in conjunction with your allocated mentor.
- Coordinate maintenance, deployment and service requirements across our internal plant fleet.

You will be mainly office based, working out of our Head Office in Skipton, but there will be opportunities to visit suppliers, sites and other operational offices.

During your apprenticeship, we'll support you towards achieving professional qualification with the Chartered Institute of Procurement and Supply (CIPS).

You'll be assigned a dedicated mentor who will provide ongoing support and guidance throughout your apprenticeship.



**The most rewarding aspect of my apprenticeship has been the wealth of new skills, connections, and knowledge I've gained.**

Lucas, Apprentice Procurement





## Business support apprenticeships

### Level 2 Accounts/Finance Assistant

### Level 3 Assistant Accountant



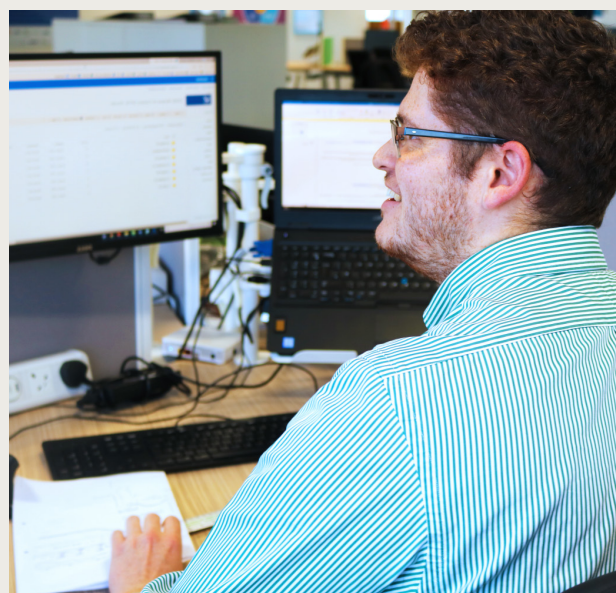
**Supporting a multi-million-pound turnover business, it's vital that our finance team are organised, diligent and able to work under pressure.**

Based out of our Head Office in Skipton, our finance team is responsible for ensuring that there is good visibility of the business's financial performance and cash position and that variances are anticipated, investigated and planned for.

They also support other parts of the business with financial decision making, modelling and analysis.

During your time as an Assistant Accountant, you'll have the opportunity to get involved in all areas of finance including:

- Assisting in the preparation and production of the accounts, including monthly management accounts.
- Ensuring the prompt payment of suppliers and subcontractors and tracking payments from our clients.
- Maintaining accurate payments receipt records and audit costing systems as well as managing payments of monthly expenses and subsistence.
- Analysis of monthly performance and assisting with the preparation of the monthly finance pack.
- Interaction with other overhead departments and with the wider operational business.



During your apprenticeship, we'll support you towards achieving professional qualification or membership with a relevant professional body.

You'll be assigned a dedicated mentor who will provide ongoing support and guidance throughout your apprenticeship.



**I joined JN Bentley at 16 as an apprentice in accounts payable, achieving AAT Level 2 and progressing to Level 3 and the transactional processing team.**

**Apprenticeships offer invaluable practical experience, and JN Bentley supports growth to higher qualifications and roles with more responsibilities.**

Joe, Finance Apprentice



## Business support apprenticeships

### Level 3 IT Solutions Technician

### Level 3 Data Technician

### Level 3 IT Software Development Technician

**Our IT Technicians are valued members of business support, working within a busy team providing vital technical support to the wider business across our sites and offices.**

You'll be joining a fast-paced team based out of our Head Office in Skipton, acting as the first point of contact to our colleagues both remotely and on-site for business IT support, ensuring they are provided with quality support and participate in assigned project deliverables as required.

During your apprenticeship, we'll support you towards achieving professional qualification or membership with a relevant professional body.

You'll be assigned a dedicated mentor who will provide ongoing support and guidance throughout your apprenticeship.



#### Your day-to-day roles and responsibilities might include:

- Ensuring colleagues are provided with quality support and work on project teams as required.
- Providing first-line technical support to colleagues, remotely and on-site.
- Ensuring that requests for assistance are properly logged, assigned and responded to in a timely manner in accordance with agreed guidelines and procedures.
- Updating Service Desk help-tickets and knowledge base with analysis findings and results.
- Preventative maintenance through system monitoring.
- Attending training to develop relevant knowledge and skills.



At JN Bentley we have a strong culture of promoting from within. After completing your initial apprenticeship there may be the opportunity to go on and study further higher levels of apprenticeship in the fields of Information Technology or Procurement and Supply.



**My apprenticeship mentor has helped me in many ways. We speak daily, and they are always there to guide and support me. We get on really well and have a built a good relationship that's benefitted me hugely.**

Ben, IT Technician



# Business support apprenticeships

## Level 3 Safety, Health and Environment Technician (SHEQ)

Our Safety, Health, Environment and Quality (SHEQ) team are key to the business; they provide direct support to our site teams to help them successfully complete the project whilst also maintaining high standards in relation to all things SHEQ - from compliance with operational standard to guidance on environmental issues.

As an apprentice, you'll help support the entire organisation, including operational teams, in ensuring that we work safely, avoid environmental harm, safeguard the occupational health of our employees and deliver quality projects to our client base and their customers.



“Following more experienced colleagues and learning from them through joint site visits has been a big part of my apprenticeship.”

Selena, SHEQ Apprentice

### Your day-to-day roles and responsibilities might include:

- Inspecting operations on-site from a SHEQ perspective.
- Attending and observing relevant training courses, and learning techniques to deliver training.
- Learning about health, safety and environmental legislation.
- Providing support to SHEQ and regional operational teams by collating and reporting on accumulated health, safety and environmental data.
- Supporting the provision of occupational health support to employees.
- Learning to use the software packages which underpin our training and analyses.
- Analysing data from incident reports to formulate strategies to avoid future harm.
- Gaining an understanding of management systems.
- Observing internal and external audits.



During your apprenticeship, we'll support you towards achieving professional qualification or membership with of any relevant professional body.

You'll be assigned a dedicated mentor who will provide ongoing support and guidance throughout your apprenticeship.

“I've had the opportunity to be involved in all aspects of SHEQ - from planning and commissioning on site, to temporary works, occupational health and quality.”

Kelsey, SHEQ Apprentice



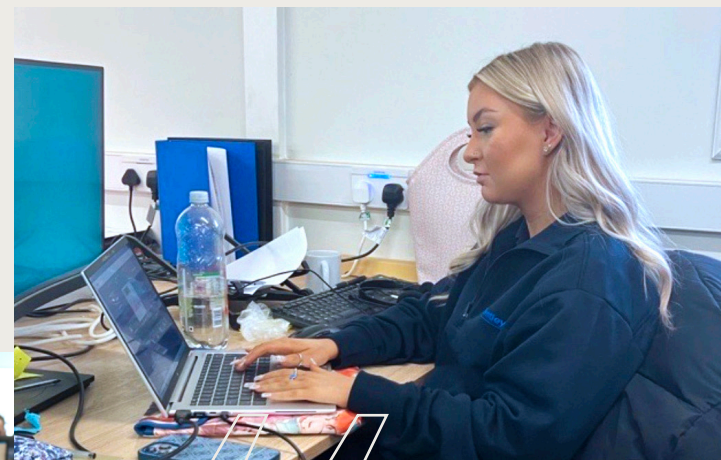
# Business support apprenticeships

## Level 3 Business Administration

Our business administration apprenticeships provide you with the opportunity to develop key transferable skills that will enable you to work efficiently in a busy team and add real value to the business.

You'll gain valuable experience and become a well-rounded employee with a good understanding of how the business and different teams operate.

Working at the core of the business, you'll start your apprenticeship working alongside one of our customer liaison managers and the wider team to provide day-to-day support to colleagues and help coordinate various duties in our offices. You'll need to show strong interpersonal skills, be a great communicator and able to work well with others.



You'll be assigned a dedicated mentor who will provide ongoing support and guidance throughout your apprenticeship.



**The Early Careers Programme has helped immensely bringing me out of my comfort zone.**

**It gave me a solid introduction to the company and brought us all together to understand each other's roles.**

Anya, Business Administrator Apprentice

An apprenticeship in business administration opens up a number of future career prospects in the construction and civil engineering industry - with progression opportunities in areas of customer service, management or operational administration and even business support roles.



**I'd definitely recommend an apprenticeship at JN Bentley because of the people - everyone's really friendly and always there to help you with your work.**

Sunnah, Apprentice Administrator



### Your day-to-day roles and responsibilities might include:

- Providing practical office administration support such as managing facilities, ensuring health and safety protocols are followed, and dealing with staff and visitor queries.
- Maintaining organisation of business information and files.
- Overseeing everyday office tasks and helping to ensure operations run smoothly.
- Communicating and engaging with stakeholders and staff alike.
- Managing business resources in line with our core values and business principles.

# Hear from our apprentices



## Career progression

I spent my apprenticeship as a general construction operative studying towards my groundworks NVQ. JN Bentley helped me progress forward into achieving this. I have now moved on to an apprentice site engineering role while working towards an additional civil engineering qualification - all thanks to the support from JN Bentley.

Liam, General Construction Operative



## First-hand experience

The reason I chose to do an apprenticeship at JN Bentley is that you get first-hand experience in the construction and engineering industry – and it's the best way to learn, getting directly involved with the work and building relationships with experienced professionals already in the industry. I don't think that is something you get at university.

Manny, Civil Engineer



## No two days are the same

My apprenticeship has shown me a totally different way of learning. I have the opportunity to gain great qualifications and be totally hands on, with the additional benefit of working alongside experienced staff. No two days are the same - I may be office based or on site – and the variation allows me to liaise with different teams which has helped boost my confidence and become more knowledgeable in my field.

Anya, Business Administration Apprentice



## Reaching my full potential

I chose to do a safety, health and environment apprenticeship at JN Bentley as I wanted to begin a career in something I previously had no experience in as I enjoy new challenges and liked the idea of being able to learn the role whilst getting hands on experience on site. I also know people who have worked at JN Bentley many years and have always had positive reviews. The company allows you to reach your full potential and supports you through every step of the apprenticeship.

The things that I enjoy about the role is that every day is different and I have the opportunity to be involved with a site from the initial planning stages right through to commissioning. I have also been given the chance to be involved in all aspects of the QES Department such as temporary works, occupational health and quality.

Kelsey, QES Apprentice



## Getting paid to learn

I was 32 when I chose to start a new career as a Quantity Surveyor, which shows that an apprenticeship is a great way to start something new at any point in your career. I get a monthly wage and learn on the job rather than going to university and just learning the theory. Getting paid to learn is a huge bonus. In 2023 I won the Leeds College of Building Apprentice of the Year - an achievement I'm incredibly proud of!

Adam, Quantity Surveyor



# How to apply

**Does an apprenticeship at JN Bentley sound like the next step for you?**

You've read this booklet, so hopefully you're interested in joining our teams.

If working in an environment where hard work and a good attitude are rewarded - and where we have plenty of fun along the way - then we'd love to hear from you.



## Application process

It's quick and easy to apply for an apprenticeship with us.



**Apply direct via our website**

[careers.mottmacbentley.co.uk](https://careers.mottmacbentley.co.uk)



**Get in touch with one of the team**

Construction apprenticeships  
[development@jnbentley.co.uk](mailto:development@jnbentley.co.uk)

All other apprenticeships  
[mmbcearlycareers@jnbentley.co.uk](mailto:mmbcearlycareers@jnbentley.co.uk)



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