

# Job Posting Analytics

Lightcast Q2 2024 Data Set

February 2025

# Parameters

Select Timeframe: Feb 2024 - Jan 2025

Regions:

Code	Description
E06000050	Cheshire West and Chester

Minimum Experience Required: Any

Advertised Salary: Include all postings regardless

Education Level: Any

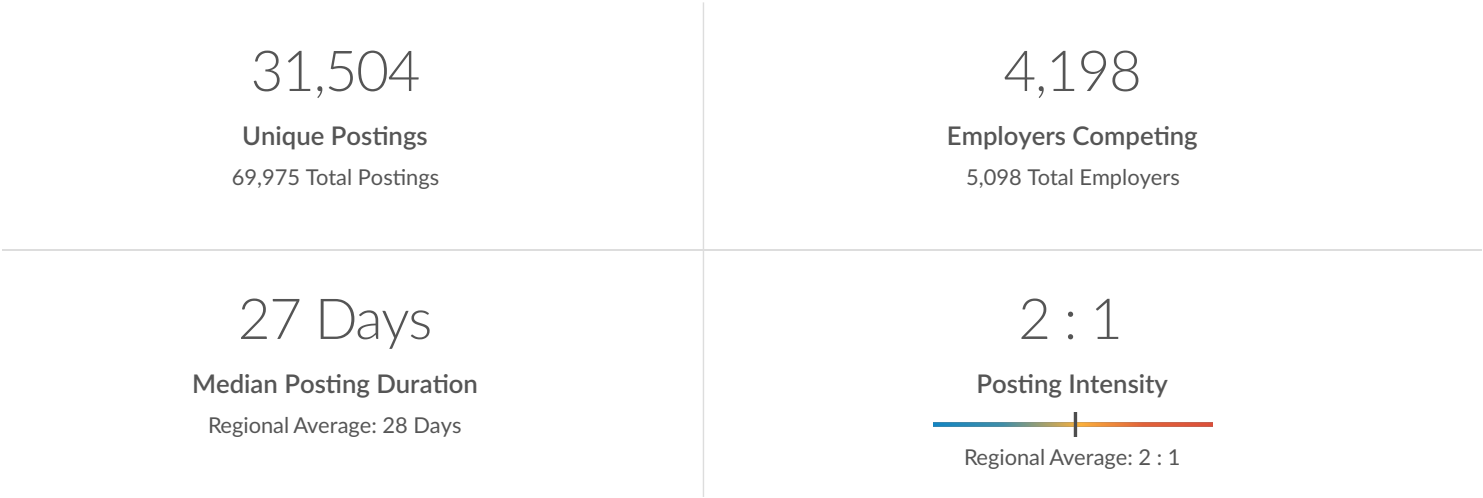
Company Type:

Non-Staffing Companies
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Keyword Search:

Posting Type: Active Postings

# Job Postings Overview



## Advertised Salary

There are 11,391 advertised salary observations (36% of the 31,504 matching postings).

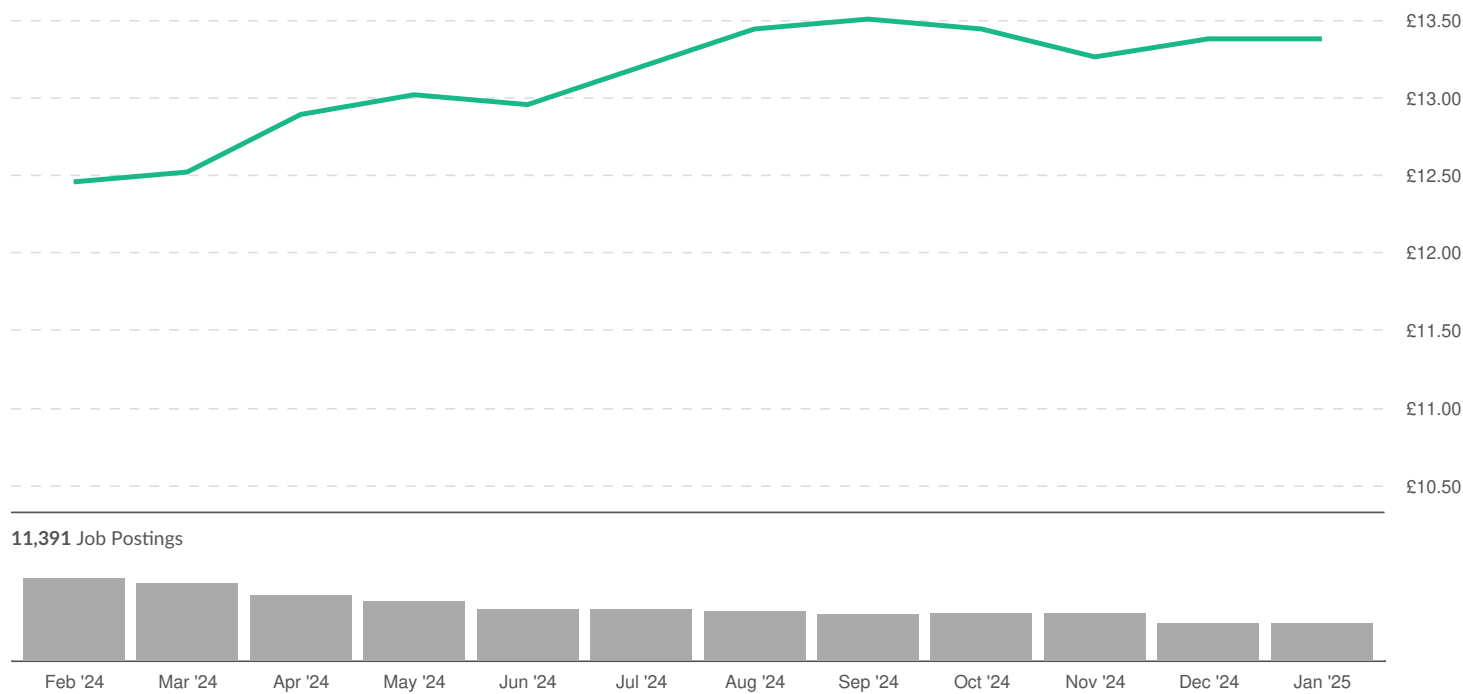
£13.02/hr

Median Advertised Salary

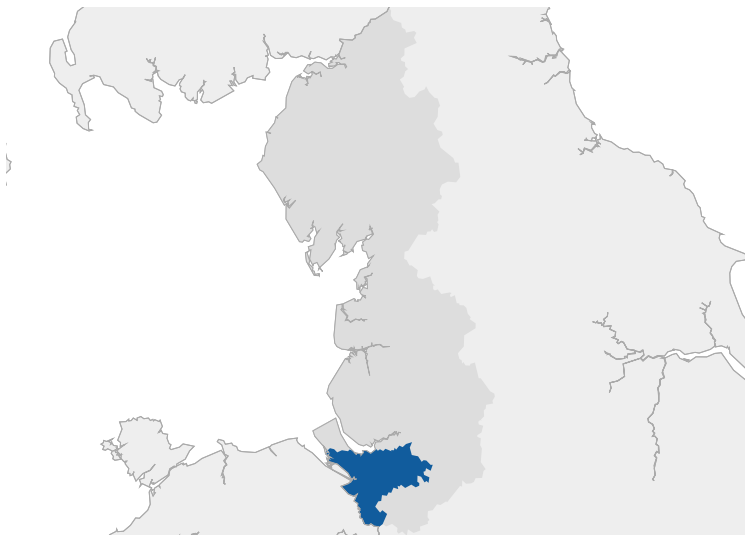


# Advertised Salary Trend

▲ 7.4% Feb 2024 - Jan 2025  
£13.02 Median

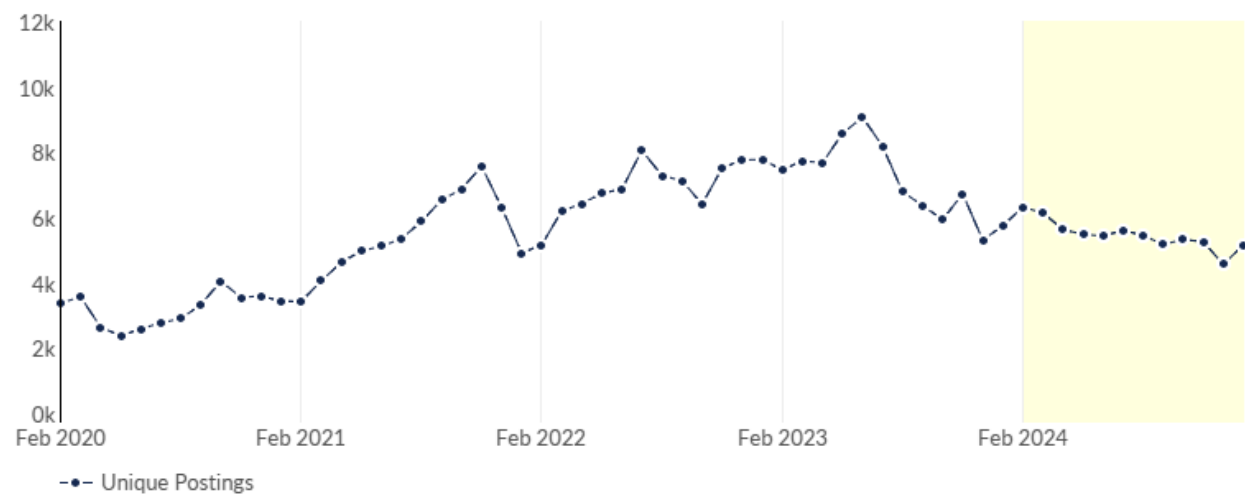


# Job Postings Regional Breakdown



Local Authority	Unique Postings (Feb 2024 - Jan 2025)
Cheshire West and Chester	31,504

# Unique Postings Trend



Month	Unique Postings	Posting Intensity
Jan 2025	5,165	2 : 1
Dec 2024	4,567	2 : 1
Nov 2024	5,260	2 : 1
Oct 2024	5,330	2 : 1
Sep 2024	5,176	2 : 1
Aug 2024	5,457	3 : 1
Jul 2024	5,607	3 : 1
Jun 2024	5,439	3 : 1
May 2024	5,489	3 : 1
Apr 2024	5,633	2 : 1
Mar 2024	6,149	2 : 1
Feb 2024	6,315	3 : 1
Jan 2024	5,754	3 : 1
Dec 2023	5,313	3 : 1
Nov 2023	6,730	3 : 1
Oct 2023	5,938	3 : 1
Sep 2023	6,366	3 : 1
Aug 2023	6,791	3 : 1
Jul 2023	8,189	3 : 1
Jun 2023	9,074	3 : 1

May 2023	8,573	3 : 1
Apr 2023	7,673	3 : 1
Mar 2023	7,739	3 : 1
Feb 2023	7,458	3 : 1
Jan 2023	7,780	3 : 1
Dec 2022	7,767	3 : 1
Nov 2022	7,514	3 : 1
Oct 2022	6,411	3 : 1
Sep 2022	7,132	3 : 1
Aug 2022	7,280	3 : 1
Jul 2022	8,059	3 : 1
Jun 2022	6,873	3 : 1
May 2022	6,749	3 : 1
Apr 2022	6,423	3 : 1
Mar 2022	6,204	3 : 1
Feb 2022	5,166	3 : 1
Jan 2022	4,913	4 : 1
Dec 2021	6,312	4 : 1
Nov 2021	7,576	4 : 1
Oct 2021	6,869	4 : 1
Sep 2021	6,536	4 : 1
Aug 2021	5,884	4 : 1
Jul 2021	5,352	4 : 1
Jun 2021	5,121	4 : 1
May 2021	4,978	4 : 1
Apr 2021	4,631	4 : 1
Mar 2021	4,060	4 : 1
Feb 2021	3,436	4 : 1
Jan 2021	3,437	4 : 1
Dec 2020	3,602	4 : 1
Nov 2020	3,551	4 : 1

Oct 2020	4,057	4 : 1
Sep 2020	3,339	4 : 1
Aug 2020	2,903	4 : 1
Jul 2020	2,780	3 : 1
Jun 2020	2,591	3 : 1
May 2020	2,383	3 : 1
Apr 2020	2,638	3 : 1
Mar 2020	3,572	2 : 1
Feb 2020	3,379	2 : 1

## Education Breakdown

Education Level	Unique Postings	% of Total
Up to GCSEs or equivalent	2,941	9%
No Education Listed	24,896	79%
A-levels or equivalent	1,693	5%
Foundation/HNC/HND or equivalent	607	2%
Bachelor's or equivalent	2,135	7%
Master's or equivalent	720	2%
Ph.D. or equivalent	124	0%





## Minimum Education Breakdown





















Minimum Education Level	Unique Postings (minimum)	Unique Postings (max advertised)	% of Total (minimum)
Up to GCSEs or equivalent	2,941	0	9%
A-levels or equivalent	1,059	556	3%
Foundation/HNC/HND or equivalent	389	169	1%
Bachelor's or equivalent	1,851	259	6%
Master's or equivalent	308	402	1%
Ph.D. or equivalent	60	64	0%

## Experience Breakdown









Minimum Experience	Unique Postings	% of Total
No Experience Listed	22,080	70%
0 - 1 Years	4,264	14%
2 - 3 Years	2,534	8%
4 - 6 Years	1,411	4%
7 - 9 Years	224	1%
10+ Years	991	3%

# Top Companies Posting











	Total/Unique (Feb 2024 - Jan 2025)	Posting Intensity	Median Posting Duration
NHS	6,798 / 1,954	3 : 1 	26 days
Cheshire West And Chester Council	1,906 / 613	3 : 1 	22 days
Cwp-Gmbh	724 / 236	3 : 1 	23 days
Morrisons	526 / 231	2 : 1 	26 days
University Of Chester	255 / 161	2 : 1 	30 days
JD Wetherspoon	446 / 148	3 : 1 	22 days
Disability Positive	183 / 129	1 : 1 	28 days
Tesco	915 / 126	7 : 1 	19 days
Lloyds Banking Group	364 / 126	3 : 1 	26 days
ALDI	318 / 125	3 : 1 	15 days
Maid2Clean	245 / 122	2 : 1 	14 days
SGS	215 / 120	2 : 1 	34 days
Chester Zoo	170 / 116	1 : 1 	24 days
MHA	278 / 114	2 : 1 	32 days
McArthurGlen Designer Outlets	370 / 109	3 : 1 	29 days
Bank of America	185 / 109	2 : 1 	28 days
Carden Park Hotel Limited	140 / 107	1 : 1 	31 days
Valor Hospitality Europe Ltd	496 / 107	5 : 1 	28 days
McDonald's	352 / 107	3 : 1 	38 days
Ramboll	241 / 106	2 : 1 	31 days
Absolute Interpreting And Translations	155 / 104	1 : 1 	20 days
Care Uk	366 / 97	4 : 1 	32 days
Mitchells & Butlers	314 / 97	3 : 1 	19 days
Costa Coffee	203 / 95	2 : 1 	21 days
Compass Group	372 / 92	4 : 1 	35 days
Inchcape	256 / 92	3 : 1 	25 days
Cheshire Constabulary	144 / 91	2 : 1 	22 days
Sytner Group	228 / 91	3 : 1 	28 days

The Boots Company	258 / 88	3 : 1		29 days
Kids Planet Day Nurseries	266 / 84	3 : 1		26 days
Brio Leisure	127 / 83	2 : 1		21 days
Royal Mail	195 / 82	2 : 1		29 days
Sykes Cottages	138 / 80	2 : 1		23 days
Starcare International	419 / 78	5 : 1		31 days
Sodexo	348 / 77	5 : 1		31 days
Edsential	157 / 76	2 : 1		36 days
Close Brothers	209 / 73	3 : 1		30 days
Alcedo Care Limited	289 / 73	4 : 1		30 days
Alternative Futures Group Ltd	161 / 68	2 : 1		21 days
Barchester	318 / 65	5 : 1		24 days
Asda	316 / 65	5 : 1		29 days
Dechra Pharmaceuticals Plc	118 / 63	2 : 1		27 days
Cheshire College - South and West	82 / 62	1 : 1		20 days
Sanctuary Group	189 / 61	3 : 1		27 days
Newcross Healthcare Solutions	196 / 59	3 : 1		26 days
Hickorys Smokehouse	164 / 54	3 : 1		30 days
Psi Talent Measurement	138 / 53	3 : 1		27 days
Zizzi	194 / 52	4 : 1		25 days
Nuffield Health	151 / 52	3 : 1		28 days
Stanley Staff	83 / 50	2 : 1		21 days



















# Top Cities Posting

City	Total/Unique (Feb 2024 - Jan 2025)	Posting Intensity	Median Posting Duration
Chester, Cheshire West and Chester	41,164 / 18,026	2 : 1 	27 days
Ellesmere Port, Cheshire West and Chester	11,469 / 5,600	2 : 1 	27 days
Northwich, Cheshire West and Chester	8,023 / 3,586	2 : 1 	26 days
Winsford, Cheshire West and Chester	4,954 / 2,249	2 : 1 	27 days
Frodsham, Cheshire West and Chester	1,846 / 756	2 : 1 	27 days
Tarporley, Cheshire West and Chester	1,061 / 517	2 : 1 	28 days
Neston, Cheshire West and Chester	1,035 / 457	2 : 1 	25 days
Malpas, Cheshire West and Chester	423 / 313	1 : 1 	26 days

# Top Posted Occupations

	Total/Unique (Feb 2024 - Jan 2025)	Posting Intensity	Median Posting Duration
Care Workers and Home Carers	5,758 / 1,703	3 : 1 	30 days
Cleaners and Domestic	3,242 / 1,518	2 : 1 	27 days
Sales Related Occupations n.e.c.	3,231 / 1,454	2 : 1 	27 days
Kitchen and Catering Assistants	2,545 / 996	3 : 1 	30 days
Sales and Retail Assistants	2,439 / 923	3 : 1 	26 days
Customer Service Occupations n.e.c.	1,975 / 768	3 : 1 	27 days
Managers and Directors in Retail and Wholesale	1,157 / 528	2 : 1 	27 days
Chefs	1,132 / 436	3 : 1 	25 days
Bar Staff	874 / 417	2 : 1 	34 days
Other Administrative Occupations n.e.c.	749 / 388	2 : 1 	25 days




# Top Posted Occupations

Occupation	Total/Unique (Feb 2024 - Jan 2025)	Posting Intensity	Median Posting Duration
Janitor / Cleaner	2,865 / 1,363	2 : 1 	26 days
Retail Sales Associate	2,601 / 1,004	3 : 1 	27 days
Home Health Aide	3,579 / 984	4 : 1 	30 days
Office / Administrative Assistant	1,673 / 844	2 : 1 	27 days
Caregiver / Personal Care Aide	2,186 / 720	3 : 1 	30 days
Customer Service Representative	1,716 / 710	2 : 1 	27 days
Sales Representative	1,430 / 641	2 : 1 	27 days
Retail Store Manager / Supervisor	1,489 / 634	2 : 1 	26 days
Registered Nurse	1,634 / 587	3 : 1 	25 days
Sales Assistant	1,330 / 560	2 : 1 	26 days
Kitchen Staff	1,360 / 548	2 : 1 	30 days
Chef	1,132 / 436	3 : 1 	25 days
Preschool / Childcare Teacher	756 / 419	2 : 1 	28 days
Bartender	874 / 417	2 : 1 	34 days
Maid / Housekeeping Staff	848 / 414	2 : 1 	26 days
Waiter / Waitress	691 / 373	2 : 1 	29 days
Tractor-Trailer Truck Driver	675 / 367	2 : 1 	28 days
Teacher Assistant	879 / 357	2 : 1 	27 days
Receptionist	694 / 353	2 : 1 	23 days
Fast Food / Counter Worker	926 / 326	3 : 1 	30 days
Sales Delivery Driver	1,064 / 320	3 : 1 	28 days
Youth Counselor / Worker	751 / 292	3 : 1 	29 days
Laborer / Warehouse Worker	460 / 285	2 : 1 	23 days
Family / School / General Social Worker	542 / 269	2 : 1 	24 days
Operations Manager / Supervisor	495 / 263	2 : 1 	22 days
Bookkeeper / Accounting Clerk	379 / 237	2 : 1 	24 days

Business Development / Sales Manager	432 / 237	2 : 1		27 days
Healthcare Administrator	626 / 211	3 : 1		28 days
Barista	414 / 211	2 : 1		21 days
Restaurant / Food Service Supervisor	424 / 202	2 : 1		29 days
Nurse Practitioner	646 / 201	3 : 1		30 days
Manufacturing Machine Operator	395 / 200	2 : 1		29 days
Restaurant / Food Service Manager	413 / 198	2 : 1		23 days
Automotive Service Technician / Mechanic	525 / 191	3 : 1		25 days
Security Officer	336 / 188	2 : 1		30 days
Dishwasher	521 / 183	3 : 1		30 days
Merchandiser	436 / 178	2 : 1		29 days
Customer Service Manager	308 / 176	2 : 1		27 days
Computer Support Specialist	296 / 175	2 : 1		23 days
Nursing Home / Home Health Administrator	347 / 167	2 : 1		29 days
Landscaping / Groundskeeping Worker	331 / 165	2 : 1		27 days
Physician	415 / 161	3 : 1		25 days
Project Manager	258 / 157	2 : 1		24 days
Human Resources / Labor Relations Specialist	282 / 155	2 : 1		28 days
Construction Helper / Worker	241 / 147	2 : 1		22 days
Accountant	212 / 132	2 : 1		27 days
Production Worker	222 / 131	2 : 1		27 days
Cook	293 / 130	2 : 1		31 days
Interpreter / Translator	219 / 129	2 : 1		20 days
Software Developer / Engineer	233 / 129	2 : 1		26 days











# Top Posted Job Titles

	Total/Unique (Feb 2024 - Jan 2025)	Posting Intensity	Median Posting Duration
Support Workers	2,358 / 759	3 : 1 	29 days
Cleaners	1,241 / 535	2 : 1 	28 days
Care Assistants	1,985 / 490	4 : 1 	30 days
Team Members	765 / 282	3 : 1 	32 days
Sales Assistants	706 / 274	3 : 1 	28 days
Health Care Assistants	908 / 267	3 : 1 	30 days
Kitchen Assistants	505 / 227	2 : 1 	28 days
Delivery Drivers	696 / 204	3 : 1 	28 days
Team Leads	567 / 180	3 : 1 	30 days
Teaching Assistants	555 / 178	3 : 1 	27 days
Kitchen Porters	511 / 176	3 : 1 	30 days
Cleaning Operatives	314 / 156	2 : 1 	25 days
Wait Staff	337 / 151	2 : 1 	28 days
Customer Service Advisors	429 / 151	3 : 1 	29 days
Receptionists	328 / 151	2 : 1 	25 days
Bar Staff	304 / 141	2 : 1 	33 days
Retail Assistants	327 / 141	2 : 1 	22 days
Baristas	287 / 140	2 : 1 	20 days
Housekeepers	241 / 126	2 : 1 	27 days
Apprentices	220 / 124	2 : 1 	29 days
Chefs	412 / 124	3 : 1 	27 days
Supervisors	253 / 123	2 : 1 	32 days
Early Years Teachers	259 / 116	2 : 1 	30 days
Bartenders	248 / 115	2 : 1 	34 days
Front of House Team Members	230 / 107	2 : 1 	27 days
Nursery Practitioners	170 / 103	2 : 1 	31 days
Registered Nurses	362 / 102	4 : 1 	25 days
Kitchen Team Members	293 / 99	3 : 1 	30 days

Domestic Cleaners	171 / 99	2 : 1		23 days
Catering Assistants	296 / 97	3 : 1		30 days
Administrators	162 / 96	2 : 1		25 days
Sales Advisors	179 / 92	2 : 1		26 days
Store Colleagues	634 / 91	7 : 1		29 days
Warehouse Operatives	133 / 91	1 : 1		24 days
Domestic Assistants	232 / 90	3 : 1		30 days
Residential Support Workers	215 / 88	2 : 1		30 days
Security Officers	147 / 87	2 : 1		28 days
Personal Care Assistants	183 / 84	2 : 1		32 days
Chefs De Partie	210 / 84	3 : 1		25 days
Food and Beverage Assistants	172 / 81	2 : 1		31 days
Sales Associates	222 / 77	3 : 1		29 days
Deputy Managers	151 / 76	2 : 1		16 days
Assistant Managers	133 / 75	2 : 1		24 days
Sales Consultants	290 / 75	4 : 1		29 days
Multi-Skilled Maintenance Engineers	183 / 75	2 : 1		27 days
Vehicle Technicians	207 / 75	3 : 1		29 days
Administrative Assistants	130 / 75	2 : 1		26 days
Customer Service Assistants	181 / 74	2 : 1		26 days
Production Operatives	165 / 70	2 : 1		27 days
Registered General Nurses	199 / 70	3 : 1		28 days



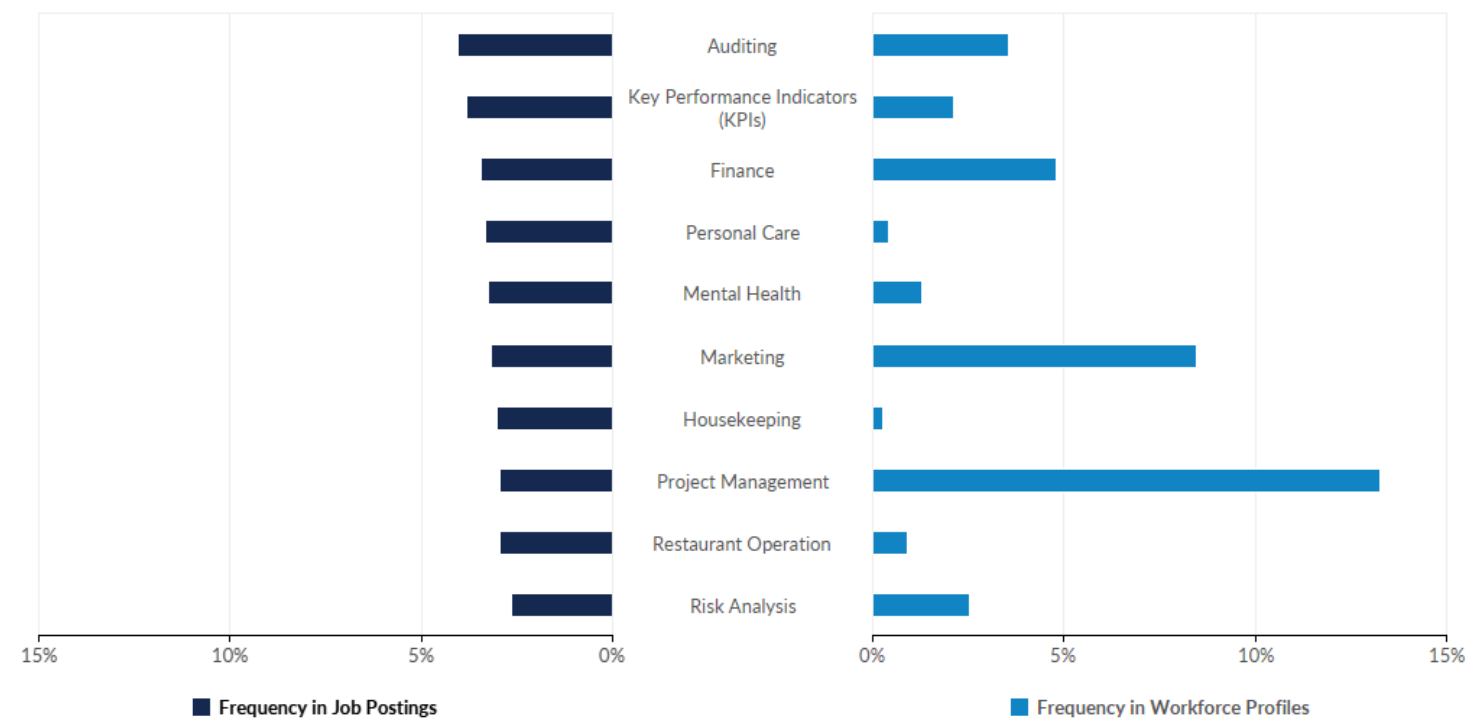
# Top Industries

Industry	Total/Unique (Feb 2024 - Jan 2025)	Posting Intensity	Median Posting Duration
Human Health Activities	9,730 / 3,057	3 : 1 	26 days
Retail Trade, Except of Motor Vehicles and Motorcycles	6,189 / 2,362	3 : 1 	26 days
Food and Beverage Service Activities	5,974 / 2,161	3 : 1 	29 days
Residential Care Activities	4,916 / 1,512	3 : 1 	26 days
Activities of Head Offices; Management Consultancy Activities	2,363 / 1,205	2 : 1 	27 days
Education	1,945 / 1,025	2 : 1 	26 days
Financial Service Activities, Except Insurance and Pension Funding	1,501 / 722	2 : 1 	25 days
Real Estate Activities	1,362 / 659	2 : 1 	26 days
Accommodation	1,049 / 649	2 : 1 	30 days
Services to Buildings and Landscape Activities	1,430 / 639	2 : 1 	26 days

The following provides insight into the supply and demand of relevant skills by comparing the frequency of skills present in job postings against skills present in today's workforce. Along with Lightcast's job posting analytics, this comparison leverages Lightcast's dataset of more than 100M online resumés and profiles. All resumés and profiles used in these comparisons have been updated within the last three years.

*\*The skills associated with workforce profiles represent workers of all education and experience levels.*

## Top Specialized Skills

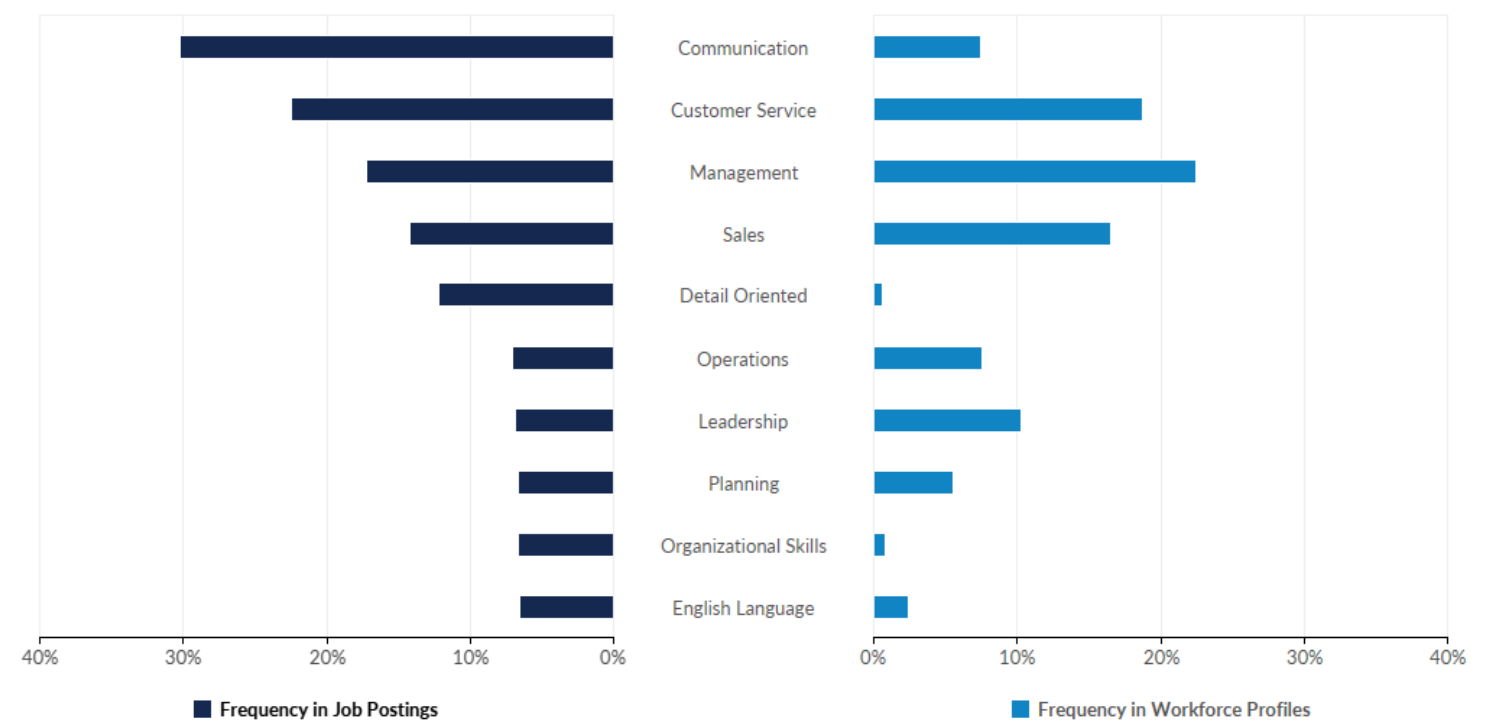


## Top Specialized Skills

	Frequency in Postings	Postings with Skill / Total Postings (Feb 2024 - Jan 2025)	Frequency in Profiles	Profiles with Skill / Total Profiles (2023 - 2025)
Auditing	4%	1,278 / 31,504	4%	3,495 / 98,880
Key Performance Indicators (KPIs)	4%	1,207 / 31,504	2%	2,095 / 98,880
Finance	3%	1,078 / 31,504	5%	4,754 / 98,880
Personal Care	3%	1,050 / 31,504	0%	398 / 98,880
Mental Health	3%	1,025 / 31,504	1%	1,265 / 98,880
Marketing	3%	996 / 31,504	8%	8,355 / 98,880
Housekeeping	3%	951 / 31,504	0%	274 / 98,880
Project Management	3%	926 / 31,504	13%	13,119 / 98,880

Restaurant Operation	3%	926 / 31,504	1%	899 / 98,880
Risk Analysis	3%	829 / 31,504	3%	2,490 / 98,880

# Top Common Skills



# Top Common Skills

	Frequency in Postings	Postings with Skill / Total Postings (Feb 2024 - Jan 2025)	Frequency in Profiles	Profiles with Skill / Total Profiles (2023 - 2025)
Communication	30%	9,527 / 31,504	7%	7,398 / 98,880
Customer Service	22%	7,084 / 31,504	19%	18,523 / 98,880
Management	17%	5,427 / 31,504	23%	22,260 / 98,880
Sales	14%	4,476 / 31,504	17%	16,340 / 98,880
Detail Oriented	12%	3,836 / 31,504	1%	557 / 98,880
Operations	7%	2,222 / 31,504	8%	7,449 / 98,880
Leadership	7%	2,163 / 31,504	10%	10,156 / 98,880
Planning	7%	2,100 / 31,504	6%	5,484 / 98,880
Organizational Skills	7%	2,099 / 31,504	1%	792 / 98,880
English Language	7%	2,077 / 31,504	2%	2,363 / 98,880

# Appendix A

## Top Posting Sources

Website	Postings on Website (Feb 2024 - Jan 2025)
indeed.com	17,548
dwp.gov.uk	4,700
jobrapido.com	3,749
reed.co.uk	1,653
jobs.nhs.uk	1,262
jobs24.co.uk	1,020
fish4.co.uk	991
leisurejobs.com	745
starjobsearch.co.uk	737
gumtree.com	735
cv-library.co.uk	734
jobs4network.co.uk	511
myworkdayjobs.com	510
healthjobsuk.com	446
cheshirewestandchester.gov.uk	350
carehome.co.uk	336
constructionjobs.co.uk	335
dejobs.org	331
searchukjobs.com	318
engineeringjobs.co.uk	297
e4s.co.uk	276
careerjet.co.uk	264
monster.co.uk	236
energyjobline.com	226
findapprenticeship.service.gov.uk	187

# Appendix B

## Sample Postings

### Team Members — Panasian in Frodsham, Cheshire West and Chester (Jan 2025 - Ac...

Team member and Sushi master	
Link to Live Job Posting: <a href="https://uk.jobrapido.com">uk.jobrapido.com</a>	
Location: Frodsham, Cheshire West and Chester	Company: Panasian
Job Title: Team Members	
<p>Team member and Sushi master Frodsham - Cheshire Pan Asian limited (Yo Sushi) full time Published on <a href="https://www.findajob.dwp.gov.uk">www.findajob.dwp.gov.uk</a> 31 Jan 2025 Yo! Join in our success. We are the UK's largest suppliers of freshly made Sushi and freshly prepared food products within the Tesco supermarkets. Yo to go!! Restaurant food at supermarket prices. If you've got what it takes then we would like to hear from you. We are seeking hardworking, ambitious, honest individuals who would like to grow their carrier in retail customer service and food preparation. Experience in this field is a plus but not essential as full training will be provided. Please note you must be prepared to work in any of our sites. Tesco St Helens, Tesco Haydock, Tesco Litherland. If this sounds interesting then please forward your CV to <a href="mailto:office@panasianuk.com">office@panasianuk.com</a> Part time and full time roles available</p>	

Senior Payroll Specialist	
Link to Live Job Posting: <a href="#">jobs-redefined.co</a>	
Location: Ellesmere Port, Cheshire West and Chester	Company: Turner & Townsend
Job Title: Payroll Specialists	

**Director - Corporate Occupier Financial Services** This job is brought to you by Jobs/Redefined, the UK's leading over-50s age inclusive jobs board. **Company Description** At Turner & Townsend we're passionate about making the difference. That means delivering better outcomes for our clients, helping our people to realize their potential, and doing our part to create a prosperous society. Every day we help our major global clients deliver ambitious and highly technical projects, in over 110 offices worldwide. **Job Description** We are looking for a Director to join our London-based Occupier Fit Out team, specializing in financial services clients. You will be responsible for leading and delivering high-quality projects for our clients, from inception to completion. You will also contribute to the growth and development of our business by building strong relationships with clients and other stakeholders. **Responsibilities** As a Director, you will: Define the project scope, objectives, success criteria, and deliverables, in consultation with the client and other stakeholders Establish and maintain effective project governance, processes, and systems, ensuring compliance with quality, safety, health, and environment standards Develop and maintain a detailed project plan, and monitor and control the project progress, performance, and risks Manage the project budget and resources, and ensure timely and accurate invoicing and reporting Communicate and coordinate with the project team, the client, and other consultants, throughout the project lifecycle Prepare and present regular project updates and reports, highlighting achievements, issues, and recommendations Lead and facilitate the resolution of any problems or conflicts that may arise during the project Ensure the delivery of the project outcomes, meeting or exceeding the client's expectations and satisfaction Identify and pursue new business opportunities with existing and potential clients, and assist in the preparation of bid proposals Share and apply the best practices and lessons learned from each project, and contribute to the improvement of our products and services **Qualifications** To be successful in this role, you will have: A degree in a construction/property related discipline A professional qualification in construction, project management, engineering, surveying, or architecture Experience in delivering CAT B office fit-out projects, preferably in a consultancy environment Experience in managing projects for financial services clients Excellent project management skills, including planning, budgeting, monitoring, and reporting Strong communication and interpersonal skills, with the ability to build rapport and influence stakeholders at all levels A proactive and problem-solving attitude, with the ability to adapt to changing circumstances and deliver under pressure A passion for delivering high-quality and innovative solutions for our clients A commitment to continuous learning and professional development **Additional Information** Our inspired people share our vision and mission. We provide a great place to work, where each person has the opportunity and voice to affect change. We want our people to succeed both in work and life. To support this we promote a healthy, productive and flexible working environment that respects work-life balance. Turner & Townsend is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees and actively encourage applications from all sectors of the community. Please find out more about us at [www.turnerandtowntsend.com/](http://www.turnerandtowntsend.com/) #

## LI-MM1 SOX

control responsibilities may be part of this role, which are to be adhered to where applicable. Join our social media conversations for more information about Turner & Townsend and our exciting future projects: Twitter Instagram LinkedIn It is strictly against Turner & Townsend policy for candidates to pay any fee in relation to our recruitment process. No recruitment agency working with Turner & Townsend will ask candidates to pay a fee at any time. Any unsolicited resumes/CVs submitted through our website or to Turner & Townsend personal e-mail accounts, are considered property of Turner & Townsend and are not subject to payment of agency fees. In order to be an authorised Recruitment Agency/Search Firm for Turner & Townsend, there must be a formal written agreement in place and the agency must be invited, by the Recruitment Team, to submit candidates for review. SOX control responsibilities may be part of this role, which are to be adhered to where applicable. Join our social media conversations for more information about Turner & Townsend and our exciting future projects: Twitter Instagram LinkedIn It is strictly against Turner & Townsend policy for candidates to pay any fee in relation to our recruitment process. No recruitment agency working with Turner & Townsend will ask candidates to pay a fee at any time. Any unsolicited resumes/CVs submitted through our website or to Turner & Townsend personal e-mail accounts, are considered property of Turner & Townsend and are not subject to payment of agency fees. In order to be an authorised Recruitment Agency/Search Firm for Turner & Townsend, there must be a formal written agreement in place and the agency must be invited, by the Recruitment Team, to submit candidates for review.



## Legal Secretary/ Personal Assistant - Family Law

Link to Live Job Posting: [uk.indeed.com](https://uk.indeed.com)

**Location:** Northwich, Cheshire West and Chester

**Company:** Poole Alcock Llp

**Job Title:** Legal Assistants/Secretaries

Legal Secretary/ Personal Assistant - Family Law 4.6 4.6 out of 5 stars Gadbrook Way, Gadbrook Park, Northwich CW9 7RA This position is an in office based position. We are looking for experienced secretaries/ Personal Assistants for our Northwich office and Sandbach office in Cheshire. We are seeking a highly organised and proactive experienced Secretary/Personal Assistant to join our busy family teams. The ideal candidate will have a strong background in administrative support, with a focus on outstanding organisational skills and extensive audio typing experience which are essential to this role. This role offers a competitive salary. Nature & Scope The successful candidate will provide essential administrative and secretarial support to our family law solicitors and clients, with a focus on audio typing and legal documentation. The successful candidate will deliver high level of customer service to clients. Project a professional image to visitors and telephone callers at all times by greeting, welcoming, and directing them appropriately. Works collaboratively with colleagues in the Department and importantly provide outstanding and unwavering support. This role requires a proactive and organised individual who can manage a variety of tasks, ensuring the smooth handling of sensitive family matters and supporting our family department in delivering an outstanding service to our clients. Key Competencies

- A warm and friendly personality
- Committed to the role and a career within the firm
- Reliable
- Excellent organisational skills including secretarial skills
- Ability to multi-task and to organise a busy personal workload
- Ability to work effectively with others in scheduling and managing workload
- Attention to detail
- Experience handling confidential materials in a sensitive and professional manner
- Excellent communication skills both written and oral
- Ability to work on own initiative
- Able to organise meetings and manage diaries effectively
- Able to screen calls, enquiries and requests appropriately
- Deal with external organisations effectively both written and oral
- Excellent IT skills Key Accountabilities Administration / Secretarial work
- To provide general administrative support to colleagues where directed by the partners
- To prepare correspondence and documents as directed by line manager by audio typing and copy work
- To organise post and ensure this is signed by fee earner (or as otherwise directed) and ready to be dispatched at the end of each day
- To manage the electronic diary of fee earners as directed by line manager, and to ensure that fee earners are aware of upcoming tasks/appointments
- To manage incoming post and filing (hard copy and electronically) as directed by line manager, including scanning and time recording where appropriate
- To manage files so that documents are readily accessible
- To ensure that confidential information is not passed on to third parties without permission from line manager
- To ensure that the relevant case management systems used are updated promptly and accurately.
- To ensure that client files, both paper and electronic are organised and stored correctly and securely.
- To handle information in a manner consistent with the firm's policies relating to data protection and information security
- To organise meetings as directed by the partners, and to prepare the room in advance if required and tidy up afterwards

To organise meetings as directed by the partners, and to prepare the room in advance if required and stay up after hours

- To screen calls, emails and letters received
- To liaise with clients and third parties on behalf of the partners
- Deal with client enquiries as effectively as possible in the absence of the partners Handling inbound telephone calls
- To ensure that calls are answered promptly (preferably within three rings) and professionally
- To deal with enquiries effectively and where necessary, in the absence of the fee earner
- To take accurate messages and pass them on to the correct recipient in a timely manner
- To promptly direct callers to the appropriate member of staff if they are not the intended recipient
- To co-ordinate a high volume of calls during peak periods, prioritising work and situations Greeting visitors
- To greet visitors efficiently, and in a positive, professional and friendly manner
- To project a positive and professional image to visitors to the office, including personal presentation
- To make visitors feel welcome Collaborative working
- To maintain good working relationships with colleagues
- To use Departmental and office directory to ensure efficient transfer of calls, both internally and to all other office locations
- To backfill other administrative functions within the office as required. For example, providing cover for reception Safety awareness
- To monitor visitor access and maintain security awareness, following appropriate policies and procedures
- To ensure that their working environment is safe and clean and to eliminate potential slip and trip hazards
- To report any potential safety hazards to line manager
- To ensure that files are kept out of public view (i.e. not left in reception or other client areas) Package
- Competitive salary
- 20 days per annum annual leave plus statutory bank holidays. Additionally, the firm ordinarily closes between Christmas and New Year albeit the firm reserves the unfettered right to withdraw this additional leave as required by business needs. You will also get an extra day's holiday for your birthday and length of service.
- Entitlement to join the company pension scheme
- Entitlement to participate in the firm's cash healthcare scheme
- Enhanced maternity pay (subject to conditions) Other candidate information
- The role will be based at our Northwich and or Sandbach office but there will be a contractual requirement to work at any of our Cheshire offices.
- Any offer is conditional upon receipt of a satisfactory reference, a basic DBS check, Social Media Check, Employee Credit Check, Sanctions Check and a check with our Regulatory Body
- Poole Alcock is an equal opportunities employer and intends to treat everyone equally regardless of disability, race, sexual orientation, age or marital status.

### Job Type:

### Full-time Benefits:

Additional leave Company events Company pension Enhanced maternity leave Free flu jabs Health & wellbeing programme

### Schedule:

Monday to Friday Application question(s): Audio typing

### Experience:

### Secretary:

1 year (required)

### Work Location:

In person Application deadline: 17/02/2025

Team Members — Unclassified in Chester, Cheshire West and Chester (Jan 2025 - A...

Team Member - Chester	
Link to Live Job Posting: <a href="https://uk.jobrapido.com">uk.jobrapido.com</a>	
Location: Chester, Cheshire West and Chester	Company: Unclassified
Job Title: Team Members	
<p>Team Member•Chester Chester•Cheshire full time Published on <a href="https://www.restaurantjobs.co.uk">www.restaurantjobs.co.uk</a> 30 Jan 2025 Team Member•</p> <p>Chester Hourly Rate:</p> <p>11.44 This may differ for under 18s We're on the search for Back of House Nandocas (what we call our Team Members) to join us! The role of a Back of House Nandoca is simple...to prepare and make the finest PERi-PERi meals to wow every guest. What I do I make our guests feel valued as part of our family by cooking, grilling and preparing their meals to Nando's high standards. It's up to me to make sure our guests are wowed by their food and have a really positive experience. I prepare, cook and serve amazing food to Nando's high standards and make customers feel fired up, wowed by the experience and hooked for the next taste I set up, maintain, hand over and close down a clean, safe and fully operational workstations. I handle deep cleaning to Nando's high standards I follow all fire safety, health and safety, food hygiene and restaurant security measures Perks of the role: a free meal on every shift you work access to a great discount platform discount on Nando's for you and your friends (40% Mon-Thurs, 20% Fri-Sun) regular regional parties and events To join us apply today! At Nando's, everyone is welcome. Inspired by our Southern African heritage we know and value the richness that diversity brings to Nando's. We're committed to creating an inclusive and respectful culture for all; including our existing and future Nandocas, partners and suppliers, customers and the communities we are a part of. We deliberately work hard to create an environment where every individual is valued, respected and can flourish regardless of who they are, their background or outlook on life. We welcome applications from a diverse range of individuals and will consider any reasonable adjustments in order to enable candidates to perform as well as possible during the recruitment process."</p>	

Mental Health Support Worker - Female Only	
Link to Live Job Posting: <a href="https://uk.indeed.com">uk.indeed.com</a>	
Location: Chester, Cheshire West and Chester	Company: The Tiger Group
Job Title: Mental Health Support Specialists	
<p>Mental Health Support Worker•</p> <p>Female Only The Tiger Group Chester Job Title:</p> <p>Mental Health Support Worker for Young People (Aged 16-25)•</p> <p>Female Only Position:</p> <p>Mental Health Support Worker Location:</p> <p>Chester Salary:</p> <p>30,840•32,920</p> <p>Type:</p> <p>Full-Time•165 per month Are you passionate about making a difference in the lives of young people? Do you have the experience and resilience to support their mental health journey? If so, we want you to join our team!</p> <p>About Us:</p> <p>We are dedicated to empowering young people aged 16-25 by providing them with the support they need to navigate their mental health challenges. We believe in fostering a safe and nurturing environment where young individuals can thrive and reach their full potential.</p> <p>Role Overview:</p> <p>As a Mental Health Support Worker, you will play a vital role in offering emotional and practical support to young people experiencing mental health issues. You will work closely with individuals to develop personalized care plans, provide crisis intervention, and connect them with appropriate resources. Your goal will be to help them build resilience, develop coping strategies, and achieve their personal goals.</p> <p>Key Responsibilities:</p> <p>Provide one-on-one and group support to young people aged 16-25 Develop and implement tailored care plans in collaboration with other professionals Offer crisis intervention and ongoing emotional support Facilitate access to mental health services and community resources Promote a safe, inclusive, and supportive environment Maintain accurate records and documentation of interactions and progress Participate in regular training and development opportunities</p> <p>Essential Requirements:</p> <p>Proven experience in mental health support, particularly with young people Resilient, empathetic, and patient with a strong understanding of mental health issues Ability to build trusting relationships with young individuals Excellent communication and interpersonal skills Strong organizational and record-keeping abilities</p>	

### Desired Qualifications:

NVQ Level 3 in Children and Young People or equivalent Additional training or certifications in mental health support Why Join Us? Be part of a dedicated and compassionate team Make a meaningful impact on the lives of young people Opportunities for professional growth and development Competitive salary and benefits package •Exemption is claimed under the Equality Act 2010 Part 1 Schedule 9. We are committed to creating a diverse and inclusive workplace. We encourage applications from all qualified candidates, including those with lived experience of mental health issues.

### Job Types:

#### Full-time, Permanent Pay:

30,840.00-32,920.00 per hour

### Benefits:

Additional leave Casual dress Company pension Discounted or free food Employee discount Employee mentoring programme Free parking Health & wellbeing programme On-site parking Private medical insurance Referral programme Store discount

### Schedule:

12 hour shift Day shift Night shift Weekend availability Application question(s): Are you able to work full time hours of approximately 165 per month, a mixture of days, nights and sleep ins?

### Experience:

#### UK Mental Health:

1 year (required)

#### Licence/Certification:

Driving Licence (required)

### Work Location:

In person

### Reference ID:

Nest\_Clair

# Appendix C - Data Sources and Calculations

## Lightcast Job Postings

Job postings are collected from various sources and processed/enriched to provide information such as standardized company name, occupation, skills, and geography.