



Northcote
MECHANICAL & ELECTRICAL RECRUITMENT

CLIENT GUIDE · CONTRACTORS

Recruiting with Northcote

Permanent Mechanical and Electrical recruitment for contractors across the Construction industry.



Who we are

Northcote M&E is a specialist mechanical and electrical recruitment agency. We recruit in building services, so we understand the roles, qualifications and projects you're hiring for.

Our aim is simple: a short list of qualified, checked candidates who fit your brief, delivered quickly, with honest advice along the way.

Roles we place

Permanent staff at every level, from trades and engineers to directors.

M&E contractors

Operations, contracts and project managers; M&E and building services managers; site managers and supervisors; building services, commissioning and BMS engineers; MEP and BIM coordinators; pre-construction and bid managers; QSs, estimators and buyers; planners; health, safety and quality managers.

Electrical contractors

Electricians and approved electricians; mates and improvers; testing and inspection engineers; supervisors, foremen and charge hands; data and structured cabling installers; LV and HV engineers; EV charging and solar PV installers; electrical design engineers; electrical project and contracts managers; estimators and QSs.

Mechanical contractors

Pipefitters, welders and plumbers; heating and gas engineers; heat pump installers; HVAC and ductwork engineers; refrigeration and air-conditioning engineers; BMS and controls engineers; commissioning engineers; mechanical supervisors and foremen; mechanical design engineers; project and contracts managers; estimators.

Fire & security

Fire alarm engineers for installation, commissioning and service; intruder, CCTV and access control engineers; emergency lighting engineers; nurse call and AV engineers; gas suppression engineers; sprinkler and dry riser fitters; service coordinators; project, service and operations managers; sales engineers and estimators.



How we work

1

Your brief

A 30-minute call with the hiring manager.

2

Targeted search

Our network, headhunting and referrals.

3

Screen and verify

Interviewed, with cards and qualifications checked.

4

Your shortlist

2–4 candidates, within 5 days to 2 weeks.

5

Interviews

Arranged for you, with both sides prepared.

6

Offer and references

We manage the offer and take references.

7

Notice to start

Weekly contact until day one.

8

Aftercare

Check-ins at week 1, month 1 and before the guarantee ends.

How we vet candidates

Every candidate

- A full screening call on experience, projects, salary and notice
- Right to work in the UK confirmed
- Their consent to be put forward for your role

Fire & security roles

We collect a five-year employment history at registration, so your BS 7858 screening can start without delay.

References

Two work references before an offer is confirmed, ideally including a recent line manager.

Site and trade roles

- Industry cards and grades seen and checked online, such as ECS and JIB grade, or CSCS and partner schemes
- Electrical: NVQ Level 3, AM2, the current 18th Edition, and inspection and testing
- Mechanical: plumbing NVQ, G3 unvented, WRAS and JIB-PMES; welding coding; SKILLcard; F-Gas; Gas Safe and OFTEC
- Safety and site tickets with expiry dates, such as SSSTS, SMSTS, IPAF, PASMA and first aid



What we need from you

The better the brief, the faster we find the right person. A 30-minute call with the person the new hire will report to usually gives us everything we need.

We'll ask about	Why it matters
The role, level and why it's open	So we target the right experience and can explain the opportunity well
Projects, sectors and location	Candidates move for the work; strong project detail attracts strong people
Essential cards, qualifications and tickets	So we only send people who meet your requirements
Salary and full package	So we set expectations early, with no surprises at offer stage
Progression and training	Often what persuades a good candidate to move
Interview process and dates	So we can line candidates up quickly and keep them engaged

During the process, we'll ask you to

48 hrs

Give feedback on CVs, and on interviews within 24 hours where possible

Hold slots

Keep interview times free so candidates can be booked in quickly

In writing

Confirm offers in writing promptly

Speed wins good candidates

Good candidates are often off the market within days, so quick feedback is the biggest single factor in a successful hire.



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Our commitments to you

Short shortlists

2-4 well-matched candidates per role, not a pile of CVs.

Fast first candidates

Within 5 days for trade and supervisor roles; within 2 weeks for management and commercial.

Candidate summaries

Every CV comes with our summary of how the candidate fits your brief.

Same-day follow-up

After every submission and every interview.

Confidentiality

We never approach your staff while working with you, or send a CV without consent.

Aftercare

Check-ins with you and your new starter until the guarantee ends.

Our guarantee

If a placed candidate leaves, or you let them go, within 12 weeks of starting, we'll find a replacement at no extra cost.

Fees

A percentage of first-year basic salary, payable on the start date. Nothing to pay unless we place. Full details are in our terms of business.

Brief us on your next hire

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