



## Edinburgh Guarantee Schools Bulletin

### Week beginning Monday 1 October 2018

Welcome to the Edinburgh Guarantee Schools Bulletin. Each week we will be highlighting the opportunities currently available through the Edinburgh Guarantee.

The Edinburgh Guarantee exists to make sure that every school leaver in Edinburgh will leave school with the choice of a job, Further Education or training opportunity.

#### Would you like to:

- ✓ find out about available opportunities for you?
- ✓ understand Edinburgh's job market?
- ✓ explore your options on leaving school?
- ✓ find out where to get help to get into employment, further education or training?

For answers to these questions, please visit our website [www.edinburghguarantee.org](http://www.edinburghguarantee.org) where you should Register, complete your Member Profile, sign up for Job Alerts and apply for the opportunities advertised in this bulletin.

If you would like to speak to one of the Edinburgh Guarantee team to find out more about any of the opportunities, please call Sheena on 529 3525 or Mick on 529 4312 or email [edinburghguarantee@edinburgh.gov.uk](mailto:edinburghguarantee@edinburgh.gov.uk).

Like us on [Facebook](#) or follow us on [Twitter](#).

## List of current opportunities:

- ✓ Business Administrator/Receptionist - Modern Apprenticeship – PeoplePlus/Haines Watts
- ✓ Artisan Baker - Modern Apprenticeship – The Breadwinner Bakery
- ✓ Retail Warehouse Assistant - Modern Apprenticeship - PeoplePlus/Gold Brothers
- ✓ Landscape Architectural Technician – Wardell Armstrong
- ✓ Business Administration - Modern Apprenticeship – QA/ Social Care Partnership
- ✓ Business Administration - Modern Apprenticeship – QA/C-MIST
- ✓ Software Tester - Modern Apprenticeship – QA/ based in Musselburgh
- ✓ IT Support - Modern Apprenticeship – QA/Lothian Broadband
- ✓ Finance Assistant - Modern Apprenticeship – QA/ Shepherd & Wedderburn
- ✓ Professional Services Assistant (3 posts) School Leaver Apprentice Programme – RSM
- ✓ Accounts Assistant - Modern Apprenticeship – PeoplePlus/ Haines Watts
- ✓ Business Administrator - Modern Apprenticeship (R081) – Rewards/Recruitment Specialist
- ✓ Hairdresser – Modern Apprenticeship – Natisse Hairdressing
- ✓ Administrative Assistant - Modern Apprenticeship - Building Engineering Services Association
- ✓ Medical Receptionist - Modern Apprenticeship (R080) – Rewards/Medical Group
- ✓ Trainee Administrator - Modern Apprenticeship (R076) – Rewards/Conveyancing company
- ✓ Business Administrator - Modern Apprenticeship (R077) – Rewards/Chartered accountants
- ✓ Receptionist/Business Administrator - Modern Apprenticeship (R078) – Rewards/Solicitor and estate agent
- ✓ Business Administrator - Modern Apprenticeship (R079) – Rewards/Boutique brokerage
- ✓ Support Worker – Blackwood Care
- ✓ Administrative Assistant - Modern Apprenticeship – Limelight/Royal College of Nursing
- ✓ Administrative Assistant - Modern Apprenticeship – Limelight/Harvey Nash
- ✓ Customer Service Administrator - Modern Apprenticeship (R075) – Rewards/Logistics company
- ✓ Medical Receptionist - Modern Apprenticeship (R074) – Rewards/Medical Practice, Leith
- ✓ Administrative Assistant - Modern Apprenticeship (R073) – Rewards/Health and Safety Services
- ✓ Media Sales – Modern Apprenticeship – Direct Partners/Johnston Press
- ✓ Payroll Administrator - Modern Apprenticeship – Microcom/Steedman and Company
- ✓ Light Vehicle Mechanic - Modern Apprenticeship – GTG/Musselburgh garage
- ✓ Warehouse Assistant - Modern Apprenticeship – Microcom/The Furnishing Service
- ✓ Medical Receptionist - Modern Apprenticeship (R067) – Rewards/GP Surgery
- ✓ Business Administrator - Modern Apprenticeship – Microcom/Gillespie Tax Management
- ✓ Hairdresser – Modern Apprenticeship - Charlie Miller
- ✓ Personal Assistant – ENABLE Scotland
- ✓ Leisure Attendant – Employability Fund – Direct Partners/Edinburgh Leisure
- ✓ Nursery Nurse – Modern Apprenticeship – Carousel Training Centre
- ✓ Assistant Nursery Practitioner - Modern Apprenticeship – PA Training
- ✓ Soft Play Assistant - Employability Fund – Direct Partners/Edinburgh Leisure/Ratho Climbing Arena
- ✓ Retail, Hospitality, Security, Baggage Handling, Ramp Operators and many more – Various Employers - Edinburgh Airport Recruitment Centre
- ✓ Administration/Reception/Customer Service – Modern Apprenticeships – RTL
- ✓ Kitchen Assistant – Employability Fund - Direct Partners/Elior
- ✓ Catering Assistant – Employability Fund - Direct Partners/Edinburgh Leisure
- ✓ Playwork Assistant - Employability Fund - Direct Partners/Reputable After School Club
- ✓ Retail, Hospitality, Beauty, Care and more - Various Employers and Locations - Fort Kinnaird Recruitment and Skills Centre

***The Edinburgh Guarantee exists to make sure that every school leaver in Edinburgh will leave school with the choice of a job, Further Education or training opportunity.***

**Job Title:** Business Administrator/Receptionist - Modern Apprenticeship

**Contract:** Permanent

**Salary:** £7,500 per annum

**Employer:**

Haines Watts Chartered Accountants Edinburgh has been providing advice to businesses in Scotland for almost 20 years. We provide a comprehensive financial advisory service that is delivered in a personal, friendly manner. Being part of Haines Watts, with over 60 offices around the UK and local offices in Edinburgh, Kirkcaldy and Glasgow, we offer local expertise backed by the resources of a national firm.

**Work Environment:**

Working for this internationally acclaimed accountancy firm, your role will be varied but will involve all aspects of reception work, providing an exceptional front of house service to all callers and visitors to the firm. Over the course of this apprenticeship you will receive expert training and gain valuable experience, developing a range of skills that will help set you up for a successful career.

**What might a day in this job look like?**

You will be expected to provide an efficient reception and administration service. Your duties could include:

- Responsible for dealing with all phone calls in a professional manner and pass on messages as required
- Meeting and greeting clients and visitors
- Booking meetings and managing the bookings of meeting rooms
- Arranging couriers
- Keeping the reception area tidy and professional at all times
- Sorting and distributing post
- Dealing with outgoing mail
- Typing, filing and shredding
- Arranging lunch and refreshments for meetings.

**What will I learn?**

- SVQ Level 2 in Business and Administration
- Level 2 Core Skills Numeracy, ICT, Communication, Working with others, Problem Solving
- Employment Rights and Responsibilities Workbook
- Work based learning.

When you have successfully completed your apprenticeship, you may be given the opportunity to continue in your role or progress onto an alternative support role within the company where you will receive full training and support.

**What Qualifications / Qualities are required?**

National 5 English and Maths or equivalent is preferred but not essential. You should also have the following qualities:

- A friendly, can-do attitude
- A positive person to work with
- Highly presentable and a confident first point of call for clients
- Copes well with change and pressure

- Manages own workload and is proactive if help or support is needed
- Identifies areas for improvement and takes responsibility for tasks
- Self-aware of areas for development
- Adopts calm and assured approach, makes time for people, shares knowledge
- Being able to juggle a number of jobs, whilst demonstrating excellent time management skills to ensure all deadlines and expectations are met
- Takes pride in all aspects of work.

We welcome and encourage apprenticeship applications from groups currently underrepresented including individuals from an ethnic minority, disability or care leaver background. PeoplePlus operate a fair and open competition on our selection process based on merit.

Before you make your application, please ensure that you are able to reliably travel to and from the employer location on a daily basis. Please check bus times/travel arrangements.

**Closing Date:**

Friday 5 October.



***The Edinburgh Guarantee exists to make sure that every school leaver in Edinburgh will leave school with the choice of a job, Further Education or training opportunity.***

**Job Title:** Artisan Baker - Modern Apprenticeship

**Contract:** Permanent after trial

**Salary:** Modern Apprenticeship National Minimum Wage for the first year

**Employer:**

At the Breadwinner we're passionate about baking. Since 1973 our master craftsmen bakers have been baking in Edinburgh - kneading and shaping dough by hand. We prefer to use traditional, simple methods and allow time to naturally enhance our products, rather than adding anything that would change the quality or flavour of our breads. We're proud of our heritage - and work hard to supply breads, cakes and pastries that are locally made, freshly baked and full of flavour.

**Work Environment:**

You will be working in a small team within a busy wholesale artisan bakery at South Gyle.

**What might a day in this job look like?**

- Learn and apply food hygiene and safety practices, personal hygiene, equipment and work place cleaning, stock rotation systems, and the systematic and preventative approach of Hazard Analysis and Critical Control Point (HACCP) in food production process.
- Learn about the main ingredients used in baking and how to use and store them.
- Weigh ingredients according to recipes and calculate the amounts needed for a given yield (output).
- Follow recipes and processes for making baked goods.
- Use and clean specialised machinery (mixers, dough breaker, oven etc) after each use as required.
- Use specialist tools (rolling pin, piping bags etc) for producing products.
- Understand and conduct proper fermentation for yeasted products.
- Hand divide, shape breads and buns and baking goods.
- General cleaning of equipment and work place area as required.
- Reflective practice on all aspects of the job, while constantly striving to achieve high quality and regularity of products.

**What will I learn?**

You will complete a 3-4 year apprenticeship which will include practical on the job training working closely with some of the best bakers in Scotland. This training will be supplemented by SQA accredited SVQs.

**What Qualifications / Qualities are required?**

- Qualifications aren't important – we are looking for someone who will be dedicated to learning the skills required to become a fully qualified baker.
- We are looking for a motivated young person with a passion for bread and baking who strives to achieve high standards and pays attention to detail.
- You should have good communication and problem-solving skills, be numerate, hardworking, organised and enjoy working in a team.

If you are successful in the first round of interviews, you may be invited along to spend some time in the bakery to see what working there would really be like.

**Closing Date:** This position will close when a suitable candidate has been found.

***The Edinburgh Guarantee exists to make sure that every school leaver in Edinburgh will leave school with the choice of a job, Further Education or training opportunity.***

**Job Title:** Retail Warehouse Assistant - Modern Apprenticeship

**Contract:** 12 months fixed term (may go permanent for the right candidate)

**Salary:** £7,644 - £10,738 per annum

**Employer:**

Gold Brothers, East Hermiston, Calder Road, Edinburgh, EH14 4AJ.

**Work Environment:**

Are you energetic, positive and flexible with a strong work ethic? Do you enjoy working as part of a team? If so, then read on as this could be the ideal apprenticeship for you to work, earn and learn! Due to continued growth, an opportunity has arisen for an apprentice to join the busy team at Gold Brothers in East Hermiston on a 12 month fixed term contract.

**What might a typical day in this job look like?**

If you are the successful candidate for this vacancy, you will be based in the warehouse, working as part of a team to ensure the smooth running of day to day operations.

Your duties could include:

- Controlling the flow of stock, monitoring goods in and out
- Carrying out warehouse duties including picking and packing products/stock
- Receiving goods and materials into storage
- Putting goods and materials into storage
- Processing customer orders for goods
- Picking products to fulfil customer orders
- Helping to maintain Health and Safety
- Helping to keep the unit secure
- Keeping the warehouse well-organised, clean and tidy.

This is a varied role so this is an overview of just some of your potential everyday tasks.

**What will I learn?**

- SVQ Level 2 in Retail Skills (SCQF 5)
- Level 2 Core Skills in numeracy, ICT & Communication (SCQF 4)
- Employment Rights and Responsibilities Workbook.

When you have successfully completed your 12 month apprenticeship, you may have the opportunity to stay on with the employer and progress to an SVQ Level 3 in Retail.

**What Qualifications / Qualities are required?**

- National 4 qualifications or equivalent are preferred but not essential
- You will be honest and dedicated with a strong work ethic
- You should have excellent communication skills with the desire to work in a team environment
- You will be punctual, reliable and flexible with good attention to detail
- You will have good numerical and computer skills.

Before you make your application, please ensure that you can reliably travel to and from the employer location daily. Please check bus/travel arrangements.

**Closing Date:**

Friday 5 October.



***The Edinburgh Guarantee exists to make sure that every school leaver in Edinburgh will leave school with the choice of a job, Further Education or training opportunity.***

**Job Title:** Landscape Architectural Technician

**Contract:** Permanent, following successful 6 month probation

**Salary:** £8,000 - £12,000 per annum, depending on skills and experience

**Employer:**

Wardell Armstrong LLP is a successful multi-disciplinary environmental consultancy with 12 offices throughout the UK employing nearly 500 staff. Our Landscape Architecture Team is highly successful and we are growing. We are now delighted to be looking for the right person to support our team and fill this exciting position!

**Work Environment:**

You will work within our team of 7 landscape architects in our Edinburgh office at Leith Links and be closely supported by our landscape architecture graduates and the senior team. Our landscape architects are currently delivering design services for a wide range of projects including new school externals and play spaces, streets and public squares, arrival spaces and therapy gardens for hospitals, and new paths and routes for major developments.

**What might a day in this job look like?**

You will be predominantly delivering drawings, 3D models, reports and graphics using a range of software programmes including REVIT, AutoCAD, Photoshop, InDesign, SketchUp and Microsoft Word. You will be trained on the job and mentored by our graduate team. Additionally, you may support day-to-day office tasks such as photocopying and filing.

**What will I learn?**

- Industry related training and experience in design graphic software and the construction process
- Team working, problem solving, and project management.
- You will also gain an entry level understanding of landscape architecture with future opportunities to pursue this as a career path if you wish.

**What Qualifications / Qualities are required?**

- Higher or National 5 qualifications across a range of subject areas, ideally including English, Maths, Geography, Art and Graphics but the subject area is not an essential requirement
- You should be positive, reliable and have an interest in the external environment and design
- We are ideally seeking candidates aged 16-19.

**Closing Date:**

Sunday 7 October.





***The Edinburgh Guarantee exists to make sure that every school leaver in Edinburgh will leave school with the choice of a job, Further Education or training opportunity.***

**Job Title:** Business Administration - Modern Apprenticeship

**Contract:** Permanent

**Salary:** £138.75 per week (£15,000 per annum after completion of apprenticeship)

**Employer:**

This employer based in Loanhead is both an award winning registered provider of social care services and a social care recruiter. Established in April 2006 and run by professionally qualified staff they have built a reputation on quality, diversity, reliability and continuity of care. Providing recruitment solutions alongside registered social care services makes them a unique provider in the field.

Their experience of providing both services gives them a strong insight into the everyday needs of their clients and service users. By understanding the very nature of the job that they are required to do, results in us being able to recruit the most appropriately skilled candidates for their clients.

A key skill lies in their partnership approach with local authorities. By becoming an external part of their management teams, we get to understand the exact nature of what is required allowing us to develop services and recruitment solutions around their individual needs.

Working closely with local government bodies they continually strive for improvements in their sector and they are delighted to be able to contribute towards a better future in Scotland

**Work Environment:**

You will be supporting a team of recruitment consultants with various administration tasks. Our client has supported previous apprentices through their apprenticeships and there is a real focus on staff development.

**What might a day in this job look like?**

You will support a team of recruitment consultants in:

- Advertising vacancies appropriately by drafting and placing adverts
- Completing a search of the candidate database to find the right person for the employer's vacancy
- Receiving and reviewing applications, managing interviews and short-listing candidates
- requesting references and checking the suitability of applicants before submitting their details to the employer
- Preparing CVs and correspondence to forward to clients in respect of suitable applicants
- Organising interviews for candidates as requested by the client
- Informing candidates about the outcome/feedback of their interviews
- Provide administration support and gathering all relevant documentation for review and sign off with consultant/manager to ensure compliance.
- Conducting candidate updates on previously and currently registered candidates to ascertain availability for work and what type of employment they are looking for currently
- Look into how we can enhance, develop and update our company websites with relevant information e.g. current vacancies, online candidate registration, responding to initial enquiries made to our business
- Answering telephone, signposting calls to relevant consultant(s), taking messages
- Take ownership of office requirements e.g. stationery, organising tradesmen, filing invoices, purchase orders etc.

**What will I learn?**

- SVQ Level 3 in Business and Administration

- Communication, teamwork, problem solving.

**What Qualifications / Qualities are required?**

- At least 5 National 5s including Maths and English
- Confident in communication
- Not afraid to pick up the phone to clients
- Smart appearance
- Excellent telephone manner
- Excellent attention to detail
- Outgoing, team player
- Age 16-19 due to level of funding.

**Closing Date:**

Wednesday 31 October.



***The Edinburgh Guarantee exists to make sure that every school leaver in Edinburgh will leave school with the choice of a job, Further Education or training opportunity.***

**Job Title:** Business Administration - Modern Apprenticeship

**Contract:** Permanent

**Salary:** £10,000 - £14,000 per annum

**Employer:**

C-MIST (The Centre for Maritime & Industrial Safety Technology Limited) are based at Heriot-Watt Research Park, Edinburgh. The company consists of seven specialist divisions - engineering, scientific, management, health & safety, training and manpower development - providing integrated and practical solutions to organisations worldwide.

**Work Environment:**

The opportunity to join a professional and well-established company.

**What might a day in this job look like?**

- Organising diaries, schedules and appointments
- Taking incoming calls
- Typing out letters and emails
- Filing and organising paperwork
- Proof reading various pieces of literature
- Documentation: Creating and maintaining Service Desk documentation
- Any additional duties as required by the business.

**What will I learn?**

SVQ Level 3 in Business and Administration.

**What Qualifications / Qualities are required?**

- 5 National 5s at A-C level
- Pro-active self-starter
- Conversant with modern technology
- Strong communication skills (both written and verbal) are a must
- High attention to detail with problem solving skills
- Enthusiastic employee with ambition, strong work ethic and can work well in a team environment
- Open to new ideas with the willingness to learn.

**Closing Date:**

Sunday 28 October.



***The Edinburgh Guarantee exists to make sure that every school leaver in Edinburgh will leave school with the choice of a job, Further Education or training opportunity.***

**Job Title:** Software Tester - Modern Apprenticeship

**Contract:** Permanent

**Salary:** £10,000 per annum

**Employer:**

Based in Musselburgh, this employer is a world leading specialist within their field with offices in the UK, US, Hong Kong and Australia working with over 1,500 companies globally supporting some of the world's largest staffing companies, recruitment firms, job boards and software vendors.

**Work Environment:**

- Very friendly and relaxed offices with free parking and on excellent bus routes.
- Fantastic benefits package.
- Dress down culture.

**What might a day in this job look like?**

This is an ever-changing role where you will constantly be on the go, challenged and working hands on with the software products this company develops. The successful candidate will help the development team to maintain their reputation for high client satisfaction, constantly striving to provide the very best software solutions and services to their client base of very well-known brand names. The apprentice will play an integral part of the development team and be involved at all stages of the product lifespan. If you want to learn as many different technologies as possible then this is the dream apprenticeship for you.

- Ensuring software is documented and tested
- Participating in problem identification, requirement gathering and solution design
- Executing, editing and reporting against test cases and scripts
- Performing web testing
- Recording and monitoring defects
- Liaising with the software development team to verify issues that may arise during testing
- Liaising with developers on resolution and re-test
- Ensuring that all defined quality procedures are followed throughout the life-cycle of each projects
- Creating and exciting test plans for each product or project.

**What will I learn?**

- SVQ Level 3 in Software and Web Development
- Industry related training – through QA Ltd.

**What Qualifications / Qualities are required?**

- 5 National 5s including Maths and English
- A passion for technology and software development is essential for this role
- Age 16-19 in relation to Funding Criteria.

**Closing Date:**

Wednesday 31 October.



***The Edinburgh Guarantee exists to make sure that every school leaver in Edinburgh will leave school with the choice of a job, Further Education or training opportunity.***

**Job Title:** IT Support - Modern Apprenticeship

**Contract:** Permanent

**Salary:** £12,000 per annum

**Employer:**

Start-up IT Broadband Provider based in Humble, East Lothian.

**Work Environment:**

Working in a dynamic and friendly environment

**What might a day in this job look like?**

Duties that will be carried out:

- Answering telephone calls from customers and trying to assist them where possible
- Logging, prioritising, and tracking service desk calls
- Investigating, troubleshooting and resolving calls
- Escalating calls to relevant team if not able to resolve at first point of contact
- Continuously monitor delivery to make sure the customer receives an excellent service
- Treating all clients with respect.

**What will I learn?**

- SVQ Level 3 in IT
- Industry related qualification – Plus Vendor Qualifications including Microsoft and Cisco
- Soft Skills: communication, teamwork, problem solving.

**What Qualifications / Qualities are required?**

- 5 National 5s or equivalent
- Must be able to drive due to location
- Positive, reliable and comes with a “can do” attitude
- Preferred age bracket of candidate: 16-19.

**Closing Date:**

Wednesday 31 October.



***The Edinburgh Guarantee exists to make sure that every school leaver in Edinburgh will leave school with the choice of a job, Further Education or training opportunity.***

**Job Title:** Finance Assistant - Modern Apprenticeship

**Contract:** Permanent

**Salary:** £11,000 per annum

**Employer:**

Shepherd & Wedderburn is a UK leading law firm which has achieved strong growth over recent years.

**Work Environment:**

This is a large scale, corporate organisation based in central Edinburgh. They are looking to bring on board a Finance Assistant for a 2 year apprenticeship to support the financial analysis team.

**What might a day in this job look like?**

Working as part of the wider finance team, key elements of the role will be:

- Preparing various month-end reporting
- Quarterly reporting
- Ad hoc financial information as required
- Working on projects throughout the year, as well as one off reporting requests
- Financial reporting covers a wide range of areas, such as Divisions, Partner Groups, Locations, Partner Teams, Fee Earners, Clients, Sectors and costs.

**What will I learn?**

SVQ Level 3 Business and Administration.

**What Qualifications / Qualities are required?**

- 5 National 5s at A-C level
- Excellent attention to detail
- Good communication skills
- Proactive and motivated to learn new information
- Ability to work under pressure
- IT skills, specifically Excel, is a plus.

**Closing Date:**

Sunday 28 October.



***The Edinburgh Guarantee exists to make sure that every school leaver in Edinburgh will leave school with the choice of a job, Further Education or training opportunity.***

**Job Title:** Professional Services Assistant (Audit, Accounting and Tax) School Leaver Apprentice Programme – 3 posts

**Contract:** Permanent

**Salary:** Competitive

**Employer:**

RSM is a leading global provider of audit, tax and consulting services to middle market leaders. As an integrated team, we share skills, insight and resources, as well as a client-centric, collaborative approach that's based on a deep understanding of our clients' businesses.

**Work Environment:**

You will be working in our busy Edinburgh office with some travel to client sites.

**What might a day in this job look like?**

Our Professional Services Assistant (Audit, Accounting and Tax) School Leaver Programme will give you all the skills and support you need to unlock a future that's packed with opportunities and new experiences. You'll enjoy a powerful combination of on-the-job learning and structured training - not to mention an impressive client list to work with.

When you join our team, you'll discover a culture that nurtures individuality and an environment where everyone is supported to reach their potential. With us, you'll always be moving forward.

**What will I learn?**

- Our Trainees play a key role in supporting the work described above and gain tremendous experience to provide top quality career development.
- You will benefit from on-the-job training from more senior members of the team, as well as joining peers on internal training courses that will develop you as an individual.
- You will become involved in client work very quickly, initially working as part of a larger team – perhaps taking responsibility for specific audit tests or aspects of the audit file.
- The depth of services and clients you will be exposed to early in your career will provide you with a jump start into the varied world of accountancy.
- We will expose you to the skills you require to become a true trusted advisor to your clients in the future.
- While gaining real hands-on experience, your development in the role will be optimised by training from the company's highly regarded dedicated team.
- As well as internal training and on-the-job mentoring you will have the opportunity to train towards the AAT or ATT qualification, with support provided post-qualification ensuring you are well equipped to enjoy a successful and satisfying career with the business.

**What Qualifications / Qualities are required?**

You will need 112 UCAS (new tariff) across 3 A Levels or 104 (new tariff) across 4 Highers/Advanced Highers. UCAS changed their points system so under the old tariff it would be 280 or 260 points respectively.

At RSM, we don't just look for good exam results. We think passion, personality and originality are just as important.

Although this role is advertised for the August 2019 intake, it's a possibility that your start date could be prior to this. We can discuss this at interview if of interest.

**Closing Date:** Friday 30 November.

***The Edinburgh Guarantee exists to make sure that every school leaver in Edinburgh will leave school with the choice of a job, Further Education or training opportunity.***

**Job Title:** Accounts Assistant - Modern Apprenticeship

**Contract:** Permanent

**Salary:** £7,500 per annum

**Employer:**

Haines Watts Chartered Accountants Edinburgh has been providing advice to businesses in Scotland for almost 20 years. We provide a comprehensive financial advisory service that is delivered in a personal, friendly manner. Being part of Haines Watts, with over 60 offices around the UK and local offices in Edinburgh, Kirkcaldy and Glasgow, we offer local expertise backed by the resources of a national firm.

**Work Environment:**

Working for this internationally acclaimed accountancy firm in Edinburgh, your job role will be varied. An apprentice within the team will need to be structured, organised and have a flair for work of a technical nature. The role requires someone who has the ability to concentrate and gather facts and information to perform a variety of assignments.

We welcome and encourage apprenticeship applications from groups currently under-represented including individuals from an ethnic minority, disability or care leaver background. PeoplePlus operate a fair and open competition on our selection process based on merit.

**What might a day in this job look like?**

Your duties will include:

- Working as part of a team, portraying a professional image at all times, and assisting with ad-hoc work in the office as requested.
- Understanding the objectives of the technical process, completing processes as designed, demonstrating competent use of relevant systems, succinctly summarising results and drawing appropriate conclusions.
- Gaining a good understanding of each client worked on.
- Agreeing assignment objectives and roles with line manager (or the person responsible for the job) before starting every job. Proactively obtaining feedback, both verbal and written, taking on board constructive comments and acting upon them. Demonstrating resilience and enthusiasm to learn.
- Achieving good passes with all professional and advanced examinations.
- Attending internal and external training courses as required, being participative and professional throughout, taking away and implementing new knowledge.
- Reviewing workload going forward, taking ownership of own work, making arrangements ahead of time, identifying periods of quiet time and highlighting to line manager.
- Communicating regularly with the senior or manager on the progress and findings during a job, working to a set time budget, meeting deadlines, asking appropriate questions to aid understanding.
- Establishing a good level of rapport with the team and clients quickly and easily.
- Liaising with colleagues confidently and constructively.
- Preparing accurate work using relevant systems, includes completion of disclosure checklists, being aware of the accounting and disclosure requirements contained in companies' legislation and regulatory requirements.
- Making efficient use of all relevant IT systems, searching out errors, rectifying omissions, actively researching technical requirements and consistently delivering to a high standard.
- Undertaking any other tasks as required.



## What will I learn?

- The AAT Accounting Qualification will provide you with practical accounting and financial knowledge and skills, while also developing a grasp of business. Achieving the qualification will give you a firm grounding in accounting. It is made up of three levels and each one is a qualification in its own right.
- The Level 2 Certificate in Accounting is the first level of the qualification and is suitable for people new to finance or looking to brush up on their foundation knowledge and skills. It covers a range of basic accounting practices and techniques, from costing and double-entry bookkeeping to computerised accounting.
- When you have successfully completed your apprenticeship, you may be given the opportunity to continue in your role or progress onto an alternative support role within the company where you will receive full training and support.
- All of your training will be provided by PeoplePlus, the nation's largest provider of apprenticeships. We have helped lots of people like you develop their skills and gain experience in their chosen field. Every year we find work for and train over 23,000 apprentices.

## What Qualifications / Qualities are required?

- A minimum of 5 National 4s including Maths and English.
- Be proactive and energetic in every task undertaken.
- Seeks direction from others when appropriate, achieves objectives, cope well with pressure and shows genuine interest.
- Exceeds expectations and drives own career.
- Remain confident when dealing with negative situations and difficult conversations.
- Is self-aware of development areas.
- Adopts calm and assured approach, makes time for people, shares knowledge.
- Able to make the right decision quickly, displaying confidence in their decisions with accurate/correct justification.
- Being able to juggle a number of jobs, whilst demonstrating excellent time management skills to ensure all deadlines and expectations are met.
- Consider problems as a challenge, remaining positive regardless of setbacks.
- Communicates effectively and efficiently
- Shares knowledge, shares praise and gives others credit, always remains positive regardless of setbacks, approaches every task with the same level of enthusiasm and care.
- Retains a professional manner, reflects on difficult situations and stands back from people and remains unemotional in order to resolve problems.
- Considers problems as a challenge.
- Adopts a calm approach and makes time for people.
- Takes ownership for managing own development, seeks extra responsibility, striving to always go the extra mile, preparing well ahead of appraisal meetings.
- Complete work in a timely and thorough manner.
- Has an eye for detail, being consistent in approach, incorporating checks to ensure accuracy, standing back from the detail.

Please note this employer is based in the EH4 area; please ensure that you are able to reliably travel to this area before making an application

## Closing Date:

Friday 5 October.



***The Edinburgh Guarantee exists to make sure that every school leaver in Edinburgh will leave school with the choice of a job, Further Education or training opportunity.***

**Job Title:** Business Administrator - Modern Apprenticeship (R081)

**Contract:** Permanent

**Salary:** £12,000 per annum

**Employer:**

The employer is a recruitment specialist in Edinburgh city centre.

#### **Work Environment:**

This is a fantastic opportunity to work in a busy environment and young, friendly team, working for an expanding recruitment specialist. You will be an important member of the team, supporting them with all aspects of administration and finance.

The company are supportive of training and development and will support this role with a Modern Apprenticeship. They are looking for a recent school leaver to mould and develop into the role and there is potential for support with further development. The company also has an excellent social culture.

#### **What might a day in this job look like?**

You will be responsible for various administrative tasks and will help with the smooth running of a busy and growing company.

The main administrative responsibilities will include:

- meeting and greeting guests
- making sure the reception area, meeting rooms and communal areas are tidy
- ordering stationery and office sundries
- answering the telephones
- managing the internal meeting room diary
- arranging travel for senior management/colleagues as required
- managing building services, cleaners, window cleaners etc, and general duties will also be required.

The finance responsibilities will include:

- banking
- payment runs
- matching purchase orders and invoices
- updating spreadsheets.

The post holder will be asked to promote the company's values on equality, diversity and employee rights through all actions and decisions carried out within the company.

#### **What will I learn?**

You will undertake an SVQ Level 3 in Business and Administration. You will also learn the use of accounting software and CRM systems, and will have access to Microsoft IT Academy courses.

**What Qualifications / Qualities are required?**

Ideally, we are looking for National 5s including Maths and English. Highers would be advantageous.

The post is a varied and challenging position that requires the ability to work as part of a team and to work efficiently and accurately to ensure smooth running. Good communication skills, confidence and computer literacy are required as well as an appreciation of confidentiality and data protection.

Please note that only candidates through to the next stage will be contacted.

**Closing Date:**

The position will be closed when a suitable applicant is found.

***The Edinburgh Guarantee exists to make sure that every school leaver in Edinburgh will leave school with the choice of a job, Further Education or training opportunity.***

**Job Title:** Hairdresser – Modern Apprenticeship

**Contract:** Permanent - 35 hours per week

**Salary:** £3.70 per hour.

**Employer:**

Natisse is a bright, modern salon close to the city centre offering a full range of hairdressing services. Our clients span all ages and we have a great reputation for being friendly and relaxed but with an eye on the latest trends.

**Work Environment:**

You will work 35 hours a week as part of a small team in a friendly but busy environment.

**What might a day in this job look like?**

No two days are the same. You will be welcoming clients, washing hair, supplying refreshments to clients and maintaining the presentation of the salon at all times. You will also have the time to ask questions and learn from other staff members.

**What will I learn?**

How to deal with clients and various support tasks including:

- industry related training SVQ Level 2 and 3 in Hairdressing
- dealing with enquiries and other customer service related skills
- soft skills such as communication and teamwork.

**What Qualifications/Qualities are required?**

No experience is required, but you must have the following qualities:

- a great attitude
- polite, reliable, punctual and pay attention to detail
- willing to learn and work hard
- good communication skills and the ability to listen and follow instructions
- ability to work as a part of a team.

**Closing Date:**

This position will close when a suitable applicant has been found.



***The Edinburgh Guarantee exists to make sure that every school leaver in Edinburgh will leave school with the choice of a job, Further Education or training opportunity.***

**Job Title:** Administrative Assistant - Modern Apprenticeship

**Contract:** Permanent

**Salary:** £12,000 per annum

**Employer:**

Building Engineering Services Association is the UK's leading trade organisation for the building engineering services contractors – representing the interests of firms active in the design, installation, commissioning, maintenance, control and management of engineering systems and services in buildings. We are also a training provider and manage apprenticeships in our sector.

**Work Environment:**

You will be working in a small office based team at the Bush Estate.

**What might a day in this job look like?**

The duties will be wide and varied and will include the following:

- Answering phones and responding to emails
- Dealing with internal and external stakeholders
- Scanning and copying
- Updating databases
- Arranging apprentice assessments and interviews
- Creating and processing apprentice inductions
- Financial claims
- Researching qualifications and funding
- Supporting manager and team through a range of tasks.

**What will I learn?**

- You will undertake an SVQ Level 3 in Business and Administration.
- Full training in all aspects of the job role and internal systems will be provided.

**What Qualifications / Qualities are required?**

- A minimum of National 5 in Maths and English at grade B or above
- Excellent communication, planning and organisational skills
- Ability to produce work to a high standard, with attention to detail and accuracy
- Experience of Microsoft packages preferred
- Ability to manage a varied workload
- Strong numerical skills
- Positive, reliable, enthusiastic with a can-do attitude
- Preferred age 16-19.

**Closing Date:**

This position will close when a suitable candidate has been found.



***The Edinburgh Guarantee exists to make sure that every school leaver in Edinburgh will leave school with the choice of a job, Further Education or training opportunity.***

**Job Title:** Medical Receptionist - Modern Apprenticeship (R080)

**Contract:** Permanent

**Salary:** £12,000 per annum

**Employer:**

We are recruiting on behalf of a GP Medical Centre in Edinburgh EH5.

**Work Environment:**

The medical centre is a busy, fast paced and demanding working environment where the ability to multi-task is essential. With around 10,000 patients, no two days are the same which can be challenging but also very rewarding.

**What might a day in this job look like?**

The role involves:

- use of IT systems
- answering the phones to take appointments and queries
- face to face interaction with patients
- dealing with carers and employees from other external organisations
- processing of documentation.

**What will I learn?**

- SVQ Level 3 in Business and Administration delivered by Rewards Training
- Industry related training.

**What Qualifications / Qualities are required?**

- National 5 or equivalent which should include English and Maths, ideally Highers also but not essential
- We are looking for someone who is a people person with a 'can do' attitude
- Candidates should be aged 16-19 years old due to funding restrictions. Disabled or care experienced applicants up to the age of 29 are also eligible to apply.

Please note that only candidates through to the next stage will be contacted.

**Closing Date:**

The position will be closed when a suitable applicant is found. The practice is looking to fill the position as soon as possible.



***The Edinburgh Guarantee exists to make sure that every school leaver in Edinburgh will leave school with the choice of a job, Further Education or training opportunity.***

**Job Title:** Trainee Administrator - Modern Apprenticeship (R076)

**Contract:** Permanent

**Salary:** £12,000 per annum

**Employer:**

This company provides title information, conveyancing searches and land reference services.

**Work Environment:**

Working as part of a busy team based at the Shore, you will play an important role in ensuring the thorough administration searching process on behalf of colleagues and customers.

**What might a day in this job look like?**

Responsibilities will include:

- preparing reports as per agent's instructions
- ensuring reports are completed accurately, in a timely manner and to targeted levels (where relevant)
- familiarity with Registers Direct and its application to searching,
- understanding of searching methods
- drafting correspondence to agents as appropriate
- dealing with telephone enquiries in a courteous manner and ensuring that information is followed up by correspondence or note where appropriate
- assisting and liaising with other departments as is necessary in the performance of your duties
- making Production / Deputy Manager aware of any potential professional indemnity claim which could arise
- using WAP to its best advantage
- updating in-house databases as is required or instructed from time to time
- carrying out administration duties
- complying with health and safety requirements appropriate to the position.

**What will I learn?**

You will undertake an SVQ Level 3 in Business and Administration delivered by Rewards Training, as well as have access to Microsoft IT Academy.

**What Qualifications / Qualities are required?**

- Ideally, we are looking for National 5s including Maths and English, and/or Higher Grades.
- Good administrative and organisational skills
- Ability to develop and sustain good working relationships with individuals and organisations (internal and external)
- Ability to work under direction, as part of a team and on personal initiative
- Ability to multi-task and prioritise a varied workload
- A proactive attitude
- Proficiency in Microsoft (training provided in the use of office based software)
- Ability to work flexibly and under pressure to meet deadlines and targets
- Motivated, enthusiastic and with good communication skills.

Please note only candidates being considered for interview will be contacted.

**Closing Date:**

This position will be closed when a suitable applicant is found.





***The Edinburgh Guarantee exists to make sure that every school leaver in Edinburgh will leave school with the choice of a job, Further Education or training opportunity.***

**Job Title:** Business Administrator - Modern Apprenticeship (R077)

**Contract:** Permanent

**Salary:** National Minimum Wage

**Employer:**

An established chartered accountancy firm.

**Work Environment:**

Based in our city centre office, you will be working in a small team supporting them with all aspects of administration.

**What might a day in this job look like?**

Your duties will include:

- meeting and greeting clients
- answering incoming calls and speaking with clients
- helping with enquiries
- making appointments
- updating the company system
- handling incoming and outgoing mail
- creating business documents
- updating spreadsheets for client accounts.

**What will I learn?**

You will undertake an SVQ Level 3 in Business and Administration.

**What Qualifications / Qualities are required?**

Ideally, we are looking for National 5s including Maths and English, and/or Higher Grades.

We are looking for someone who is positive and enthusiastic, looking forward to starting their career.

Please note only candidates being considered for interview will be contacted.

**Closing Date:**

This position will be closed when a suitable applicant is found.



***The Edinburgh Guarantee exists to make sure that every school leaver in Edinburgh will leave school with the choice of a job, Further Education or training opportunity.***

**Job Title:** Receptionist/Business Administrator - Modern Apprenticeship (R078)

**Contract:** Permanent

**Salary:** £11,000 - £12,000 per annum

**Employer:**

Our client is a solicitor and estate agent.

**Work Environment:**

This is an exciting opportunity for a recent school leaver to join a busy, friendly team based in Leith.

**What might a day in this job look like?**

You will be trained in duties which will include:

- covering the reception desk
- meeting and greeting clients
- answering the phone with a good telephone manner
- answering or forwarding email enquiries
- accurately filing documents such as wills
- updating files
- following company policies and procedures
- dealing with issues and problem solving
- communicating with colleagues and other departments
- using photocopier and other office equipment.

The employer is an Investors in People employer and therefore support and training will be provided throughout, as well as the support for career development for the right candidate.

**What will I learn?**

You will undertake an SVQ Level 3 Business and Administration and have the opportunity to improve your IT skills through the use of Microsoft IT Academy. Through continuous self-development you will also improve your communication skills, ability to manage timescales and prioritise your workload.

**What Qualifications / Qualities are required?**

We are looking for at least National 5 qualifications, ideally in English and Maths.

You will have excellent verbal and written communication skills, including a pleasant telephone manner, be experienced in Microsoft Office, have the ability to multitask, work accurately, be able to work on own initiative, and be able to prioritise your workload.

We are looking for someone who is positive and enthusiastic, looking forward to starting their career.

Please note only candidates being considered for interview will be contacted.

**Closing Date:**

This position will be closed when a suitable applicant is found.



***The Edinburgh Guarantee exists to make sure that every school leaver in Edinburgh will leave school with the choice of a job, Further Education or training opportunity.***

**Job Title:** Business Administrator - Modern Apprenticeship (R079)

**Contract:** Permanent

**Salary:** £11,000 - £12,000 per annum

**Employer:**

A boutique brokerage providing mortgage advice and private banking.

**Work Environment:**

The office is a beautiful historic building in Duddingston with stunning offices and meeting rooms. The company has a modern and relaxed atmosphere and is keen to support a school leaver through a Modern Apprenticeship, with scope to develop into an office manager role or even into an advisory position for a candidate who shows ambition and talent. You will be based in a small but busy team, supporting them with all aspects of administration.

**What might a day in this job look like?**

Duties will include:

- meeting and greeting clients and providing them with refreshments
- making sure the client files have all the correct documentation needed
- chasing and creating any documents that are required
- answering the telephone and speaking with clients
- dealing with enquiries
- managing the post
- stationery ordering
- liaising with printing firms and third parties providing promotional materials
- invoicing and liaising with lenders and solicitors to ensure the processes run smoothly
- general administration such as scanning, photocopying and filing.

Candidates who show eagerness to learn may also be involved in client meetings.

**What will I learn?**

You will undertake an SVQ Level 3 in Business and Administration and have access to Microsoft IT Academy. You will be trained to use the CRM system and be expected to keep this up to date and retrieve information on clients. There is potential to learn about being a mortgage or insurance advisor and progression opportunities for the right candidate.

**What Qualifications / Qualities are required?**

Ideally, we are looking for Highers/National 5s.

We are looking for someone who is positive and enthusiastic, looking forward to starting their career and has a great work ethic.

Please note only candidates being considered for interview will be contacted.

**Closing Date:**

This position will be closed when a suitable applicant is found.

***The Edinburgh Guarantee exists to make sure that every school leaver in Edinburgh will leave school with the choice of a job, Further Education or training opportunity.***

**Job Title:** Support Worker

**Contract:** Permanent / Relief

**Salary:** £8.75 per hour

**Employer:**

Blackwood Homes and Care was founded in 1972 by Dr Margaret Blackwood MBE, a campaigner for the rights and independence of disabled people. Dr Blackwood was awarded her MBE for her dedication to improving the lives of disabled people and bringing awareness to a lack of adapted homes. She was deeply committed to people being able to live independent lives and, following her work to improve their financial situation, set her sights on providing housing that was suitably designed for disabled people. We deliver our vision of helping people live their life to the full in the pioneering spirit of Dr Blackwood by providing high quality housing, care and support for disabled people of all ages, with over 1500 homes across all 29 mainland local authorities in Scotland. Blackwood currently have four care homes across the country and also provide care to people who live in their own homes.

**Work Environment:**

Blackwood provides high-quality, innovative care for the elderly and people living with physical disabilities and long-term conditions such as dementia and multiple sclerosis. Our Edinburgh Care at Home service operates across the city including Abbeyhill and Leith, Drumbrae, Clermiston and Corstorphine and Edinburgh South. Edinburgh Care Services consists of three teams with each team having a dedicated Team Leader.

**What might a day in this job look like?**

Our personalised care and support packages enable our customers to live independently and range from a few hours a week to several daily visits. Our Support Workers provide a wide variety of personal care tasks for our customers such as personal hygiene, dressing, medication prompts as well as light household chores. This role involves going out into the community and working individually or alongside another Support Worker (depending on the care visit) where you will visit our customers in their homes.

**What will I learn?**

- Funding available for SVQ Level 2 training after completion of probationary period
- Fully paid induction and training including moving and handling training and shadowing opportunities with our more experienced carers
- Communication, teamwork and the opportunity to gain a professional qualification within the Social Care sector.

**What Qualifications / Qualities are required?**

We are looking for someone who is open and honest, takes responsibility, can keep promises, has respect and understanding and can build trusting relationships.

**Closing Date:**

Ongoing recruitment.

***The Edinburgh Guarantee exists to make sure that every school leaver in Edinburgh will leave school with the choice of a job, Further Education or training opportunity.***

**Job Title:** Administrative Assistant - Modern Apprenticeship

**Contract:** Fixed Term – 12 months

**Salary:** £12,210 per annum

**Employer:**

With a membership of over 435,000, the Royal College of Nursing is the largest professional association and union of nursing staff and students in the UK. We're proud to be a leading player in the development of nursing policy and practice, with an influential voice at home and abroad. Plus, we're number 14 in The Sunday Times 100 Best Not for Profit Organisations to work for, with Three Star Best Companies Accreditation for 2018 and are accredited with Investors in People Gold Standard. So, join us, and you'll have the chance to nurture your career and improve standards of care.

**Work Environment:**

Working in an office based team.

**What might a day in this job look like?**

You will provide a range of administrative support to the Communications team, the Facilities team and the PA to the Director. Duties will include:

- Assist in answering telephone enquiries, handling sensitive information with absolute discretion
- Make travel and accommodation arrangements
- Participate in centralised administrative support duties
- Monitor and update RCN Scotland social media accounts and support the delivery of social media plans
- Regularly update the RCN Scotland website and support the development of creative digital content
- Provide reception cover for three half days per week, greeting visitors, booking taxis and couriers, managing the incoming and outgoing mail
- Provide administrative support for events, internally and externally
- Assist with meeting room set up and break down, including clearing of catering.

**What will I learn?**

You will work towards an SVQ Level 3 in Business and Administration.

Working in the communications team, you will develop a variety of skills including team work, communication and customer service skills.

**What Qualifications / Qualities are required?**

Minimum five National 5s or equivalent including English.

We are looking for someone who:

- is self-reliant whilst seeking advice and support when required
- is open to sharing knowledge and learning from others
- communicates clearly and concisely
- listens carefully, asks questions and records information accurately
- is helpful, courteous and patient
- develops productive relationships within and outside the team

- offers support and help to colleagues
- respects and utilises the expertise of colleagues
- plans work to ensure ability to deliver a quality service
- adapts plans or reprioritise to respond to urgent needs
- demonstrates the ability to work within tight timescales
- contributes ideas for making improvements
- responds quickly to request for information
- demonstrates initiative
- takes personal ownership of projects.

**Closing Date:**

This position will close when a suitable candidate has been found.





***The Edinburgh Guarantee exists to make sure that every school leaver in Edinburgh will leave school with the choice of a job, Further Education or training opportunity.***

**Job Title:** Administrative Assistant - Modern Apprenticeship

**Contract:** Permanent

**Salary:** £16,477 per annum

**Employer:**

Harvey Nash Scotland are Scotland's go-to experts in professional recruitment. We've been based in our Edinburgh office since 2008 and we've got links with the 40 Harvey Nash offices across the UK, Europe, USA and Asia-Pacific. Rhona Hutchon set up Harvey Nash Scotland with just a couple of consultants in a small office in Edinburgh's West End. She has turned that tiny team of consultants into a team of 20 thriving experts and has led the company to huge successes. We work with a number of Scotland's top companies, which range across massive corporations, emerging tech start-ups and the public sector.

**Work Environment:**

We are located in Waverley Gate at the east end of Princes Street. You will be office based within a team of 20 and your working hours will be 9 am – 5.30 pm Monday to Friday.

**What might a day in this job look like?**

Duties will include:

- CV formatting: Assisting consultants by preparing CVs in Word so that they are ready to send to our clients
- Data entry: Keeping our candidate database and spreadsheets accurate and up to date
- Office duties:
  - Answering the telephone in a friendly, professional and efficient manner and record/pass on messages as appropriate
  - Ensuring the meeting rooms are always well presented and fully stocked
  - Stationery orders
- Reporting: Sending weekly reports and updates to the teams
- References: Supply references for contractors who have worked for us
- Ad hoc projects: Provide administrative support to all areas of the business as required
- Contractor queries: Assist contractors with timesheet and payroll queries.

**What will I learn?**

- SVQ Level 2 / 3 in Business and Administration
- Further your experience with Microsoft programmes
- Learn about the recruitment industry
- Gain knowledge of databases
- Develop your communication and teamwork skills
- Customer service skills.

**What Qualifications / Qualities are required?**

You should meet the following criteria:

- educated to National 5 or equivalent in English
- have a strong attention to detail
- organised and capable of managing and prioritising workloads.

- self-motivated and have a positive “can do” attitude.

**Closing Date:**

This position will be closed when a suitable applicant is found.



***The Edinburgh Guarantee exists to make sure that every school leaver in Edinburgh will leave school with the choice of a job, Further Education or training opportunity.***

**Job Title:** Customer Service Administrator - Modern Apprenticeship (R075)

**Contract:** Permanent

**Salary:** £10,000 - £13,000 per annum

**Employer:**

A long-established, family-owned logistics company based in Granton.

**Work Environment:**

Working as part of the Transport Team in a busy logistics office in Granton, you will play an important role in ensuring the satisfaction of our colleagues and customers with a combination of great customer service skills and a 'can do' attitude. This would be a great opportunity to come on and develop within the company. You will work 8.30am-5.00pm, Monday-Friday.

**What might a day in this job look like?**

This is a varied role that requires accuracy and attention to detail.

- Processing client orders on specific IT systems
- Customer service face to face, via phone and email
- Assisting with all telephone enquiries in a professional and helpful manner
- Chasing and getting updates from drivers where necessary
- Administration duties such as filing, photocopying, scanning, mail and updating records.
- Dealing with issues and problem solving
- Following company policies and procedures.

**What will I learn?**

You will undertake an SVQ Level 3 in Business and Administration delivered by Rewards Training and have the opportunity to improve your IT skills through the use of Microsoft IT Academy. You will also be trained on the in-house IT systems.

**What Qualifications / Qualities are required?**

Ideally, we are looking for National 5 or equivalent including Maths and English, and/or Higher Grades. Experience in customer service would be an advantage.

**Essential Qualities:**

- Good telephone manner
- Excellent command of the English language
- Strong computer skills
- Proficient in Microsoft Office packages
- Likes to get stuck in and has an enthusiastic, motivated, proactive approach to work
- Keen learner
- Hard working
- Flexible.

Please note only candidates being considered for interview will be contacted.

**Closing Date:**

This position will be closed when a suitable applicant is found.



Training Recruitment Consultancy  
(Scotland)



***The Edinburgh Guarantee exists to make sure that every school leaver in Edinburgh will leave school with the choice of a job, Further Education or training opportunity.***

**Job Title:** Medical Receptionist - Modern Apprenticeship (R074)

**Contract:** Fixed Term - 12 months

**Salary:** £11,000 - £13,000 per annum

**Employer:**

Medical Practice, Leith, North East Edinburgh.

**Work Environment:**

You will be based in a small friendly team supporting them with all aspects of administration. This is the perfect opportunity to start a career and develop in the role, with the possibility of a permanent job at the end of the apprenticeship for the right candidate. Your working hours will be Monday to Friday, 8am-4pm or 10am-6pm (alternate weeks) and you will receive 28 days holiday per annum.

**What might a day in this job look like?**

Duties will include:

- spending time on reception, booking appointments
- answering the telephone
- meeting and greeting clients
- sending and receiving emails
- insurance reports
- general administration such as paperwork, filing, photocopying, scanning and managing the post.

**What will I learn?**

You will undertake an SVQ Level 3 in Business and Administration. You will also be trained in repeat prescriptions and the NHS computer systems.

**What Qualifications / Qualities are required?**

Ideally, we are looking for at least Higher English and possibly Administration or Business Management. However, a good set of National 5s or equivalent will be considered.

We are looking for someone who is positive and enthusiastic, with a good telephone manner, able to use their own initiative and looking forward to starting their career.

An appreciation for patient confidentiality and the seriousness of breaching this is also required.

Please note only candidates considered for interview will be contacted.

**Closing Date:**

The position will be closed when a suitable applicant is found.



***The Edinburgh Guarantee exists to make sure that every school leaver in Edinburgh will leave school with the choice of a job, Further Education or training opportunity.***

**Job Title:** Administrative Assistant - Modern Apprenticeship (R073)

**Contract:** Permanent

**Salary:** £11,000 - £12,000 per annum

**Work Environment:**

You will be working as an important member of a busy administrative team for a leading provider of health and safety services throughout the UK and worldwide. The company has seven divisions and there is plenty of potential for development for the right candidate, especially within the construction and oil and gas health and safety divisions.

**What might a day in this job look like?**

The job will entail general administrative activities such as, but not restricted to, answering the phones, monitoring and dealing with enquiries coming through the admin email account, sourcing quotes for travel and accommodation booking, diary management, typing and sending letters.

A large part of the job will be production of training materials including proof reading, printing, collating, boxing and sending out to individual client specifications.

Creating presentations using PowerPoint and changing the format of presentations and documents.

**What will I learn?**

You will undertake an SVQ Level 3 in Business and Administration delivered by Rewards Training.

**What Qualifications / Qualities are required?**

Ideally, we are looking for National 5 or equivalent including Maths and English, and/or Higher Grades.

**Essential Qualities:**

- Excellent command of the English language
- Strong computer skills
- Proficient in Microsoft Office packages
- Likes to get stuck in and has an enthusiastic, proactive approach to work
- Highly organised and able to use own initiative
- Keen learner
- Hard working
- Flexible
- Professionally/smarty presented at all times.

Please note only candidates considered for interview will be contacted.

**Closing Date:**

The position will be closed when a suitable applicant is found.

***The Edinburgh Guarantee exists to make sure that every school leaver in Edinburgh will leave school with the choice of a job, Further Education or training opportunity.***

**Job Title:** Media Sales – Modern Apprenticeship  
**Contract:** Permanent, pending probationary period  
**Salary:** £11,800 per annum

**Employer:**

Johnston Press is one of the largest local and regional multimedia organisations in the UK. We provide news and information services to local and regional communities through our extensive portfolio of hundreds of publications and websites. Each month our news brands touch the lives of more than 29m people across our publishing regions, delivering extensive coverage of local news, events and information. We offer national and regional advertisers a highly successful platform to link them directly with local audiences.

**Work Environment:**

Johnston Press serve local communities with news, information and advertising services through a range of digital and print media channels. We are looking to develop talent through our Johnston Press Media Sales Apprenticeship diploma. You will be based at Orchard Brae House, Queensferry Road.

**What might a day in this job look like?**

Your duties will include:

- selling online and print classified advertising throughout our markets to business and private customers
- delivering an exceptional customer experience which builds long term profitable relationships
- evaluating customer needs and developing appropriate advertising solutions
- working as part of a team to achieve targets, shared goals and objectives
- maintaining a professional and consistent performance whilst striving to learn new skills and our portfolio of advertising services
- achieving targeted milestones towards an accredited Modern Apprenticeship, whilst working to attain your JP Apprenticeship diploma within a 12-18 month period.

**What will I learn?**

You will spend six weeks on an intensive training programme learning core business, sales and attitudinal skills to help you thrive in a business/sales environment. Once the training course is completed, successful candidates will continue to be coached through an apprenticeship role within Johnston Press in which you will work towards an SVQ Level 3 in Business and Administration.

**What Qualifications / Qualities are required?**

You must have a minimum of 5 National 5s or equivalent.

If you have good communication skills, a positive attitude, are consistent in your approach and willing to learn, this is a fantastic opportunity to build a career in one of the UK's leading publishers.

**Closing Date:**

This opportunity will close when a suitable candidate has been found.

***The Edinburgh Guarantee exists to make sure that every school leaver in Edinburgh will leave school with the choice of a job, Further Education or training opportunity.***

**Job Title:** Payroll Administrator - Modern Apprenticeship

**Contract:** Permanent

**Salary:** £10,000 - £11,000 per annum

**Employer:**

Steedman and Company are one of the UK's leading independent accountants, tax consultants and business advice firms. We have a unique team of qualified accountants, ex-HMRC tax advisors, ex-banking and investment professionals and business development specialists. Combined with over 30 years of history and experience, this enables us to provide an unrivalled level of advice and support to everyone from individuals to small and medium sized businesses.

**Work Environment:**

You will be based in our office in Howe Street.

**What might a day in this job look like?**

- Maintain payroll information by processing payroll data for a variety of clients
- Update payroll records by entering changes and submitting to HMRC
- Prepare reports by compiling summaries of earnings, taxes, deductions, leave, and holiday pay/entitlement
- Determine payroll liabilities by calculating employee NI and PAYE taxes and providing report to clients
- Apply for PAYE references and setting
- Liaise with clients, HMRC and pension providers on a daily basis.
- Manage pensions for clients on a variety of portals and liaise with clients and providers
- Resolve payroll discrepancies
- Provide payroll information by answering questions and dealing with client requests
- Maintain employee confidence and protect payroll operations by keeping information confidential
- Contribute to team effort by accomplishing related results as needed
- Complete CIS returns for construction clients.

**What will I learn?**

You will work towards an SVQ Level 3 in Business and Administration.

**What Qualifications / Qualities are required?**

A minimum number of National 4/5s or equivalent which should include English.

**Closing Date:**

This opportunity will close when a suitable candidate has been found.





***The Edinburgh Guarantee exists to make sure that every school leaver in Edinburgh will leave school with the choice of a job, Further Education or training opportunity.***

**Job Title:** Light Vehicle Mechanic - Modern Apprenticeship

**Contract:** Permanent

**Salary:** £3.70 per hour

**Employer:**

A garage based in the Musselburgh area.

**Work Environment:**

Working with a team within the workshop.

**What might a day in this job look like?**

During your apprenticeship you will be trained in all aspects of motor vehicle repair and maintenance including vehicle servicing, MOT preparation, removal, replacement and overhaul of major components and electrical fault diagnostics.

**What will I learn?**

A mechanic apprenticeship last 3 years and during that time you will be in full time employment, meaning that you earn a wage whilst gaining an SVQ Level 3 in Light Vehicle Maintenance and Repair.

**What Qualifications / Qualities are required?**

You must have or expect to gain National 4 or above in English, Maths and either a Technical or a Science subject. Accredited equivalents will also be accepted. It is essential that you are literate, numerate, reliable and keen to learn.

**Closing Date:**

Sunday 7 October.



***The Edinburgh Guarantee exists to make sure that every school leaver in Edinburgh will leave school with the choice of a job, Further Education or training opportunity.***

**Job Title:** Warehouse Assistant - Modern Apprenticeship

**Contract:** Permanent

**Salary:** National Minimum Wage

**Employer:**

Since 1995 the Furnishing Service Ltd (TFS) has been a leader in the provision of residential and contract furniture and furnishings. Employing 150+ staff, TFS is the largest furnishing supplier in Scotland providing businesses with an inclusive solution for furniture, white goods, flooring and window coverings. We offer a client led Omni channel solution giving our customers a high-quality experience which is as seamless and effortless as possible. TFS are delighted to retain our position on the Scotland Excel framework for domestic furniture making us the trusted supplier to not only local authorities but to housing associations and APUC who can also use the framework.

**Work Environment:**

You will be working outdoors and in a warehousing environment.

**What might a day in this job look like?**

- Checking and taking in deliveries
- Maintaining the yard/warehouse in a clean and tidy condition
- Stock management, checks and quality control.

**What will I learn?**

On completion, you will be rewarded with your SVQ Level 2 in Freight Logistics Warehousing. Along with this you will also gain more experience in the warehouse department and expand on your knowledge of what is included in a day to day basis in a warehouse environment.

**What Qualifications / Qualities are required?**

You should have National 4s or 5s which must include English.

You should be of good character, punctual, methodical, and able to work to deadlines, be prepared to work hard as part of a team to achieve daily goals. You must have a genuine interest in developing skills in logistics and have good communication skills, a positive, "can do" attitude, career focus and self-motivation.

**Closing Date:**

This opportunity will close when a suitable candidate has been found.



***The Edinburgh Guarantee exists to make sure that every school leaver in Edinburgh will leave school with the choice of a job, Further Education or training opportunity.***

**Job Title:** Medical Receptionist - Modern Apprenticeship (R067)

**Contract:** Permanent

**Salary:** £12,000 - £14,000 per annum

**Employer:**

General Practice surgery in north east Edinburgh.

**Work Environment:**

This is a fantastic opportunity to work in a busy environment and friendly team, working for an expanding doctor's surgery. You will be an important member of the team, supporting them with all aspects of General Practice administration.

The company are supportive of training and development and will support this role with a Modern Apprenticeship. They are looking for a recent school leaver to mould and develop into the role and there is potential for support with further development.

**What might a day in this job look like?**

Duties will include gaining great experience working with the Practice clinical database, updating records, entering relevant clinical data in correspondence from hospitals, clinics, labs and patients, performing regular data quality checks and monitoring and maintain regular review schedule for data being sent to out of hours NHS organisations, in consultation with relevant members of staff and following training, assigning and supervising simple data entry tasks as agreed.

Other receptionist and administrative tasks such as answering the telephone and meeting and greeting patients, booking appointments, creating and sending letters, phoning patients with medical result updates and managing the post will also be required.

**What will I learn?**

You will undertake an SVQ Level 3 in Business and Administration. You will also receive on the job training for all the NHS and computer systems the Practice uses, as well as other potential external training courses.

**What Qualifications / Qualities are required?**

Ideally, we are looking for National 5 or equivalent including Maths and English. Highers would be advantageous.

The post is a varied and challenging position that requires the ability to work as part of a team and to work efficiently and accurately to ensure smooth running of the Practice. Good communication skills, confidence and computer literacy are required as well as an appreciation of confidentiality and data protection.

Please note only successful applicants will be contacted.

**Closing Date:**

The position will be closed when a suitable applicant is found.

***The Edinburgh Guarantee exists to make sure that every school leaver in Edinburgh will leave school with the choice of a job, Further Education or training opportunity.***

**Job Title:** Business Administrator - Modern Apprenticeship

**Contract:** Permanent

**Salary:** National Minimum Wage

**Employer:**

Gillespie Tax Management Ltd is an Accountancy and Taxation firm specialising in helping small to medium sized business operations with all accounts and taxation matters. We have been doing this for 25 years and now look after 2,500 individual accountancy clients and over 250 payrolls.

**Work Environment:**

You will be based in our office at Inverleith Gardens.

**What might a day in this job look like?**

Your role would include the following duties:

- Answering telephones
- Making client appointments
- Filing records
- Maintenance of company database
- Greeting clients
- Small amount of accounts analysis
- Assisting existing staff members
- All other administrative duties normally associated with general office work.

**What will I learn?**

You will work towards an SVQ Level 3 in Business and Administration.

**What Qualifications / Qualities are required?**

- A minimum number of National 4/5s or equivalent which should include English.
- Strong Microsoft Word and Excel skills essential.
- No prior experience is necessary.

**Closing Date:**

This opportunity will close when a suitable candidate has been found.

***The Edinburgh Guarantee exists to make sure that every school leaver in Edinburgh will leave school with the choice of a job, Further Education or training opportunity.***

**Job Title:** Hairdresser – Modern Apprenticeship  
**Contract:** Fixed Term – 3 years  
**Salary:** Modern Apprenticeship National Minimum Wage

**Employer:**

Charlie Miller is a name synonymous with quality, style and creativity and has grown to be nationally and internationally recognised as one of the principal hairdressing brands in the UK. Deep-rooted passion and drive and, more importantly, strong family-led values have allowed stylists and colourists to continually evolve with a contemporary vision attracting a wide range of clientele across all sectors.

**Work Environment:**

You will be working in a friendly and dynamic team in one of our 5 Edinburgh salons.

**What might a day in this job look like?**

You will assist clients, stylists and other members of staff on the salon floor, observing and learning the art of hairdressing. During the course of the apprenticeship you will learn about all aspects of hairdressing including:

- client care
- support of the salon
- product knowledge
- the tools of your trade
- shampooing and blow drying
- cutting all types and lengths of hair
- colouring knowledge
- incorporating our Charlie Miller message.

**What will I learn?**

An apprenticeship at Charlie Miller is often fast paced, yet fun and exciting and will lead to a successful and satisfying future. We will help you fulfil your hairdressing ambitions on our 3 year training programme which includes an SVQ Level 3 in Hairdressing.

**What Qualifications / Qualities are required?**

We are looking for people with:

- a good understanding of English and Maths
- a passion for hairdressing and a desire to begin their first steps towards an exciting career in hairdressing
- self-motivation and positivity
- awareness of fashion.

**Closing Date:**

We have ongoing recruitment throughout the year.



***The Edinburgh Guarantee exists to make sure that every school leaver in Edinburgh will leave school with the choice of a job, Further Education or training opportunity.***

**Job Title:** Personal Assistant

**Contract:** Full and part time opportunities available

**Salary:** £8.45 per hour

**Employer:**

ENABLE Scotland is a dynamic and vibrant organisation dedicated to improving the lives of people with learning disabilities and we have full and part time opportunities for you to support people in Scotland to make the most of their lives.

**Work Environment:**

We have various opportunities in Edinburgh, East Lothian and Midlothian to support people who have learning disabilities to live independently in their own homes or take part in activities we take for granted. And, who knows, it could make a difference to your life as well.

**What might a day in this job look like?**

Every day is different at ENABLE Scotland and your working day will depend entirely on the person you are supporting and no matter what you do, it will always be supporting that person to achieve their personal goals. So, one day you could be supporting someone to go swimming at the local leisure centre and the next you could be supporting them to achieve their goal of using public transport on their own. Some of our PAs even support people when they go on holiday which could be to the Isle of Arran or Lanzarote!

**What will I learn?**

What's also great about ENABLE Scotland is that we believe in developing all our staff and provide an extensive training programme, combined with a commitment to create career development opportunities including SVQ Level 2

**What Qualifications / Qualities are required?**

You don't need experience in care to start your career with ENABLE Scotland. We recruit people based on their values and transferrable skills. No matter where you have worked before; be it retail, admin, warehousing or wherever, we want to hear from you! Sound good so far?

Successful applicants will be able to demonstrate the following:

- The ability to adapt your communication style in order to develop successful and enjoyable relationships with the people we support.
- The commitment to work with individuals through their personal support plans to ensure people achieve their goals and outcomes and celebrate their successes.
- A positive and flexible outlook to your work, and be able to work on your own and as part of a team.

**Closing Date:**

These positions will close when suitable applicants have been found.

***The Edinburgh Guarantee exists to make sure that every school leaver in Edinburgh will leave school with the choice of a job, Further Education or training opportunity.***

**Job Title:** Leisure Attendant – Employability Fund

**Contract:** This is a 12 week work placement. Successful applicants may secure a job and progress to a Modern Apprenticeship.

**Salary:** Employability Fund Training Allowance of £55 per week plus travel expenses may be available.

**Employer:**

Edinburgh Leisure is Edinburgh's biggest provider of leisure services, with over 4 million customer visitors a year to their 30 venues across the city.

**Work Environment:**

Edinburgh Leisure makes a positive difference by:

- welcoming all
- everyone caring about what they do
- being passionate about how they do it
- feeling proud of what they achieve.

**What might a day in this job look like?**

Full training and induction will be provided and there will be regular ongoing training to support you in the role. Once trained, your tasks could include:

- interacting with your customers in a positive and helpful manner
- following task sheets for each shift to ensure effective contribution to the presentation
- ensuring that the venue and grounds are clean at all times
- ensuring that equipment is set up correctly, in full working order and according to customer needs
- covering allocated areas at key times, i.e. pool lifeguarding, entrance area etc
- supporting the whole team in the delivery of events within the venue
- taking an active role in the safety of yourself, your team, the facility and customers.

Please note shifts may include early starts, late finishes and weekend work.

**What will I learn?**

- You will learn how to be an effective member of the team working in a leisure environment.
- You will receive industry related training including National Pool Lifeguard Qualification (NPLQ) certificate. The cost of the NPLQ (approx. £250 pp) is covered on this programme.
- On successful completion of the programme, candidates will be invited to interview with employer.
- Successful candidates, following interview, can progress to a job and begin working towards an SVQ Level 2 in Sport and Operational Services or an SVQ Level 2 in Activity Leadership.

**What Qualifications / Qualities are required?**

As a Leisure Attendant, you are responsible for delivering a great service to customers. It's all about the customer and providing them with a clean, safe, welcoming venue that is ready to use. This is a really hands-on role and it goes without saying you're a natural people person with a passion for customer service and attention to detail.

**Please Note:** Due to funding restrictions this opportunity is only for candidates who live in Edinburgh.

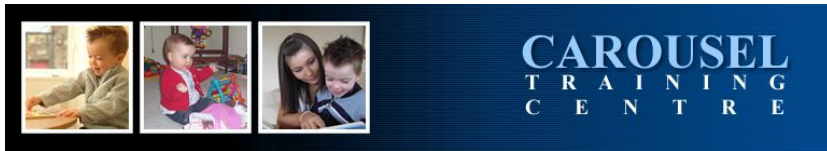
As a part of the interview/selection process you will be required to complete a swim test before you are accepted on the programme.

We are currently looking for applicants who are 18+.

**Closing Date:**

We will continue to accept applications until suitable candidates are found.





***The Edinburgh Guarantee exists to make sure that every school leaver in Edinburgh will leave school with the choice of a job, Further Education or training opportunity.***

**Job Title:** Nursery Nurse – Modern Apprenticeship

**Contract:** Permanent

**Salary:** National Apprenticeship Wage

**Employer:**

Carousel Training Centre recruits on behalf of various employers / locations across the city. We are an Equal Opportunities Training Provider.

**Work environment:**

You will be employed full time in a private nursery and expected to work as part of a team to provide a quality programme of activities and learning for children as young as babies to 5 years old. You will help children develop their physical, intellectual, language and social skills through play and work and partnership with parents and staff.

**What might a day in this job look like?**

You will help the children learn and develop their physical, intellectual, language and social skills through organised play. You will care for them whilst away from their family, giving support where required. Other duties will include feeding, caring, developing and planning of activities. Domestic duties are required to ensure a safe environment for the children.

**What will I learn?**

You will train towards an SVQ Social Services (Children and Young People) at SCQF Level 7. You will attend a workshop for theory one day every 4 weeks and an assessor will visit the workplace on a monthly basis to observe and assess your practical competence.

**What Qualifications / Qualities are required?**

- In order to be eligible for the Modern Apprenticeship Programme, applicants must be aged between 16 to 19 years old.
- No experience is required.
- Candidates must have good interpersonal and communication skills, be highly motivated and reliable.

**Closing Date:**

We recruit all year round.



***The Edinburgh Guarantee exists to make sure that every school leaver in Edinburgh will leave school with the choice of a job, Further Education or training opportunity.***

**Job Title:** Assistant Nursery Practitioner - Modern Apprenticeship

**Contract:** Full time

**Salary:** National Apprenticeship Wage or above

**Employer:**

Various private nurseries in Edinburgh.

**Work Environment:**

Full time work in a private nursery looking after children aged 0-5 years. The role will involve providing a caring, nurturing and stimulating environment for babies and children as well as team work with colleagues and partnership with families.

**What might a day in this job look like?**

A typical day will include preparing the environment, planning activities suitable for children's development, preparing snacks and supervising meals, meeting the physical and emotional needs of the children and some housekeeping duties.

**What will I learn?**

- SVQ level 3 Social Services (Children and Young People)
- Work based Core skills, ICT and Numeracy to SCQF level 5.

**What Qualifications / Qualities are required?**

You should have or expect to achieve at least 3 National 4 or 5.

No experience is required but an enthusiasm for working with young children, good communication skills, an ability to use initiative and reliability are essential.

**Closing Date:**

We have ongoing recruitment throughout the year.

***The Edinburgh Guarantee exists to make sure that every school leaver in Edinburgh will leave school with the choice of a job, Further Education or training opportunity.***

**Job Title:** Soft Play Assistant - Employability Fund

**Contract:** 12 week work placement. Successful applicants can secure a job and progress to a Modern Apprenticeship in Playwork

**Salary:** Training Allowance of £55 per week plus travel expenses for the duration of the work placement may be available.

**Employer:**

Edinburgh Leisure is Edinburgh's biggest provider of leisure services, with over 4 million customers per annum to their 30 venues across the city.

**Work Environment:**

This opportunity is based at Ratho Climbing Arena. You will provide a fun and safe environment for children. You will work as part of a dedicated team to provide first class support and supervision to children. This involves indoor working and holiday periods.

**What might a day in this job look like?**

This is fast moving and varied environment. Your duties will include:

- offering a warm welcome to all children and visitors
- assisting your team in the planning, set up and delivery of activities
- observing and participating in activities inspired by the children
- preparing snacks for the children.

**What will I learn?**

- You will learn how to be an effective member of the team working in a soft play environment.
- You will work towards the Pre-Employability Certificate of Work Readiness (SQA) during your 12 week work placement then progress to SVQ Level 2/3 in Playwork.

**What Qualifications / Qualities are required?**

This employer is looking for someone who genuinely wants to work with children and is enthusiastic, friendly, and polite.

**Please Note:** Due to funding restrictions this opportunity is only for candidates who live in Edinburgh.

**Closing Date:**

We will continue to accept applications until a suitable candidate has been found.



***The Edinburgh Guarantee exists to make sure that every school leaver in Edinburgh will leave school with the choice of a job, Further Education or training opportunity.***

**Job Title:** Retail, Hospitality, Security, Baggage Handling, Ramp Operators and many more

**Contract:** All types of contracts available

**Salary:** National Minimum Wage or above

**Employer:** Various Employers

At the Airport, we understand the challenges of looking for work and strive to support jobseekers in whatever way we can. Our services include:

- signposting current vacancies throughout Airport and surrounding area
- support creating and updating CVs
- support completing application forms
- access to employment and information events
- pre-recruitment training opportunities
- information on access to employability training and support.

#### **Work Environment:**

Edinburgh Airport is the UK's fastest growing airport. It is a happy, positive, busy work place with a real family feel and great developmental opportunities. We offer excellent staff benefits and a variety of shift patterns to suit different personal needs. It's a fantastic place to work. You won't want to leave!

#### **What might a day in this job look like?**

Varied and fast paced with opportunities for personal and career development. Most of the jobs require a high level of customer interaction and you will work shifts rather than standard hours. Please click Apply Now to see our list of current vacancies.

#### **What Qualifications / Qualities are required?**

You must be reliable, willing to learn, highly motivated, have good interpersonal and communication skills and the ability to work as part of a team.

You must be able to provide:

- 5 year checkable history (Employment, Education or Benefit)
- Photographic ID – Valid Passport or Full / Provisional Driving Licence
- Pass a Basic Disclosure Check.

If you have any criminal convictions pending you must disclose this information, as this may impact on your application.

#### **Closing Date:**

We recruit all year round.



***The Edinburgh Guarantee exists to make sure that every school leaver in Edinburgh will leave school with the choice of a job, Further Education or training opportunity.***

**Job Title:** Administration/Reception/Customer Service – Modern Apprenticeships

**Contract:** Permanent

**Salary:** National Minimum Wage

**Employer:**

Our clients, based in Leith, Newhaven, West End, the Gyle, Newtongrange and Dalkeith, are looking for young people to train in office administrative job roles.

**Work Environment:**

These are all office based roles and we have several available at the moment and more coming in on a regular basis.

**What might a day in this job look like?**

General office duties include mail in/out, photocopying, scanning, filing, emails, creating visitor packs, using the Microsoft Packages, creating invoices, costings, meeting and greeting visitors etc.

**What will I learn?**

Full training will be provided to the successful applicants. You will also work towards an SVQ Level 3 in Business and Administration. This is attached to all our vacancies and is funded by Skills Development Scotland.

**What Qualifications / Qualities are required?**

Our clients are looking for presentable young people who are good time-keepers, keen to learn, happy to be part of a team and realise the importance of great Customer Service and helping the team to achieve set goals. Due to funding criteria, the candidates applying for these vacancies must be aged 16-19 years.

**Closing Date:**

These vacancies are ongoing until successful candidates are found.

***The Edinburgh Guarantee exists to make sure that every school leaver in Edinburgh will leave school with the choice of a job, Further Education or training opportunity.***

**Job Title:** Catering Assistant – Employability Fund

**Contract:** This is an 8 week work placement on Employability Fund training allowance of £55 per week plus travel expenses. Successful applicants will secure a job and progress to a Modern Apprenticeship.

**Salary:** Employability Fund Training Allowance of £55 per week plus travel expenses may be available.

**Employer:**

Edinburgh Leisure is Edinburgh's biggest provider of leisure services, with over 4 million customers per annum to their 30 venues across the City.

**Work Environment:**

Edinburgh Leisure makes a positive difference by:

- welcoming all
- everyone caring about what they do
- being passionate about how they do it
- feeling proud of what you achieve.

**What might a day in this job look like?**

As part of your work experience with Edinburgh Leisure, you will undergo an induction into the Catering Assistant role and receive practical experience in a busy kitchen environment. Work experience may involve tasks that are essential to maintaining the high standards set by environmental and health and safety requirements. You will be expected to be involved in:

- food preparation
- cleaning
- serving customers.

**What will I learn?**

You will learn how to become an effective member of the team, working in a professional catering environment. You will have an on-job mentor who will support you through weekly welfare chats and who will meet with you to carry out reviews whilst you are on work experience. During the 8 week programme you will also complete a certificate of Work Readiness (CWR) with Direct Partners.

**What Qualifications / Qualities are required?**

This is a really hands-on role. You must be comfortable taking instruction and working as part of a team.

**Please Note:** Due to funding restrictions this opportunity is only for candidates who live in Edinburgh.

**Closing Date:**

We will continue to accept applications until suitable candidates are found.

***The Edinburgh Guarantee exists to make sure that every school leaver in Edinburgh will leave school with the choice of a job, Further Education or training opportunity.***

**Job Title:** Kitchen Assistant – Employability Fund

**Contract:** This is a 12 week work placement on Employability Fund training allowance of £55 per week plus travel expenses. Successful applicants will secure a job and progress to Modern Apprenticeship.

**Salary:** Employability Fund Training Allowance of £55 per week plus travel expenses may be available.

**Employer:**

Elior are an award-winning hospitality employer based at Murrayfield Rugby Stadium.

**Work Environment:**

This is a very structured and disciplined environment where tasks are allocated from the Head Chef. This can be a very demanding, physically hard working environment; however, it can also offer high levels of job satisfaction. You will work as part of a highly effective team where everyone takes personal responsibility for their own tasks to ensure the award-winning levels of service are maintained. You will be required to comply with strict health and safety / kitchen protocols.

**What might a day in this job look like?**

You will be expected to arrive early ready to start your shift. This is a fast moving, varied and demanding environment. You will have a list of tasks to complete. These will include:

- cleaning / pot washing
- carrying out tasks in line with company training/policies and procedures
- food preparation
- process and accept deliveries
- carry out internal monitoring/checks
- serving food to customers.

**What will I learn?**

You will learn how to be an effective member of the team working in a professional kitchen/catering environment. You will also work towards a Certificate of Work Readiness (CWR) with Direct Partners.

**What Qualifications / Qualities are required?**

The employer is looking for someone who genuinely wants to work towards becoming a 'chef of the future' and who can understand and follow instructions.

If you are driven, have ambition and the ability to train on-the-job then you can take advantage of this excellent development programme.

If you are prepared to work hard, follow the training you are given and support your team you can progress within this industry.

**Please Note:** Due to funding restrictions this opportunity is only for candidates who live in Edinburgh.

**Closing Date:**

We will continue to accept applications until suitable candidates are found.

***The Edinburgh Guarantee exists to make sure that every school leaver in Edinburgh will leave school with the choice of a job, Further Education or training opportunity.***

**Job Title:** Playwork Assistant - Employability Fund

**Contract:** 12 week work placement. Successful applicants will secure a job and progress to a Modern Apprenticeship. The programme is expected to start mid August.

**Salary:** Employability Fund Training Allowance of £55 per week plus travel expenses may be available.

**Employer:**

A reputable After School Club with venues across Edinburgh.

**Work Environment:**

You will provide a fun and safe environment for children. You will work as part of a dedicated team to provide first class support and supervision to children in Primary 1 – 7. This involves indoor and outdoor working as well as outings and trips during holiday periods.

**What might a day in this job look like?**

This is a fast moving and varied environment. Duties will include:

- offering a warm welcome to all children and visitors
- assisting your team in the planning, set up and delivery of activities
- observing and participating in activities inspired by the children
- preparing snacks for children.

**What will I learn?**

You will learn how to be an effective member of the team working in an After School Club environment. You will work towards the Pre Employability Certificate of Work Readiness (SQA) during your 12 week work placement then progress to SVQ Level 2/3 in Playwork.

**What Qualifications / Qualities are required?**

This employer is looking for someone who genuinely wants to work with children and is enthusiastic, friendly and polite. You must be a good communicator and enjoy practical tasks and activities and enjoy being involved.

**Please Note:** Due to funding restrictions this opportunity is only for candidates who live in Edinburgh.

**Closing Date:**

We will continue to accept applications until suitable candidates are found.



***The Edinburgh Guarantee exists to make sure that every school leaver in Edinburgh will leave school with the choice of a job, Further Education or training opportunity.***

**Job Title:** Playwork Assistant - Employability Fund

**Contract:** 12 week work placement. Successful applicants will secure a job and progress to a Modern Apprenticeship.

**Salary:** Employability Fund Training Allowance of £55 per week plus travel expenses may be available.

**Employer:**

A reputable After School Club with venues on the west side of Edinburgh.

**Work Environment:**

You will provide a fun and safe environment for children. You will work as part of a dedicated team to provide first class support and supervision to children in Primary 1 – 7. This involves indoor and outdoor working as well as outings and trips during holiday periods.

**What might a day in this job look like?**

This is a fast moving and varied environment. Duties will include:

- offering a warm welcome to all children and visitors
- assisting your team in the planning, set up and delivery of activities
- observing and participating in activities inspired by the children
- preparing snacks for children.

**What will I learn?**

You will learn how to be an effective member of the team working in an After School Club environment. You will work towards the Pre Employability Certificate of Work Readiness (SQA) during your 12 week work placement. If you secure a job, you can then progress to an SVQ Level 2/3 in Playwork.

**What Qualifications / Qualities are required?**

This employer is looking for someone who genuinely wants to work with children and is enthusiastic, friendly and polite. You must be a good communicator and enjoy practical tasks and activities and enjoy being involved.

**Please Note:** Due to funding restrictions this opportunity is only for candidates who live in Edinburgh.

**Closing Date:**

We will continue to accept applications until suitable candidates are found.



***The Edinburgh Guarantee exists to make sure that every school leaver in Edinburgh will leave school with the choice of a job, Further Education or training opportunity.***

**Job Title:** Retail, Hospitality, Beauty, Care and more

**Contract:** All types of contracts available

**Salary:** National Minimum Wage or above

**Employer:** Various Employers and Locations

At the Fort Kinnaird Recruitment and Skills Centre, we understand the challenges of looking for work and strive to support jobseekers in whatever way we can. Our services include:

- Signposting current vacancies throughout Edinburgh
- Support creating and updating CVs
- Support completing application forms
- Access to employment and information events
- Use of computers for job searching
- Pre-recruitment training opportunities
- Information on access to employability training and support.

#### **Work environment:**

The work environment is dependent on which opportunity you apply for, e.g. shop, restaurant, salon etc.

#### **What might a day in this job look like?**

Varied and fast paced with opportunities for personal and career development. Most of the jobs require a high level of customer interaction and you will work shifts rather than standard hours. Please click Apply Now to see our list of current vacancies or visit our [Facebook](#) page.

#### **What will I learn?**

- Soft skills such as communication, teamwork and problem solving
- Some company and industry specific/ related training etc.

#### **What Qualifications / Qualities are required?**

- Various qualifications - entry level/ experienced/ industry related opportunities are available.
- You must be reliable, willing to learn, highly motivated, have good interpersonal and communication skills and the ability to work as part of a team.

#### **Closing Date:**

We recruit all year round.