



## Edinburgh Guarantee Schools Bulletin

Week beginning Monday 9 April 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 Current 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 Julie on 529 2410 or email [edinburghguarantee@edinburgh.gov.uk](mailto:edinburghguarantee@edinburgh.gov.uk).

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

## List of current opportunities:

- ✓ Project Assistant - Architect/Design Office - Year in Industry Programme – Engineering Development Trust
- ✓ Early Years Practitioner - Modern Apprenticeship - 30 posts - City of Edinburgh Council
- ✓ Painting & Decorating - Modern Apprenticeship - George Nicolson
- ✓ Finance and Reservation Assistant – Exec Space
- ✓ Trainee Workshop Engineers/Installers – 2 posts – Capital Document Solutions
- ✓ Signmaker - Modern Apprenticeship – Forrest Hepburn & McDonald Signs Ltd
- ✓ Administration Assistant, School of Social and Political Science - Modern Apprenticeship – Edinburgh University
- ✓ Customer Service, Centre for Research Collections - Modern Apprenticeship – Edinburgh University
- ✓ Administration Assistant, School of Divinity - Modern Apprenticeship – Edinburgh University
- ✓ Administration Assistant (HR), Centre for Open Learning - Modern Apprenticeship – Edinburgh University
- ✓ Administration Assistant, School of History, Classics and Archaeology – Modern Apprenticeship – Edinburgh University
- ✓ Laboratory Support Technician – Modern Apprenticeship – Edinburgh University
- ✓ Animal Husbandry Technician – Modern Apprenticeship – 2 posts – Edinburgh University
- ✓ Landscape Services - Modern Apprenticeship – 2 posts – Edinburgh University
- ✓ Systems Engineering Student – Year in Industry Programme – Engineering Development Trust
- ✓ Business and Administration – Modern Apprenticeship – 2 posts – SQA
- ✓ Software Development – Graduate Apprenticeship – 2 posts - KAL
- ✓ Software Developer – Graduate Apprenticeship – 2 posts - Solarwinds
- ✓ Personal Assistant – ENABLE Scotland
- ✓ Business Administrator - Modern Apprenticeship – Shepherd & Wedderburn
- ✓ Trainee Developer – Modern Apprenticeship - CompanyNet
- ✓ Artisan Baker - Modern Apprenticeship – The Breadwinner Bakery
- ✓ Business Technology Consultancy – Graduate Apprenticeship – Scott-Moncrieff
- ✓ Trainee Administrator - Modern Apprenticeship (R061) – Architect's office
- ✓ Business Administrator - Modern Apprenticeship (R059) – Body Workshop company
- ✓ Trainee Administrator - Modern Apprenticeship (R060) – Recruitment Services company
- ✓ Leisure Attendant – Employability Fund – Edinburgh Leisure
- ✓ Business Administrator - Modern Apprenticeship - Cliq Container Trading Ltd
- ✓ Trainee Bookbinder - Bookbinding by Crawford
- ✓ Business Administrator - Modern Apprenticeship - Durham Road Medical Group
- ✓ Nursery Nurse – Modern Apprenticeship – Carousel Training Centre
- ✓ Assistant Nursery Practitioner - Modern Apprenticeship – PA Training
- ✓ Business Support - Modern Apprenticeship (R058) – Historic Environment Scotland
- ✓ Media Sales – Modern Apprenticeship – Johnston Press plc
- ✓ Soft Play Assistant - Employability Fund – Edinburgh Leisure/Ratho Climbing Arena
- ✓ Retail, Hospitality, Security, Baggage Handling, Ramp Operators and many more – Various Employers - Edinburgh Airport Recruitment Centre
- ✓ Business Administrator - Modern Apprenticeship (R057) – GP surgery
- ✓ Administrator - Modern Apprenticeship (R054) - Independent recruitment company
- ✓ Administration/Reception/Customer Service – Modern Apprenticeships – RTL
- ✓ Business Administrator – Modern Apprenticeship (R049) - Vehicle repair garage
- ✓ Catering Assistant – Employability Fund - Edinburgh Leisure
- ✓ Kitchen Assistant – Employability Fund - Elixir
- ✓ Playwork Assistant - Employability Fund - Reputable After School Club
- ✓ Hairdresser – Modern Apprenticeship - Charlie Miller
- ✓ 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:** Project Assistant - Architect/Design Office - Year in Industry Programme

**Contract:** Fixed Term - 12 months starting around August 2018

**Salary:** National Living Wage

**Employer:**

The host company is a partnership of diverse design talents working together to create great buildings and places for living. Their aim, in everything they do, is to make a quality contribution to this purpose and to benefit society at the same time as meeting and exceeding their client's expectations. The practice is comprised of different specialist design teams, all working together to create high-quality projects.

The Year in Industry (YINI) programme offers students the opportunity to gain professional development by working at a reputable company. YINI is for post A-Level/Higher/Advanced Higher and undergraduate students who are looking for work placements within science, technology, engineering and maths (STEM). Students can apply to the programme before or during their degree course.

**Work Environment:**

The practice is a lively, creative and sociable environment in which they collaborate to deliver some really exciting, ground breaking and award-winning projects. They work solely within the built-environment, so an interest in places and how people use them is essential.

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

Your duties will include:

- making physical models of projects
- producing images, preparing reports, drawings and visualisations using the appropriate IT package
- printing documents and drawings, presenting in an appropriate manner (binding for example), and distributing
- covering the reception desk, taking and directing telephone calls using the switchboard system, and ensuring messages are delivered to the appropriate persons
- observing and supporting Health and Safety in the office
- assisting with the training of new Project Assistants and to take responsibility for the Project Assistant Manual, ensuring that it is up to date with relevant policies and procedures
- taking ownership of, and contributing to, internal and external communications activity both in their job role and as part of their overall strategic objectives.

**What will I learn?**

You will learn how an architecture practice runs, project management, industry-related skills and communication skills.

**What Qualifications / Qualities are required?**

The placement is open to both undergraduates and pre-university students. We are seeking a bright, enthusiastic student who is currently studying/planning to undertake a degree in architecture/architectural technology. Good IT skills and written English are required.

**Closing Date:**

Monday 30 April.

***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:** Modern Apprenticeship – Early Years Practitioner (30 posts)

**Contract:** Fixed term until 30 June 2020 – Term time only (39 weeks per year)

**Salary:** £15,285 - £17,191 per annum

**Employer:**

At the City of Edinburgh Council, we're at the heart of the city. Our team is as diverse as the services we provide. Services that range from refuse collection to art galleries, parks to planning, schools to social care. The Council is committed to assisting people within the city by providing the opportunity to gain skills and knowledge and work towards a qualification through our Modern Apprenticeship Programme. Modern Apprenticeships (MAs) offer paid employment combined with the opportunity to gain nationally recognised qualifications.

**Work Environment:**

As an MA Early Years Practitioner you will contribute to the delivery of an effective education and care service in line with the pre-determined policies and procedures of the Council. You will work as a team member and establish good and effective relationships with the children, young people, staff and parents.

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

Under supervision you will provide an appropriately challenging and stimulating educational environment where individual children and young people are encouraged to reach their full potential. This includes setting up equipment and working with children in both indoor and outdoor play areas, setting up and clearing playrooms and outdoor play areas. You will develop skills in observation, planning and promotion of children's all round development.

**What will I learn?**

You will work towards an SVQ Level 3 in Social Services (Children and Young People). On successfully completing two years' training, you will be a qualified Early Years Practitioner.

**What Qualifications / Qualities are required?**

- English National 5, Maths National 4 and one other National 5.
- This post is open to applicants who have left school in the last three years.

You should also meet the following criteria:

- Excellent record for attendance and time keeping
- Recognising the importance of meeting children's individual learning and care needs
- Good verbal and written communication skills
- Working as part of a team.

**Closing Date:**

Sunday 6 May.



***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:** Painting & Decorating - Modern Apprenticeship

**Contract:** Apprenticeship Agreement

**Salary:** £ 4.50 per hour / £ 8,892 per annum

**Employer:**

George Nicolson have been established for over 45 years, are a family owned business and are accredited to Investors in Young People. We have a workforce of over 40 full time tradespeople who work throughout Scotland. All staff are directly employed and we operate a strict code of customer service. We also operate a company workwear scheme as well as delivering an annual training plan and Apprentice of the year award.

**Work Environment:**

College and an on-site working environment as well as in-house training.

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

Within the first year, attending college, learning the basic skill set goals like applying emulsion to areas by brush and roller, gain a basic knowledge of preparation i.e. filling, sanding, stripping and ensuring your work area is left tidy every time.

**What will I learn?**

At the end of the 3 - 4 year apprenticeship you will be expected to be a time served qualified painter and decorator suitable for employment.

**What Qualifications / Qualities are required?**

We are looking for someone who has a positive attitude to tasks and colleagues alike. Candidates must have an excellent timekeeping and attendance record and will need to show a willingness to work hard, ask questions and impress their peers and managers.

**Closing Date:**

Friday 27 April.



***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 and Reservation Assistant

**Contract:** Permanent

**Salary:** £10,000 per annum plus benefits including incentive programme

**Employer:**

ExecSpace Limited is one of the UK's leading venue finding companies.

**Work Environment:**

You will be working in a dynamic and fun office based in Leith. We are a team of 10 adding value to our clients and making impact. We also offer unlimited office drinks and snacks!

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

**Reservations and Travel (70%)**

Responsibilities for accommodation and travel bookings, this includes but is not limited to:

- Dealing with day to day requests from clients
- Ensuring payment instructions are relayed to the hotel in a timely manner
- Keep and manage accommodation and travel bookings records.

**Finance (30%)**

Responsibilities for Accounts Payable:

- Checking and preparing incoming invoices for payment
- Creating and sending commission claims
- Checking invoices for payment and processing.

**What will I learn?**

- Excellent customer service skills
- Team working and organisation
- IT skills – Excel, Outlook, Word
- Opportunity to learn bookkeeping and accounting software.

**What Qualifications / Qualities are required?**

- Minimum of National 4 which should include English and Maths
- A positive can-do attitude and is keen to learn
- Age: 16 -24.

**Closing Date:**

This position will be closed 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:** Trainee Workshop Engineers/Installers – 2 posts

**Contract:** Permanent

**Salary:** £14,665 per annum

**Employer:**

Capital Document Solutions is Scotland's largest independent supplier of office equipment and document solutions, with over 200 employees working out of Edinburgh, Glasgow, Aberdeen, Dundee, Inverness and Shetland. We provide print and document solutions tailored to specific business needs to a large customer base, with offices and premises throughout Scotland.

As the major Scottish dealer for market leaders Ricoh, Konica Minolta, HP and Canon, we work closely with our customers to achieve significant reductions in their operating costs through our managed print services and at the same time, help them to reduce their carbon footprint. We are a leader in our field and also one of only 8 approved Scottish Procurement public sector suppliers. Our reputation in the industry is second to none and has been established over the years by our highly trained staff. Capital has grown significantly since being established in 1979 and acquired Highland Office Equipment in 2013. We are an ISO 9001 (Quality) ISO 14001 (Environment), ISO 27001 (Data Security) and Cyber Essentials (Data Security) accredited company

**Work Environment:**

Mainly based in the Edinburgh HQ workshop on McDonald Road, the job will develop across two main roles:

- Training on all aspects of the devices in the workshop, including the addition of associated software
- Delivering and commissioning the devices in clients' premises.

You will work 37.5 hours a week, Monday to Friday. Progressive basic salary as you complete training levels. Generous 33 days' holiday (increasing to 36 days after 2 years' service and 38 days after 5 years), including public holidays. Auto enrolment into the company pension scheme after 3 months. Clothing and safety equipment provided.

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

- Shadowing and assisting /learning from the more experienced engineers
- Building and repair machines
- Installation of devices into clients' premises
- Fault find and decommission or refurbish devices
- Loading and driving vans
- Checking the installation access and site
- Liaising with the clients.

**What will I learn?**

- Training will be geared towards achieving an SVQ Level 3 in Engineering Maintenance (Electronics). Attending day release at a local technical college will be required.
- Career progression beyond gaining the SVQ, which typically takes 3-4 years to complete, could lead to opportunities, as they arise, depending on aptitude, as follows: field maintenance engineer, helpdesk engineer, IT software support/ solutions engineer or even a move into a sales executive position. Equally, you may develop to



become a senior member of our Workshop team. Our management team in Service have generally started out as junior or trainee engineers.

- Full training will be given to service, customise, commission and refurbish top-ranked multi-functional printer/copier/ scanning devices.
- Health & Safety and environmental training.

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

- No previous experience of digital office equipment is required, but you should have a keen interest in electronics/electro mechanics, and the ability to interpret colour output from a black to colour printer/photocopier
- You should have a clean driving licence to take your turn driving the Luton vans, with ideally at least a year's driving experience under your belt. A driving assessment will be undertaken for each trainee beforehand and you will initially be accompanied by more experienced engineers.
- Our reputation is built on excellent customer service and "can do" should be a natural part of your make-up, whether you are engaging with clients, suppliers, colleagues or the public.
- Attitude is as important as the skills that you bring to this role. We aim to grow our business through growing our people and our vision statement is: *to continuously strengthen our business and be proud of all that we are and do*. To be successful, we will expect you to demonstrate personal values that match our company culture of integrity, responsibility, care and openness.
- Our engineers also load the devices on and off our Luton vans, for which you will require a good level of physical fitness, particularly to deal with more complex office installations.

#### **Closing Date:**

The opportunity 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:** Signmaker - Modern Apprenticeship

**Contract:** Permanent

**Salary:** £3.87 per hour

**Employer:**

At Forrest Hepburn and McDonald Signs we understand how important it is to make a great first impression. We combine our years of experience supplying signage across Scotland with the latest cutting-edge graphics. We cover a huge range of signing and design solutions, from window graphics and digital printing to banners and vehicle livery. We do everything from design through to manufacture, installation and maintenance.

**Work Environment:**

Based mainly in our city centre workshop, you will be working with our small team of experienced staff. You will learn all aspects of the business, from meeting customers and listening to their requirements, to planning and producing designs and assisting with installations.

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

Duties at our company vary greatly from day-to-day, this is a factor which we believe makes this position extremely attractive. A typical day may include liaising with clients, designing using CAD programmes, fabricating and preparing signs, producing cut and printed vinyl, screen printing and on-site installations.

**What will I learn?**

- SVQ Level 2 and 3 in Signmaking
- Soft Skills such as communication, teamwork and problem solving.

**What Qualifications / Qualities are required?**

We are looking for someone who is interested in design and manufacture. You must be creative, practical and pay attention to detail. If your favourite subjects at school were CDT, Graph Comm, Art or other practical subjects, then this might well be the job for you!

Ideally, we would like you to have National 4 English and Maths and you must be reliable, enthusiastic and willing to learn.

**Closing Date:**

Friday 20 April.



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***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 Assistant, School of Social and Political Science - Modern Apprenticeship

**Contract:** 18 months

**Salary:** £15,969 per annum (Grade 1)

**Employer:**

To maintain our reputation as one of the world's leading universities, Edinburgh University recruits the best people to a variety of support, professional and academic roles each year. We offer an exciting, positive, creative, challenging and rewarding place to work. We give you support, nurture your talent, develop and reward success and integrate professional and personal career goals, as well as give your career the benefit of a great and distinguished reputation. In addition, our employees benefit from a competitive reward package and a wide range of staff benefits.

The School of Social and Political Science is housed in 11 buildings across three main sites – George Square, Buccleuch Place, and High School Yards. The School consists of seven Subject Areas/Centres with dedicated academic staff and two main centres of School-wide administrative support - the School office itself (including, amongst others, HR, Finance, Research support and the Undergraduate School) and the Graduate School. The School's staff profile consists of 235 academic FTE and 88 administrative FTE. Its programmes of study host c. 2,000 students - approximately 55% undergraduate (MA), 25% taught postgraduate (MScT), and 20% research postgraduate (MScR/PhD).

**Work Environment:**

The post holder will work in various professional services teams across the School, with teams ranging in size from 1 to 15. Each of the teams is based in the School's administrative hub, Chrystal Macmillan Building on George Square and provide a range of administrative support to staff, students and visitors to the School. The post holder will move between the teams following a planned rotation schedule. A lead line manager will be allocated throughout the placement, with local team managers providing instruction and guidance during the rotations.

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

A typical day starts at 9am and ends at 5pm. The tasks you would get involved with include:

**School Office:**

- Preparing papers for committees
- Arranging meetings and diary management
- Helping to organise events, such as public and inaugural lectures.

**HR:**

- Creating on-boarding and induction programmes for new staff
- Updating and maintenance of the all staff email list
- Providing standard letters for staff including, for example, references for letting agents, or confirmations of employment for mortgage applications
- Assisting in preparation and submission of HR documentation
- Assisting with recruitment panels and other HR-related projects such as annual review, tutor allocations, sabbatical applications etc
- File maintenance and photocopying

Scanning documents and updating electronic files.

Finance:

Raising purchase orders to suppliers, and receipting goods to enable invoices to be paid  
Checking payment reports against paperwork  
Data management using spreadsheets.

Undergraduate School / Graduate School:

Supporting Welcome Week activities for Undergraduate and Postgraduate students  
Shadowing on the main Reception in Chrystal Macmillan Building, and the Graduate School Reception, taking calls and responding to queries.

Research Office:

Data management using spreadsheets  
Electronic file maintenance.

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

- Undertake an SVQ Level 2/3 in Business and Administration
- Work with various staff across the School, increasing communication confidence and interpersonal skills, with email, telephone and face-to face interaction
- Gain and develop customer service skills
- Learn to work accurately and methodically with attention to detail
- Increase confidence in using initiative within a team environment and develop problem-solving skills
- Gain experience following instructions or guidance, working as part of a team and communicating the position of an on-going project to other staff
- Learn to create documents and update webpages
- Learn about administration in general and in Higher Education in particular
- Learn the basic terminology relating to administrative work in a Higher Education institution
- Receive specific in-house training on the University of Edinburgh's systems
- Gain a good cross-section of experience in a complex and busy office environment.

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

- National 5 or above qualifications in English and Maths
- A willingness to learn and develop new skills
- Positive, punctual and reliable, consistent, focused and self-motivated, and committed to the role
- Great attention to detail
- Flexible in outlook and approach
- Excellent ability to follow instructions and pass on information in a clear manner, both written and verbal
- A professional and sensitive approach to dealing with confidential documents
- Working understanding of Microsoft Office Suite, e.g. Excel, Word, Outlook
- An interest in business administration within a Higher Education environment
- Ability to make effective use of simple equipment, such as photocopiers and scanners
- A willingness to participate in the Modern Apprenticeship programme.

Please note that as this post is a Modern Apprenticeship we will not be able to progress applications from those candidates with prior experience of office administration or in possession of a higher qualification in a relevant subject.

### **Closing Date:**

Friday 13 April.

Interviews will take place in early June. The start date will be from 1 August 2018.



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***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, Centre for Research Collections - Modern Apprenticeship

**Contract:** 12 months

**Salary:** £15,969 per year (Grade 1)

**Employer:**

To maintain our reputation as one of the world's leading universities, we recruit the best people to a variety of support, professional and academic roles each year. Our team of talented and committed professional and support staff are critical to our success. We offer an exciting, positive, creative, challenging and rewarding place to work. We give you support, nurture your talent, develop and reward success and integrate professional and personal career goals, as well as give your career the benefit of a great and distinguished reputation. In addition, our employees benefit from a competitive reward package and a wide range of staff benefits, which include generous holiday entitlement, a defined benefits pension scheme, staff discounts and much more.

The Centre for Research Collections, Library and University Collections, Information Services (CRC) is the main space for anyone using the University of Edinburgh's historic and heritage collections, including special collections, archives and museum collections.

**Work Environment:**

This role will be working with the CRC Users Services Team in the Centre for Research Collections to provide access to the University's historic and heritage collections. It will also include working at other associated sites that provide access to collections (St Cecilia's Hall, Scottish Studies Archives and University Collections Facility). Working closely with team members at each of these locations, you will gain experience of delivering exceptional customer service to students, staff and visitors to the collections. Each of these locations is on the University campus with their own small team and their own collection, but operates as part of the wider Library and University Collections department.

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

Typical duties for this role will include:

- Welcoming students, staff and visitors to the CRC and associated sites
- Responding to simple enquiries in person and via e-mail
- Learning how to provide introductions for new users including registrations, catalogue and searching guidance and procedures to be followed for using the collections
- Gaining experience of providing invigilation in a reading room to ensure users follow our procedures and guidance on using any equipment
- Collecting and re-shelving items that have been requested by users
- After instruction, providing tours and basic information about the collection items on display in our musical instrument museum.

**What will I learn?**

- SVQ Level 3 in Customer Service (SCQF level 6)
- Provide front line support for users accessing the University's cultural and heritage collections at the Centre for Research Collections and associated sites
- Gain skills to provide invigilation and user support to the students and staff of the University as well as external researchers and visitors, whilst ensuring the safety and security of valuable and unique collection items

- Provide a first point of contact for enquiries relating to the University's heritage collections, giving answers at point of need and to remote users.
- Assist staff to carry out background tasks as are required to support the service.

Soft skills:

- Communications
- Organisation
- Interpersonal
- Customer service
- Using own initiative
- Teamwork
- Problem solving.

**What Qualifications / Qualities are required?**

- A minimum of National 5 in English and Maths
- Working understanding of IT packages
- An interest in working with library, museum or archive collections
- Enthusiastic and willing to learn about providing excellent customer service
- Punctual and reliable, who is self-motivated and committed to forging a career in this area
- Accurate and methodical, with the ability to be flexible and to deal with problems as they arise
- Good communication and interpersonal skills, with a friendly personality who is approachable and willing to help
- Capable of fulfilling the physical demands of the role, such as moving books and using trolleys to transport them
- A willingness to participate in a Modern Apprentice programme.

**Closing Date:**

Friday 13 April.

Interviews will take place in early June. Planned start date is 3 September 2018.



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***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 Assistant, School of Divinity - Modern Apprenticeship

**Contract:** 18 months

**Salary:** £15,969 per annum (Grade 1)

**Employer:**

To maintain our reputation as one of the world's leading universities, we recruit the best people to a variety of support, professional and academic roles each year. We offer an exciting, positive, creative, challenging and rewarding place to work. We give you support, nurture your talent, develop and reward success and integrate professional and personal career goals, as well as give your career the benefit of a great and distinguished reputation. In addition, our employees benefit from a competitive reward package and a wide range of staff benefits.

The Professional Services team within the School of Divinity provide business, administrative and pastoral support to students, staff and visitors to the School. The School of Divinity is located in New College, Mound Place, a ten minute walk from George Square (main hub of the College of Arts, Humanities and Social Sciences). We have our own library, dining/socialising hall, and staff and students enjoy a strong sense of community.

**Work Environment:**

We are a small team of 12 and as such, you will have the opportunity to work across all of our key areas, therefore gaining a wide variety of experience. You will have one lead line manager throughout the placement, but will have the opportunity to get involved in a variety of tasks, for example HR admin, finance support, teaching planning, committee servicing, diary management, updating the website. The School Office is located on the ground floor of the School of Divinity, with access to our own kitchen.

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

A typical day would start at 9.00am and end at 5pm with an hour break for lunch. The tasks you might be involved in would include:

- Greeting students and visitors to the School
- Taking phone messages
- Compiling HR induction packs
- Helping to organise events for students, e.g. Open Days, Post Offer Visit days and social events
- Committee Servicing
- File Management
- Updating School notice boards and displays
- Data management using spreadsheets
- Arranging meetings and diary management
- Contributing to the running a range of projects
- Create documents and update webpages.

**What will I learn?**

- Undertake an SVQ Level 2/3 in Business and Administration
- Gain interpersonal skills through corresponding and communicating with various members of staff (academic and professional services) and students, via emails, telephone and face-to-face interaction
- Gain and develop customer service skills

- Learn to work accurately and methodically with attention to detail
- Build confidence in using your initiative within a team environment, and develop problem-solving skills
- Learn to use Word, Excel and other Microsoft Office systems
- General administrative duties required in a busy office, such as photocopying and scanning documents, and responding to email queries
- Learn a good cross section of experience in a busy office environment.

**What Qualifications / Qualities are required?**

- National 5 or equivalent including English and Maths
- Basic numeracy and literacy skills
- A working understanding of Word and Excel
- Enthusiastic, punctual, reliable, focussed and committed to the role
- A willingness to learn and develop new skills
- Flexible in outlook and approach
- Excellent ability to follow instructions and pass on information in a clear manner, both written and verbal
- A professional and sensitive approach to dealing with confidential documents
- A willingness to participate in a Modern Apprenticeship programme.

Please note that as this post is a Modern Apprenticeship we will not be able to progress applications from those candidates with prior experience of office administration or in possession of a higher qualification in a relevant subject.

**Closing Date:**

Friday 13 April.

Interviews will take place in early June. The start date will be from 1 August 2018.





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***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 Assistant (HR), Centre for Open Learning - Modern Apprenticeship

**Contract:** 18 months

**Salary:** £15,969 per year (Grade 1)

**Employer:**

To maintain our reputation as one of the world's leading universities, we recruit the best people to a variety of support, professional and academic roles each year. Our team of talented and committed professional and support staff are critical to our success. We offer an exciting, positive, creative, challenging and rewarding place to work. We give you support, nurture your talent, develop and reward success and integrate professional and personal career goals, as well as give your career the benefit of a great and distinguished reputation. In addition, our employees benefit from a competitive reward package and a wide range of staff benefits, which include generous holiday entitlement, a defined benefits pension scheme, staff discounts and much more.

The College of Arts, Humanities and Social Science is the largest of the 3 Colleges in the University and is made up of 11 Schools, the Centre for Open Learning and a College Office which supports almost 24,000 students and 3,600 staff.

The Centre for Open Learning (COL) offers English Language Education, and short courses in languages, art and design and various subjects such as history, creative writing and psychology. The COL HR team carries out a range of dedicated HR activities with support from College HR staff.

**Work Environment:**

You will work within the COL HR Office giving you the opportunity to gain knowledge and experience of a range of activities required within HR. You will be supported by colleagues in the COL HR team, comprised of a Finance and HR Officer, an HR Administrator and two Administrative Assistants (HR).

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

A typical day would begin at 9am and end at 5pm, with an hour for lunch. The tasks you could be involved with include:

- Responding to calls, emails and face-to-face queries in a timely and professional manner
- Helping with the administration of the various recruitment processes within COL to ensure we are able to appoint the best staff within set deadlines
- Arranging interviews, including correspondence, room bookings and catering
- Provide administrative support for the induction of new staff
- Receive correspondence and input data in relation to staff sickness absence
- Arranging payments for our casual payroll, ensuring all claims are correctly processed and sent to Finance
- Providing standard letters for staff including, for example, references to letting agents or confirmation of employment for mortgage applications
- Supporting the distribution of incoming and outgoing COL HR mail, ensuring any items requiring urgent attention are highlighted to the relevant colleague
- Assisting with the running of the office e.g. managing stationery and filing.

**What will I learn?**

- Undertake an SVQ 2/3 in Business and Administration
- Acquire interpersonal skills through corresponding and communicating with various members of academic and professional staff/students via emails, telephone and face-to-face interaction
- Gain experience working within the COL HR Office, following instructions under guidance
- Become conversant with HR matters within a Higher Education institution
- Gain experience of working accurately, confidentially and methodically with attention to detail, which is extremely important in HR matters
- Using Excel and other Microsoft Office systems as well as Business Intelligence tools in an office environment
- Receive specific in-house training on the University of Edinburgh's HR systems
- General administrative duties required in a busy office, such as photocopying and scanning documents, and responding to email queries.

**What Qualifications / Qualities are required?**

- National 5 or above in English and Maths
- Enthusiasm, commitment, great attention to detail
- Good numeracy and literacy skills
- Working understanding of the basic functions of Microsoft Office Suite e.g. Excel, Word
- Ability to follow instructions and pass on information in a clear manner, both written and verbal
- A willingness to learn and develop new skills
- A professional and sensitive approach to dealing with confidential documents.

Please note that as this post is a Modern Apprenticeship we will not be able to progress applications from those candidates with prior experience of office administration or in possession of a higher qualification in a relevant subject.

**Closing Date:**

Friday 13 April.

Interviews will take place in early June. The start date will be from 1 August 2018.



THE UNIVERSITY  
of EDINBURGH



***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 Assistant, School of History, Classics and Archaeology – Modern Apprenticeship

**Contract:** 18 months

**Salary:** £15,969 per annum (Grade 1)

**Employer:**

To maintain our reputation as one of the world's leading universities, we recruit the best people to a variety of support, professional and academic roles each year. We offer an exciting, positive, creative, challenging and rewarding place to work. We give you support, nurture your talent, develop and reward success and integrate professional and personal career goals, as well as give your career the benefit of a great and distinguished reputation. In addition, our employees benefit from a competitive reward package and a wide range of staff benefits.

The School of History, Classics and Archaeology consists of three Subject Areas with dedicated academic staff, and School-wide administrative support - the Professional Services office itself (including, amongst others, HR, Finance, Research support), the Undergraduate School, the Graduate School and Student Support school. The School's staff profile consists of 120 academic, 61 administrative and 62 Tutors and Demonstrators.

**Work Environment:**

The School is housed in The William Robertson Wing, Old Medical School on Teviot Place. The professional services teams are housed within this building and provide a range of administrative support to staff, students and visitors to the School. The post holder will work in various professional services teams across the School, with teams ranging in size from 2 to 13. The post holder will move between the teams following a planned rotation schedule. A lead line manager will be allocated throughout the placement, with local team managers providing instruction and guidance during the rotations.

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

A typical day starts at 9am and ends at 5pm. The tasks you would get involved with include:

**School Office:**

Preparing papers for committees  
Shadowing on the main Reception, taking calls and responding to queries  
Arranging meetings and diary management.

**HR:**

Creating on-boarding and induction programmes for new staff  
Providing standard letters for staff including, for example, references for letting agents, or confirmations of employment for mortgage applications  
Assisting in preparation and submission of HR documentation  
Assisting with recruitment panels and other HR-related projects such as tutor allocations, sabbatical applications etc.  
File maintenance and photocopying  
Scanning documents and updating electronic files  
Taking calls and responding to queries.

Finance:

Raising purchase orders to suppliers, and receipting goods to enable invoices to be paid  
Checking payment reports against paperwork  
Data management using spreadsheets.

Undergraduate School / Graduate School:

Shadowing taking special needs papers to Exam Office  
Supporting the clerical work around exam time including but not limited to anonymising exam scripts and alphabetising them.

SSO team:

Supporting Welcome Week activities for Undergraduate and Postgraduate students.

Research and Knowledge Exchange Office:

Data management using spreadsheets  
Electronic and paper file maintenance  
Bibliographic data entry  
Assisting at School research and knowledge exchange events.

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

- Undertake an SVQ 2/3 in Business and Administration
- Work with various staff across the School, increasing communication confidence and interpersonal skills, with email, telephone and face-to face interaction
- Gain and develop customer service skills
- Learn to work accurately and methodically with attention to detail
- Increase confidence in using initiative within a team environment and develop problem-solving skills
- Gain experience following instructions or guidance, working as part of a team and communicating the position of an ongoing project to other staff
- Learn to create documents and update web pages
- Learn about administration in general and in Higher Education in particular
- Learn the basic terminology relating to administrative work in a Higher Education institution
- Receive specific in-house training on the University of Edinburgh's systems
- Gain a good cross section of experience in a complex and busy office environment.

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

- National 5 or above in English and Maths
- A willingness to learn and develop new skills
- Positive, punctual and reliable, consistent, focused and self-motivated, and committed to the role
- A great attention to detail
- Flexible in outlook and approach
- Excellent ability to follow instructions and pass on information in a clear manner, both written and verbal
- A professional and sensitive approach to dealing with confidential documents
- Working understanding of Microsoft Office Suite, e.g. Excel, Word, Outlook
- An interest in business administration within a Higher Education environment
- Ability to make effective use of simple equipment, such as photocopiers and scanners
- A willingness to participate in the Modern Apprenticeship programme.

Please note that as this post is a Modern Apprenticeship we will not be able to progress applications from those candidates with prior experience of office administration or in possession of a higher qualification in a relevant subject.

### **Closing Date:**

Friday 13 April.

Interviews will take place in early June. The start date will be from 1 August 2018.



# THE UNIVERSITY of EDINBURGH

***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:** Laboratory Support Technician – Modern Apprenticeship

**Contract:** Fixed Term – 24 months

**Salary:** £15,969 per annum

**Employer:**

To maintain our reputation as one of the world's leading universities, the University of Edinburgh recruits the best people to a variety of support, professional and academic roles each year. We offer an exciting, positive, creative, challenging and rewarding place to work. We give you support, nurture your talent, develop and reward success and integrate professional and personal career goals, as well as give your career the benefit of a great and distinguished reputation. In addition, our employees benefit from a competitive reward package and a wide range of staff benefits.

**Work Environment:**

The School of Biological Sciences carries out a wide and diverse range of research and teaching in Life Sciences. We have a number of technical teams to support this work which includes media production, wash up and workshop services, plant sciences, undergraduate teaching and general building and facilities support.

We envisage that this MA would spend blocks of time in each Technical Area, supervised by the relevant manager. This is an exciting opportunity to get involved in different tasks and working environments. The work will be predominantly laboratory-based but with periods of outdoor work and assisting with transportation of goods. There will be some periods of time spent observing processes in more specialist technical services areas such as advanced microscopy and flow cytometry. All our laboratories and facilities are based at the King's Buildings Campus.

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

- Checking communal equipment and replenishing laboratory stocks
- Preparing areas for students, clearing away after classes
- Preparing simple solutions and apparatus
- Collection, segregation and proper handling of waste and recyclables
- General maintenance of communal equipment e.g. refrigeration
- Developing basic laboratory skills
- Record keeping and archiving.

**What will I learn?**

- You will work towards a Modern Apprenticeship in Laboratory & Associated Technical Activities (SCQF Level 7) through a combination of work-based vocational training and block day-release to Fife College based at the Livingston Campus
- Basic laboratory skills e.g. making up solutions, aseptic technique, equipment maintenance
- Communication and organisational skills
- Developing skills in problem solving and working independently
- Basic IT skills for recording, processing and reporting information.

**What Qualifications / Qualities are required?**

- At least two qualifications in a science subject at Higher Level (SCQF Level 6) and no fewer than three National qualifications (SCQF Level 5) with evidence of excellent skills in numeracy and literacy

- Educational attainment and interest in relevant science subjects. Having a strong interest in applied science, particularly Biology
- Willing to learn, self-motivated and committed to a future career in Life Sciences
- A willingness to participate in a Modern Apprenticeship programme and the self-study required to complete the qualification.

Please note that as this post is a Modern Apprenticeship we will not be able to progress applications from those candidates with prior experience of lab management or in possession of a higher qualification in a relevant subject.

**Closing Date:**

Friday 13 April.



THE UNIVERSITY  
of EDINBURGH



***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:** Animal Husbandry Technician – Modern Apprenticeship – 2 posts

**Contract:** Fixed Term – 30 months

**Salary:** £15,969 per annum

**Employer:**

The University of Edinburgh is one of the world's leading research universities, ranked fourth in the UK for research power. Consequently, it is at the international forefront in biological and biomedical research. Central Bioresearch Services supports this research by having the capability and expertise to oversee the husbandry, welfare and research needs for a number of laboratory animal species.

**Work Environment:**

Working within a team of 10 individuals, you will be involved in working with small animals within a research environment, including the responsibility for their care and welfare. Duties will include the completion of study tasks with record keeping along with daily husbandry and welfare checks, together with routine housekeeping.

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

- Initially rodent cage and water bottle cleaning and sterilization ready for re-use
- Alternatively, at times, aquatic species may be in your care
- Progressing to day to day care of small animals including feeding, watering and cage/tank changing
- Conducting welfare checks with the collection and recording of births, deaths and weaning information onto a database
- Performing techniques within the scope of the Animals (Scientific Procedure) Act 1986
- Maintaining a clean laboratory with strict barrier policy along with routine housekeeping
- Maintaining records both electronically and hard copies
- Working to Standard Operating Procedures and Health and Safety guidelines.

**What will I learn?**

- SVQ Level 3 Life Sciences
- Academic qualifications (HNC) and industry related training
- Ethics and animal welfare
- Core skills (e.g. communication, organisation, interpersonal, customer service, using own initiative, teamwork, problem solving, etc.)
- You will also be expected to attend the Science Training School on a day release basis
- Additionally, there will also be the requirement to study towards the quantification outside working hours
- The Modern Apprentice can apply to join the Qualifications Register, i.e. Royal Society (Edinburgh).

**What Qualifications / Qualities are required?**

- At least two qualifications at Higher Level, one of which must be science, and no fewer than four National 5 or equivalent, with passes in English, Maths and a science
- Punctual, enthusiastic and willingness to be flexible to achieve outcomes
- A willingness to participate in a Modern Apprentice programme.

**Closing Date:** Friday 13 April.





# THE UNIVERSITY of EDINBURGH

***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 Services - Modern Apprenticeship – 2 posts

**Contract:** Fixed Term – 24 months

**Salary:** £15,969 per annum

## **Employer:**

To maintain our reputation as one of the world's leading universities, the University of Edinburgh recruits the best people to a variety of support, professional and academic roles each year. We offer an exciting, positive, creative, challenging and rewarding place to work. We give you support, nurture your talent, develop and reward success and integrate professional and personal career goals, as well as give your career the benefit of a great and distinguished reputation. In addition, our employees benefit from a competitive reward package and a wide range of staff benefits.

## **Work Environment:**

The team is based at Gilmerton Road and works across a number campuses and accommodation blocks. Maintenance operations are undertaken on a range of landscape types from formal lawns, herbaceous borders and wildflower meadows. We are also involved with in-house design for new building works and the planned refurbishment of existing landscaped areas. Working a 35 hour week, the work will be physically demanding, involving bending, lifting and carrying. You will be expected to work outdoors in hot, cold or inclement weather.

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

Duties will be undertaken following instruction and under supervision by experienced staff:

- Undergo a structured Modern Apprentice training programme in relation to a range of gardening/horticultural activities including digging, planting, pruning, forking, hoeing, weeding, edging, mowing, etc
- Use various items of machinery and equipment to assist in tasks above following appropriate supervision training and instruction
- Carry out a range of other tasks related to the work of the post, e.g. basic labouring and construction
- Ensure that all work carried out is in accordance with training and supervision provided and also in accordance with the requirements of the Health & Safety at Work Act and the University's published Risk Assessments
- Carry out such other duties as reasonably correspond to the general character of the post and are commensurate with its level of responsibility.

## **What will I learn?**

- SVQ Level 2/3 in Landscaping/Horticulture
- Grounds Maintenance & Plant identification
- Gain experience in using a range of machinery
- Develop your personal skills e.g. communication, organisation, interpersonal, customer service, using own initiative, teamwork, problem solving, etc.

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

- National 4 or above in English and Maths
- An interest in gardening and landscaping

- We are looking for someone who is enthusiastic, adaptable, willing to learn, punctual, reliable, committed, and self-motivated
- A willingness to participate in a Modern Apprentice programme
- Please note that as this post is a Modern Apprenticeship we will not be able to progress applications from those candidates in possession of a higher qualification in a relevant subject.

**Closing Date:**

Friday 13 April.



***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:** Systems Engineering Student – Year in Industry Programme

**Contract:** Fixed Term August/early September 2018 to the beginning of July 2019, full time hours

**Salary:** Competitive with benefits including flexible working

**Employer:**

The company are an international leader in electronic and information technologies for defence systems, aerospace, data, infrastructures, land security and protection and sustainable 'smart' solutions.

The Year in Industry (YINI) programme offers students the opportunity to gain professional development by working at a reputable company. YINI is for post A-Level/Higher/Advanced Higher and undergraduate students who are looking for work placements within science, technology, engineering and maths (STEM). Students can apply to the programme before or during their degree course.

**Work Environment:**

Predominantly office based. Some placements may involve working in a lab environment.

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

- Use of display screen equipment
- Possible travel in UK/abroad (overnight stay)
- Working in a team
- Attending meetings.

**What will I learn?**

The placement will be within the Radar Modelling and Simulation group in Edinburgh. Inverse Synthetic Aperture Radar (ISAR) is a technique used by radars to identify and classify targets, such as ships and aircraft. The project will involve developing an ISAR model in C#, which will allow them to simulate the performance of ISAR modes of operation used on our radars. By simulating an ISAR image we can understand how different operating parameters, such as target dynamics, sea conditions and the atmosphere affect the quality of the image as well as understanding the scattering properties of the target. The project will involve learning and **developing** an understanding of how ISAR works, which may include operating a radar system from our roof-lab. The student should have strong mathematical skills and an interest in coding (although prior experience of coding is not a requirement as we'll provide teaching).

**What Qualifications / Qualities are required?**

- Mathematics at Higher or Advanced Higher (or A level)
- Physics at Higher or Advanced Higher (or A level)
- An interest in coding, either prior experience or a willingness to learn on the job
- An awareness of what object-oriented programming is
- The ability to work with minimum supervision
- The ability to research topics using the internet, textbooks, academic papers, etc
- An eagerness to learn about the world of airborne radar
- An understanding of what products are made by the company in Edinburgh
- Experience in presenting work to audiences
- Good writing skills
- A friendly, cheerful, optimistic personality
- Candidates must be able to obtain SC security clearance (if necessary) and have a minimum of 5 years permanent residency in the UK.

**Closing Date:**

Monday 30 April.



***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 and Administration – Modern Apprenticeship – 2 posts

**Contract:** Fixed term – 2 years

**Salary:** £16,550 per annum

**Employer:**

The Scottish Qualifications Authority (SQA) is Scotland's national awarding and accreditation body. We help people realise their potential by providing a wide range of high quality, internationally recognised qualifications. SQA qualifications, specifically Scottish Vocational Qualifications (SVQs), are an integral part of the vast majority of the Modern Apprenticeships available across Scotland.

We're in our sixth year of delivering our own Modern Apprenticeship programme, which incorporates valuable on-the-job training in a number of roles, with the opportunity to complete an SVQ Level 3 in Business and Administration. Our Modern Apprentices also work towards a Higher National Certificate in Administration and IT as part of their training. Our apprentices are equipped with practical, demonstrable knowledge and skills that gives them the confidence to move on to the next stage in their development.

**Work Environment:**

You will be based at Lowden, our new office complex in Shawfair Business Park near Dalkeith. There is a staff restaurant and coffee shop within the building. Free car parking, bicycle racks and tea/coffee are provided.

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

Throughout a two year period commencing in August 2018, you will be supported to develop practical and transferable skills, experience real responsibilities in an interesting and diverse environment and identify your strengths and career ambitions.

You will provide administrative support to up to 4 different business areas and gain practical knowledge and experience in a variety of working environments.

Key responsibilities include:

- Provide administrative support to ensure activities are carried out accurately and according to plan and ensure compliance with documented processes
- Create and maintain records, standard reports and spreadsheets to ensure information is up-to-date, easy to access and accurate
- Process routine invoices and/or fees and expenses, carrying out basic numerical calculations to ensure timely payment and accounting
- Carry out filing of information to ensure it is stored accurately following relevant policies and procedures
- Contribute to the organisation's continuous improvement initiatives by reviewing and recommending improvements to administrative procedures and systems
- Provide a high level of customer service in respect to queries ensuring responses are issued promptly, accurately and following SQA guidelines while maintaining key stakeholder relationships.

Young people who complete a Modern Apprenticeship are work-ready and able to accurately demonstrate the skills, knowledge and experience that they have developed during their training. Our Modern Apprentices are a valuable addition to our teams and other roles may be available within SQA after the apprenticeship has been completed.

**What will I learn?**

You will work with an in-house assessor and mentor and complete an HNC in Administration and IT, an SVQ Level 3 in Business and Administration and have opportunities to attend specific training and workshops relevant to your role.

**What Qualifications / Qualities are required?**

You must be aged 16 - 19 years old from Edinburgh, East Lothian or Midlothian.

**Essential:**

- Educated to SCQF Level 4 e.g. National 4 qualifications in English, Business Management or Administration, SVQ Level 2 or able to demonstrate relevant work experience
- Working knowledge of Microsoft Word, Excel and PowerPoint
- Can adapt to new systems and process
- Can understand and carry out basic numerical calculations
- Can communicate effectively via written and verbal communication methods
- Can plan and organise their own workload and adhere to deadlines.

**Desirable:**

- Educated to SCQF Level 5 e.g. National 5 or Higher in English, Business Management or Administration
- Effective Presentation Skills
- Manage changing priorities
- Review and create new process and procedures.

**Closing Date:**

Sunday 6 May.



***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 Development – Graduate Apprenticeship – 2 posts

**Contract:** 4 years

**Salary:** £13,000 per annum

**Employer:**

KAL is a fast-growing, privately-held technology company which is leading the market for ATM software solutions. Our engineering team is responsible for implementing, maintaining and evolving KAL's suite of ATM software products that are used by banks across the globe. With clients in over 80 countries, our multinational workforce is the key to our success. This team allows us to understand local customer needs as well as the global challenges our suite of ATM software products needs to address to enable us to deliver best in market products to the world's leading banks. For more information about KAL please visit [www.kal.com](http://www.kal.com).

**Work Environment:**

As a Graduate Apprentice based in KAL's multinational headquarters in Edinburgh, you will work in collaboration with the other global offices (Sydney, Cincinnati, Chennai, Mumbai, Verona, Dublin, Bucharest, and Mexico City) within KAL. We offer a competitive benefits package, including both life and health insurance and paid overtime as well as many other benefits, which is why many of our team who joined the company when it started over 28 years ago are still here today!

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

From your first day you will be an active engineering team member and with responsibilities from the very beginning you will hit the ground running with support from each and every employee within the company. Your role will be varied and our apprenticeships offer a real world opportunity for candidates looking to build a successful and rewarding career in software development.

Initially, you will complete one day per week classroom learning at university and 4 days per week workplace learning. You will learn about our software products, development and client support processes, testing and coding - building your skills and responsibility as you progress.

**What will I learn?**

You will study on a 4 year degree programme towards a BSc (Hons) Software Development at Edinburgh Napier University on day release basis over a full calendar year. What you do in work will also count towards your degree, where you will gain vital industry experience in the following:

- Technology (Software) – fintech development environment, high-level language coding skills, web UI development, cybersecurity, quality and software testing, software development lifecycle, innovative software solutions including biometrics.
- Business – global business including working in an agile team and business communications.
- Personal and interpersonal skills – Interacting with a team of experienced and motivated people, offering guidance and recommendations for technical decision making, collaborating with the test team to validate and verify the quality of the solutions, preparing status reports and updating your managers.
- Project management – Dealing with multiple tasks and projects and solving problems quickly and accurately.

**What Qualifications / Qualities are required?**

The preferred requirements are either of the following:



- 4 Highers at Grade B or above including one in Maths, Physics or Computing (equivalent qualifications are accepted) unless you can show strong technical (programming/development) ability through work experience or extra-curricular activities; or
- Modern Apprenticeship in a related discipline

You should also meet the following criteria:

- Good knowledge of Microsoft Windows
- Creativity and an interest in coming up with new ideas that improve services and move solutions forward
- Continuing commitment to a quality approach to software development by keeping track of the latest technology and design concepts
- Willingness to travel internationally may be required in later years of the apprenticeship.

**Closing Date:**

Saturday 21 April.



***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 Developer – Graduate Apprenticeship – 2 posts

**Contract:** 4 years

**Salary:** £15,000 per annum

**Employer:**

SolarWinds MSP is a fast growing, global software company that provides a market leading SaaS platform allowing thousands of Managed Service Providers (MSPs) to remotely monitor, protect, upgrade and restore millions of systems worldwide.

**Work Environment:**

As a Graduate Apprentice based in our Edinburgh office, from your first day you will be an active engineering team member working as part of a cross-functional development team using the latest tools and agile techniques to solve complex problems at scale.

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

You'll be involved in developing, delivering and supporting features from start to finish within a team of experienced software engineers and be well supported from each and every employee within the company as you grow into your new career. Your role will be varied and our apprenticeships offer a great opportunity for candidates looking to build a successful and rewarding career in software development.

**What will I learn?**

You will study on a 4 year degree programme towards a BSc (Hons) Software Development at Edinburgh Napier University. Initially you will complete one day per week at University and 4 days per week of workplace learning. What you do in work will also count towards your degree, where you will gain vital industry experience in the following areas: Software, Business, Interpersonal skills and Project management.

**What Qualifications / Qualities are required?**

Academic requirements:

4 Highers at Grade B or above including one in Maths, Physics or Computing (equivalent qualifications are accepted) unless you can show strong technical (programming/development) ability through work experience or extra-curricular activities

OR

A Foundation Apprenticeship in a related discipline plus suitable academic qualification similar to the above

OR

A Modern Apprenticeship in a related discipline.

The below qualities are also required:

- Basic knowledge and interest of programming and/or web development
- Showing creativity and interest in coming up with new ideas and solutions
- A passion for learning and keeping up to date with the latest technology and design concepts.

**Closing Date:** Saturday 21 April.



***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 and Mid Lothian 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:** Business Administrator - Modern Apprenticeship

**Contract:** Permanent

**Salary:** £11,000 per annum

**Employer:**

Shepherd and Wedderburn is a leading UK law firm. From offices in Edinburgh, Glasgow, Aberdeen and London, the firm delivers comprehensive multi-jurisdictional legal advice across every business sector as well as offering the full range of private client and wealth management services.

**Work Environment:**

You will be office based in Exchange Crescent, Edinburgh.

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

Your duties will include:

- retrieving documents and files from storage and ensuring systems are updated accordingly and documents are checked out
- regularly collecting boxes and documents ensuring systems updated before returning to storage
- ensuring storage system is up-to-date, sending boxes offsite when required
- organising collections of documents
- locating files, documents and boxes from offsite when required and ensuring passed to requestor
- scanning documents
- managing enquiries by email, telephone or in person
- occasionally performing document management tasks in other offices
- occasionally providing assistance to other Facilities teams.

**What will I learn?**

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

**What Qualifications / Qualities are required?**

National 5 or equivalent which should include English and Maths. Higher Maths is desirable but not essential.

**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:** Trainee Developer – Modern Apprenticeship

**Contract:** Fixed Term - 12 months

**Salary:** £10,000 per annum

**Employer:**

CompanyNet is a leading independent business software solutions company based in Edinburgh and Glasgow. We work with organisations such as Disney, Tesco Bank, Scottish Water and Standard Life to create software that makes their lives easier and delivers better business value. We recently celebrated 20 years in business. CompanyNet have been recognised with the Gold Investors in Young People accreditation and, more recently, winning the Developing the Young Workforce award at the Edinburgh Chamber of Commerce Awards.

**Work Environment:**

We are a small, friendly and highly-experienced team. Our staff and offices are fully equipped with the very latest collaborative technologies letting us get the job done quickly and efficiently, wherever we are. While we are professional at all times, our priority is getting the right outcomes for every customer, so you'll find our working environment and practices less formal than most companies.

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

- As a member of our support team, you will be exposed to various parts of the business such as marketing, training, sales and support.
- You will be given support tickets that come in from clients and, with the help of your mentor/team, you will resolve the issue and then report back to the client.
- A mentor will be assigned to you for any questions you have; however, our whole team will be happy to help and support wherever they can.
- Depending on your interest and skills, you will also get the chance to go out to client demos, participate in client training, write documentation, help with marketing or any other job within our business. We are keen to expose you to all our business processes, so you can decide as to what suits you best.
- When working within CompanyNet, we ensure you have enough time to learn alongside gaining work experience.

**What will I learn?**

- You will work towards an SVQ Level 3: Diploma for Information Technology and Telecommunications Professionals.
- Additional formal training for C#, database design or Microsoft qualifications in SharePoint, O365 or Dynamics is also possible depending on entering qualifications and personal preference.
- You will also brush up on your soft skills such as communication, teamwork, problem solving and client interaction.

**What Qualifications / Qualities are required?**

You don't need any specific experience or qualifications. We'll take where you are today as a starting point and help you develop into the professional you want to become. We are looking for business management and customer engagement skills and that you have a genuine passion for a career in the tech sector.

**Closing Date:**

Thursday 31 May.



***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.



**Scott-Moncrieff**  
business advisers and accountants



***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 Technology Consultancy – Graduate Apprenticeship

**Contract:** 4 years starting in August 2018

**Salary:** £16,500 per annum

**Employer:**

As one of Scotland's leading independent firms of chartered accountants and business advisers, Scott-Moncrieff recruits people with a passion for client service and who will continue to add value to our clients' businesses and organisations.

**Work Environment:**

We have an exciting opportunity for someone enthusiastic and driven to join our Business Technology & Consulting team in Edinburgh.

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

Supporting a diverse range of management consultancy and assurance projects, this opportunity offers the successful candidate the opportunity to obtain a degree in Cybersecurity alongside working for the firm four days per week with one day at university. You will be involved in real world business technology and more specifically learning and developing cybersecurity consulting skills.

**What will I learn?**

You will study towards an Honours Degree in Cybersecurity on a day release basis at Edinburgh Napier University.

**What Qualifications / Qualities are required?**

Entry requirements include a minimum of four SQA Highers at Grade B (or equivalent) including Mathematics or Computing, or a Foundation Apprenticeship in a related discipline plus suitable academic qualifications, or a Modern Apprenticeship in a related discipline.

- Candidates must have a keen interest in technology or cybersecurity.
- We are looking for a dynamic and highly adaptable candidate who can conduct themselves in a confident and professional manner.
- You must have an analytical and inquisitive mind as often our work requires us to analyse, challenge, and interpret information obtained from a variety of sources.
- You must have strong communication skills – both spoken and written. Core to the team's service delivery is the ability to effectively engage with clients and produce high-quality written output.

**Closing Date:**

Wednesday 11 April.





***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 (R061)

**Contract:** Permanent

**Salary:** £12,000 per annum

**Employer:**

You will be working in a busy architect's office in Leith.

### **Work Environment**

Working as part of a small team, 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.

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

Based on reception, you will be answering incoming calls, meeting and greeting visitors and generally setting the first impression of the company. You will also undertake all administration duties as requested, including creating letters and reports, data entry and general file administration, distributing generic email, sorting and handling daily post, liaising with customers via telephone and email, board room preparation/service and providing support to other departments and teams as and when required.

### **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
- Keen learner
- Hard working
- Flexible
- Professionally/smarty presented at all times.

### **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 (R059)

**Contract:** Permanent

**Salary:** National Minimum Wage

**Employer:**

A body workshop company based in North East Edinburgh.

**Work Environment:**

This national company is looking for a recent school leaver to join them in a Trainee Administration role. You will be providing a hugely important role, supporting the rest of the team with day-to-day administration aspects of the business. This is a great working environment for someone looking for their first role.

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

Based on reception, you will be:

- meeting and greeting customers
- ensuring any missed calls are replied to
- updating customers on the progress of their cars
- updating the history trail on the computer system
- managing the daily post, banking and petty cash
- keeping reception area tidy
- general administration.

**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 at least Higher English and possibly Administration or Business Management. However, a good set of National 4 and 5 or equivalent will be considered. We are looking for someone who is positive and enthusiastic, looking forward to starting their career.

**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:** Trainee Administrator - Modern Apprenticeship (R060)

**Contract:** Permanent

**Salary:** £10,500 - £11,500 per annum

**Employer:**

This employer provides recruitment services to the FMCG sector, including manufacturing, engineering and technical sectors. FMCG (fast-moving consumer goods) are products that are sold quickly and at relatively low cost. Due to continued expansion, they now require an additional Recruitment Administrator to join the Talent Acquisition Team.

**Work Environment:**

Reporting to the Talent Acquisition Team Manager, you will be:

- answering the telephone and directing candidate and client calls to sales consultants
- providing administrative support to consultants and management
- updating databases and spreadsheets
- sending out mailshots to both candidate and clients
- registering, updating and re-formatting candidate CVs
- updating internal candidate information onto database
- general administration tasks.

**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.

You should also meet the following criteria:

- Articulate, credible and professional with strong verbal and written communication
- Good accuracy and attention to detail
- Experienced user of Outlook, Word, Excel and Internet
- Able to work in a fast-paced environment
- Comfortable with multi-tasking and working to various deadlines
- Able to provide verified work references.

**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:** 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:** Business Administrator - Modern Apprenticeship

**Contract:** Permanent

**Salary:** £7,371 - £10,738 per annum

**Employer:**

Cliq Container Trading Ltd are a large container trading company.

**Work Environment:**

Office based at St Andrew Square. 0830 – 1700 Monday to Friday.

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

- To ensure that the processing of all paperwork for sales and modifications is completed efficiently and accurately.
- To use the company's in-house computer system to keep all pending, live and completed jobs completely up to date and to liaise with suppliers to ensure all relevant activities have been actioned and to make sure the jobs have been confirmed and transferred to accounts software accurately.
- To procure goods at a reduced rate to the business, follow-up on purchase orders and assist with the accounts department.

Please see job spec on the Edinburgh Guarantee website for a full list of duties.

**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:** Trainee Bookbinder

**Contract:** 4 years after successful one month trial (leading to permanent post)

**Salary:** National Minimum Wage in the first year - annual increases

**Employer:**

Bookbinding by Crawford has been trading for 30 years and is a specialist Bookbinder and Print Finisher based near the centre of Edinburgh.

**Work Environment:**

You will be working in a team in a small Industrial Bindery just off Broughton Street.

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

Your duties will include:

- completing practical tasks such as stitching, gluing and operating machinery, e.g. sewing machine
- understanding different materials - cloth, leather, paper - and processes used in bookbinding
- learning about printing, finishing and specialist methods such as tooling and gold foiling
- keeping the work and floor areas clean and tidy - including sweeping up, wiping surfaces and organising store areas
- running errands and assisting other team members.

**What will I learn?**

During your 4 years with us you will:

- learn to be part of a team and how to provide excellent customer service
- gain an understanding of all Bindery work including printing and finishing
- develop your problem solving and communication skills.

At the end of the 4 year in-house apprenticeship you will be a time served Bookbinder.

**What Qualifications / Qualities are required?**

- English and Maths at National 4 are desirable.
- Qualifications aren't too important; what is important is that you can read, write and spell to a good standard, understand measurements and can do basic mental arithmetic.
- We are looking for someone who is positive, reliable, enthusiastic and has common sense and good manners.

**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:** Business Administrator - Modern Apprenticeship

**Contract:** Permanent

**Salary:** £9,100 per annum

**Employer:**

Durham Road Medical Group is a medical practice based in the east of Edinburgh

**Work Environment:**

Office based environment.

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

Main duties will include:

- answering/transferring telephone calls
- producing and processing orders
- banking, credit control, arranging dispatch
- filing, photocopying
- following up of emails, post, reports and data entry
- some stocktaking involved
- office administration
- maintain good customer relations with existing and new customers.

**What will I learn?**

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

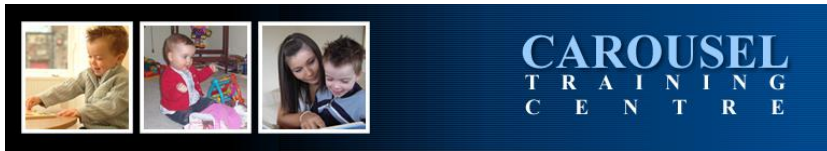
**What Qualifications / Qualities are required?**

- National 5 minimum including English and Maths
- Highers are desirable but not essential.

Knowledge, Skills and Experience required:

- Good numerical skills
- Customer Service
- Positive outlook
- Team Player
- Excellent time keeping
- Ability to problem solve and use your own initiative
- Good Planning skills
- Good Communications Skills
- Computer Systems Literate
- Knowledge of current Health & Safety Legislation
- Knowledge of Branch Administration procedures (desirable).

**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:** 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:** Business Support - Modern Apprenticeship (R058)

**Contract:** Two Years Fixed Term

**Salary:** £16,000 per annum (pay range £16,400 - £17,514)

**Employer:**

Historic Environment Scotland is the lead body for Scotland's historic environment; a charity dedicated to the advancement of heritage, culture, education and environmental protection. We're at the forefront of researching and understanding the historic environment, and addressing the impact of climate change on its future. Historic Environment Scotland investigate and record architectural and archaeological sites and landscapes across Scotland and care for more than 300 properties of national importance.

**Work Environment:**

The Business Support Apprentice post sits within the Business Support Team in the Heritage Directorate. The team co-ordinates the Statutory Consents processes, deals with all Directorate enquiries and correspondence, and co-ordinates the general administration of the Directorate, including travel, training and finance.

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

The Business Support Apprentice provides administrative support for the Statutory Consents processes which are administered by the organisation. They also receive and co-ordinate general enquiries and provide general administrative support for the work of the Heritage Directorate.

**Key responsibilities, duties and objectives:**

- Log all designation and consent consultations/applications and associated casework and damage cases on the Heritage Management System
- Assist colleagues with the preparation of files and gathering of background material and information to support the delivery of statutory casework and designations functions
- Handling central Heritage Directorate internal and external enquiries by telephone, e-mail and mail
- Provide a central booking service for all car hires, accommodation, travel tickets, meeting rooms and refreshments
- Log out and maintain supplies of health and safety and other pool equipment
- Monitor and replenish stationery supplies
- Undertake general administrative functions in support of Heritage Directorate staff including photocopying, scanning and binding
- Carry out financial transactions and purchasing for Directorate colleagues, e.g. using ePC Card and Integra
- Provide dedicated business support for six field officers who work from home
- Maintain desk instructions/guidance to ensure current practice is accurately reflected and understood
- Assist Heritage Directorate colleagues with ad hoc tasks and projects as required.

**What will I learn?**

You will undertake an SVQ Level 3 in Business and Administration (SCQF Level 6) delivered by Rewards Training. You will also learn how to deliver excellent service, contributing to and supporting working together in a team, planning and organising, and communicating appropriately and clearly.

**What Qualifications / Qualities are required?**

Ideally, we are looking for National 5 or equivalent including Maths and English, and/or Higher Grades. This role will require excellent attention to detail as accuracy is essential, and the ability to work quickly and accurately under pressure.

**Closing Date:**

This position will be filled 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:**

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.

Experience is not necessary, but a positive attitude and a willingness to learn are essential.

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:** 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:** Business Administrator - Modern Apprenticeship (R057)

**Contract:** One Year Fixed Term

**Salary:** £6.70 per hour

**Employer:**

A large and rapidly expanding GP surgery in Edinburgh.

**Work Environment:**

This is an exciting opportunity to join an extremely busy GP practice with 13,000 patients. They would like to give a school leaver the opportunity to work with them in learning a range of duties which will give the successful applicant an introduction to working with the public and on a number of IT systems.

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

You will be trained in duties within the three main work groups in the practice - Reception, Clinical Administration and the Secretarial team. Your main duties will include:

- registering new patients and removing patients who leave the practice
- assisting with the administration of prescriptions
- scanning and recording information on patient records
- assisting with identifying patients to call for specific appointments and clinics, and producing invite letters
- copying patient notes and files
- dealing with patient queries
- making phone calls to clinics and hospitals
- helping with booking patients in for appointments
- coding of patient conditions onto patient records
- a variety of administrative and clerical tasks
- helping with one off projects, e.g. the annual flu clinic
- photocopying, filing and amalgamation of documents and records.

**What will I learn?**

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

**What Qualifications / Qualities are required?**

We are looking for National 5 or equivalent including Maths and English. Other personal attributes include:

- Confident in speaking to members of the public face to face and on the telephone – good social skills
- Good IT and keyboard skills
- Willing to learn
- Able to use initiative and move from one task to another
- Good team player
- A mature attitude
- Ideally someone who has undertaken some form of holiday or weekend job while at school
- He or she must observe complete confidentiality

- The successful candidate cannot be registered as a patient with the practice.

**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:** Administrator - Modern Apprenticeship (R054)

**Contract:** Permanent

**Salary:** £12,000 - £13,000 per annum

**Employer:**

The employer is an independent recruitment company dedicated to asset management, accounting and finance, asset servicing, legal and wider financial services. A specialist recruiter, their expertise extends across permanent, interim, temporary and contract positions, as well as vetting and on-boarding services.

**Work Environment:**

This is a varied role providing support to our dedicated recruitment and operations teams covering Scotland's investment banking, financial services and accounting and finance markets.

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

- Provision of general administration support including scanning, filing, faxing, word processing
- Preparation of CVs, job descriptions and correspondence for clients and candidates
- Collating job advert requirements from recruitment teams and managing ongoing process via external jobsites
- Data input onto our recruitment database Bullhorn in line with minimum standards
- Data input and processing using business software systems e.g. Microsoft Word, Excel, Broadbean
- Responding to online queries with accurate and timely information via Intercom service
- Provision of reception services including meeting and greeting visitors and transferring telephone calls
- Ensuring reception and meeting rooms are maintained and presentable to visitors
- Support Communications team with analysis and reporting of key recruitment data
- Support Product & Strategy team with ad hoc project work.

**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 5s or equivalent including Maths and English, and/or Higher grades.

You are expected to behave in accordance with the indicators of effective performance detailed in the Level 1 competency framework guide.

Key skills required for effective performance include:

- Service orientation - actively looking for ways to help people
- Effective written and verbal communication
- Time management - managing one's own time and the time of others
- Organisation – adopting a proactive approach to planning work-related activities
- Collaboration – engaging with peers across all levels to develop effective working relationships.

Salary and Benefits:

- Competitive Basic Salary
- Generous Holiday Entitlement
- Death in Service Allowance
- Private Health Cover
- Season Ticket Loan Scheme.

**Closing Date**

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



Recruitment Training

(EDINBURGH) LIMITED



*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:** Business Administrator – Modern Apprenticeship (R049)

**Contract:** Permanent

**Salary:** £16,000 per annum

**Employer:**

A vehicle repair garage in Edinburgh City Centre.

**Work Environment:**

This is a rare and exciting opportunity - an Edinburgh garage is looking to 'grow their own'. They are offering a recent school leaver the opportunity of an apprenticeship with a career plan to take them to management level.

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

Initially, you will be trained to answer the telephone, speaking with customers and taking bookings, update the diary system, provide costs and quotes, liaise with suppliers and the workshop regarding the ordering of parts, creating invoices and job sheets, and carry out stock control.

However, as you progress and develop in confidence you will progress into a Service Adviser role. By the end of the second year, you will ideally be ready for the Service Manager role, with responsibility for managing day-to-day workloads and staff. You will also be trained to take on greater leadership and managerial responsibilities.

**What will I learn?**

You will develop your confidence and communication skills, have a professional and disciplined approach to your work, and build good working relationships to allow you to do the job to the best of your ability. You will learn how to manage your time scales and resources available to you.

**What Qualifications / Qualities are required?**

As well as offering a full induction programme, the company will fully support the Business Management Level 3 SVQ initially and then management courses later. You will also have access to Microsoft IT Academy.

**Closing Date:**

This job 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:** 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:** Hairdresser – Modern Apprenticeship  
**Contract:** Full time, fixed term – 36 months  
**Salary:** Modern Apprenticeship National Minimum Wage

**Employer:**

From origins that began in a gent's hairdressing salon in 1965, Charlie Miller Hairdressing salons have led the way at every level with consistent style, quality and creativity. With a string of industry accolades to its name, the company holds a total number of 14 British Hairdressing Awards, more than any other salon outside London.

**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
- incorporating our Charlie Miller message
- support of the salon
- product knowledge
- the tools of your trade
- shampooing and blow drying
- cutting all types and lengths of hair
- colouring knowledge
- men's hairdressing.

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

**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:** 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.