



Edinburgh Guarantee Schools Bulletin

Week beginning Monday 11 June 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 where you should Register, complete your Member Profile, sign up for Job Alerts and apply for the opportunities advertised in this bulletin.

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

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

List of current opportunities:

- ✓ Clinical Support Worker/Nursing Assistant – Modern Apprenticeship – NHS Lothian
- ✓ Competitions and Events Administrator – Modern Apprenticeship – Basketball Scotland
- ✓ Business and Administration - Modern Apprenticeships – Scottish Government
- ✓ Digital Marketing – Modern Apprenticeship – Fort Kinnaird/Broadgate Estates
- ✓ Trainee Groundsperson – Modern Apprenticeship – 2 posts – Merchiston Castle School
- ✓ Landscape Gardening and Horticulture – Modern Apprenticeship – Off the Rock Garden Landscaping
- ✓ Trainee Auditor – School Leaver Programme – Audit Scotland
- ✓ Trainee Architectural Technician – Yeoman McAllister Architects
- ✓ Business Administrator - Modern Apprenticeship – Petroassist UK
- ✓ Retail Assistant - Modern Apprenticeship, New Look, The Gyle
- ✓ Retail Assistant – Modern Apprenticeship – New Look, Princes Street
- ✓ Project Administrator - Modern Apprenticeship – Learndirect/McRobb Displays
- ✓ Childcare Academy - Employability Fund – North Edinburgh Childcare
- ✓ Welcome Host - Modern Apprenticeship – Europcar Vehicle Rental (Waverley)
- ✓ Business Administrator - Modern Apprenticeship (R065) – Large construction company
- ✓ Welcome Host - Modern Apprenticeship – Europcar Vehicle Rental (Airport)
- ✓ Step into Childcare/Social Care – Employability Fund – Training for Care
- ✓ Commis Chef - Modern Apprenticeship – Down the Hatch Bistro
- ✓ Hairdresser – Modern Apprenticeship - Charlie Miller
- ✓ Visitor Operations Administrative Support - Modern Apprenticeship (R062) – Historic Environment Scotland
- ✓ Administrator - Modern Apprenticeship (R063) – Independent recruitment company
- ✓ Trainee Workshop Engineers/Installers – 2 posts – Capital Document Solutions
- ✓ Personal Assistant – ENABLE Scotland
- ✓ Business Administrator - Modern Apprenticeship – Shepherd & Wedderburn
- ✓ Artisan Baker - Modern Apprenticeship – The Breadwinner Bakery
- ✓ Leisure Attendant – Employability Fund – Edinburgh Leisure
- ✓ Nursery Nurse – Modern Apprenticeship – Carousel Training Centre
- ✓ Assistant Nursery Practitioner - Modern Apprenticeship – PA Training
- ✓ 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
- ✓ Administration/Reception/Customer Service – Modern Apprenticeships – RTL
- ✓ Catering Assistant – Employability Fund - Edinburgh Leisure
- ✓ Kitchen Assistant – Employability Fund - Elixir
- ✓ Playwork Assistant - Employability Fund - Reputable After School Club
- ✓ Retail, Hospitality, Beauty, Care and more - Various Employers and Locations - Fort Kinnaird Recruitment and Skills Centre



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

Job Title: Clinical Support Worker/Nursing Assistant – Modern Apprenticeship – 19 posts

Contract: Permanent

Salary: £16,532 - £18,903 per annum

Employer:

NHS Lothian is responsible for meeting the health needs of circa 800,000 people living in and around Edinburgh. We employ approximately 27,000 staff and provide a comprehensive range of primary, community and acute care services for the populations of Edinburgh, Midlothian, East Lothian and West Lothian. Across all areas of care, we seek to provide specialist and general services fairly and efficiently and to the highest standards.

Work Environment:

NHS Lothian offers excellent career prospects and a wide range of job opportunities for potential employees, offering training and development opportunities as well as excellent staff benefits. You will be based within the Royal Infirmary of Edinburgh site.

What might a day in this job look like?

As part of a multi-disciplinary team you will:

- carry out personal care duties for patients in support of and supervised by registered nurses
- carry out assigned duties to maintain Activities of Daily Living for patient care
- undertake associated clerical and patient centred duties, under supervision of registered nursing staff
- ensure infection control measures are maintained at all times; this will involve daily cleaning of the clinical area
- maintain stock levels of supplies and housekeeping duties.

What will I learn?

- SVQ Level 2 in Healthcare Support Clinical or Social Services & Healthcare
- Maintain high standards of patient care within defined resources
- Establish a rapport with the multi-disciplinary team and gain the confidence of the patients and their families
- Ensure patient safety at all times
- Manage self within a complex dynamic clinical environment
- Maintain skill and knowledge level in clinical competencies and core skills
- Address the equality and diversity needs of patients and staff.

What Qualifications / Qualities are required?

- National 4 or above in English and Maths
- 17 - 24 years of age
- Effective team player
- Effective written and verbal communication skills
- Passion for working in a healthcare environment
- Understand and possess the [NHS Lothian Values](#)
- Good interpersonal skills
- Ability to carry out delegated responsibilities with in a dynamic clinical environment.

Closing Date: Friday 15 June.



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: Competitions and Events Administrator – Leisure Management - Modern Apprenticeship

Contract: Fixed term for one year - 25 hours per week

Salary: £5.90 per hour

Employer:

basketballscotland is the national governing body for the administration and development of basketball in Scotland. Our role as the governing body is to provide leadership and governance across the sport, to support and challenge clubs, athletes and our partners, to deliver programmes and education and to secure investment into the sport. We are striving to create a collaborative culture through basketball that accelerates the development of the sport.

Work environment:

Primarily office based at our head office in South Gyle, Edinburgh, but with the opportunity to be involved with events and competitions around Scotland.

What might a day in this job look like?

The Competitions and Events Administrator will support the day-to-day administration of **basketballscotland**, and will work closely with all management staff. The post-holder will undertake projects and tasks in a range of fields including national competitions, events, education, communication and marketing.

What will I learn?

Alongside working duties and responsibilities, the post-holder will undertake an SVQ Level 3 in Leisure Management with the Sports Academy of Scotland. You will also be expected to attend workshops throughout the year of employment which are aimed at developing work skills.

What qualifications / qualities are required?

In order to comply with funding criteria, candidates must be aged between 16-20 years old. We are seeking someone with a solution focused mindset, with an appreciation of the culture and behaviours of **basketballscotland**.

- A strong work ethic, self-motivated, energetic and enthusiastic
- Excellent IT skills, including Microsoft Office
- Good communication, planning and organisational skills
- Confidence and the ability to give clear instruction
- Adaptable, reliable and punctual
- Committed to learning and development.

We welcome candidates who are not in education or employment; young people from either black or minority ethnic backgrounds, and young people with a disability.

Closing Date:

12 noon on Friday 22 June.



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 Apprenticeships

Contract: Permanent

Salary: £18,392 per annum

Employer:

The Devolved Government for Scotland has a range of responsibilities which include health, education, justice, rural affairs, housing and the environment. We have five strategic objectives: making Scotland wealthier and fairer, healthier, safer and stronger, smarter and greener.

Opportunities available:

- Administrator, Scottish National Investment Bank – Economic Policy and Capability Unit
- Statistics Customer Service and Website Officer – Statistics Engagement and Promotion Unit – 2 posts
- Service Support Administrator - Social Security Programme.

Full job specifications are available when you click Apply Now.

What might a day in this job look like?

Business Administration roles vary but can include booking meetings, organising travel, using electronic filing and finance systems, dealing with internal and external stakeholders, managing diaries, ordering stationery, answering phones and responding to emails. Full training in all aspects of the job role and internal systems will be provided.

What will I learn?

You will work towards an SVQ Level 2 in Business and Administration. Training will be provided by an internal assessor who will work with and support you on a monthly basis. Time will be given to work on your qualification, which includes delivering two presentations.

What Qualifications / Qualities are required?

The recruitment of Modern Apprentices is a fair, open and merit based process (16+) and with permanence from the start of the apprenticeship. Applicants must be unemployed or contracted to work 16 hours or less a week.

We are looking for candidates with the following qualities:

- Motivated, proactive and works to high standards
- Excellent communication, planning and organisational skills
- Ability to manage a varied workload
- Ability to work well in a team or on your own
- Commitment to achieving the SVQ.

Closing Date:

Please see individual job adverts and closing dates when you click Apply Now.

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 Groundsperson – Modern Apprenticeship – 2 posts

Contract: Two years - fixed-term

Salary: £4.20 per hour

Employer:

Merchiston Castle School is one of the leading private sector schools in Edinburgh. It caters for both boarding and day pupils from 7 -18 years of age. The School has a strong sporting tradition and to maintain this tradition has a wide range of outdoor sports pitches within its grounds.

Work Environment:

The School is set within 100 acres of well-kept sports fields, woodland and planted areas. This is a unique opportunity to join the dedicated ground keeping staff and contribute to the ongoing maintenance and upkeep of this historic environment at the same time as studying to be a professional groundsperson.

What might a day in this job look like?

You will assist in the preparation and maintenance of the School's sports pitches and landscaped areas as directed by the Head Groundsman.

You will study SVQ Level 2 Ground Care/Sports Turf at SRUC Elmwood in Fife. This block release course will require the willingness to travel with possible overnight stays.

What will I learn?

- SVQ Level 2 Ground Care/Sports Turf
- A range of industry specific training certification
- To become a qualified groundsperson.

What Qualifications / Qualities are required?

- Good general level of education National 4, 5 or above
- Confident and willingness to engage with team mates, school staff and pupils
- An interest and enthusiasm in becoming a professional grounds keeper
- Personable, reliable and smart
- An interest in sport is desirable but not essential
- You will need to join the Protecting Vulnerable Groups (PVG) scheme.

Closing Date:

Friday 29 June.

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: Digital Marketing – Modern Apprenticeship

Contract: Permanent

Salary: £18,000 per annum

Employer:

Broadgate Estates is the Managing Agent for Fort Kinnaird.

Work Environment:

Office based at Fort Kinnaird.

What might a day in this job look like?

Key responsibilities will include:

- Managing the company's social media channels – Facebook, Twitter, and introducing Instagram
- Creating the business blog
- Getting involved in marketing campaigns
- Responding to customer enquiries online and by phone/email
- Monitor the customer feedback platforms, i.e. website contact form, all social media channels etc
- Contributing your own ideas on how the company can improve their marketing strategy
- Involved in social media planning and strategy
- Creating and scheduling posts on all our social media channels
- Researching and implementing the correct hashtags to increase brand and post awareness
- Finding opportunities to connect to new blogs/industry based PR news sites
- Responsible for audience building on all social media platforms creating a strategy to increase engagement.

What will I learn?

As a Digital Marketing Apprentice, you will play a key role in raising the company's profile and promoting our Retail and Leisure Destination. Furthermore, we will support you through a Business and Administration Level 3 qualification.

What Qualifications / Qualities are required?

This is an ideal opportunity for a confident, motivated and enthusiastic individual who has a keen interest in Digital Marketing, Social Media and competent with graphic design. They must have a flair for writing, be able to contribute fresh ideas and have good customer service skills. Applicants must be aged between 16 and 24.

- Innovative, creative and bring fresh ideas to the team
- Driven, enthusiastic and flexible
- Passionate and willing to step outside of comfort zone
- Proactive team player who is also confident working independently
- Excellent organisational skills with the ability to prioritise work and deliver to a high standard
- Instinctively on top of trends in the digital space
- Knowledge of Photoshop, InDesign or relevant programme.
- High attention to detail.
- Ability to work to deadlines and do multiple projects at any one time.
- Know how to spark engagement on social media for both b2b and b2c.

Closing Date:

Friday 15 June.



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 Gardening and Horticulture – Modern Apprenticeship

Contract: Permanent - depending on a successful 3 month probationary period

Salary: Apprenticeship National Minimum Wage / increasing to National Minimum Wage after probationary period

Employer:

For the past 21 years, Off the Rock Garden Landscaping has been designing and building gardens from New Zealand to Edinburgh. We work for domestic and commercial clients. We are driven by both passion and pleasure; for us, transforming gardens has always been a joy. It is now time for us to expand and we are looking for a creative and energetic individual to become part of our exciting team and help our company grow now and into the future.

Work Environment:

We are based in Edinburgh but occasionally our projects take us further afield. You will work 8 hour shifts Monday to Friday 07:00 to 16:00. Depending on weather conditions and other circumstances, you could finish earlier or later.

What might a day in this job look like?

Each day will be different as every project we undertake has specific challenges that will give you the opportunity to develop new skills. Our days consist of firstly clearing the site then the foundation preparation and constructing the various aspects within the garden, be it building, patios, decking, walls, creating water features and finally the planting of the garden.

What will I learn?

- You will attend college one day a week and work towards an SVQ Level 2 in Horticulture and Landscape Construction with Scotland's Rural College at their Oatridge Campus
- In house training will be provided and you will learn on the job
- You will work alongside a qualified tradesman every day
- Soft skills such as communication, teamwork and problem solving.

What Qualifications / Qualities are required?

No formal qualifications are required; however, you should have a keen interest in gardening and enjoy working outdoors. We are looking for someone who isn't afraid to get their hands dirty! You will also need to have the following qualities:

- reliable and honest
- willing to learn new things and work hard
- the ability to listen and follow instructions
- a great attitude and work as part of a team
- good communication skills
- common sense.

Closing Date:

Friday 22 June.



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 Auditor – School Leaver Programme

Contract: Fixed Term – 5 years

Salary: £16,900 per annum

Employer:

Audit Scotland provides audit services to all public bodies in Scotland. We are focussed on the needs of our clients and committed to providing the highest standard of service to the public sector. We aim to foster an organisation that promotes the proper conduct of public business, empowers, develops and supports staff, and delivers excellence and best value in the provision of its audit services.

Work Environment:

As part of our commitment to deliver work of the highest quality and to adopt the best professional standards and practices, we offer a Professional Qualification Scheme (PQS) for Trainee Auditors. This scheme includes on the job work experience together with financial and study leave support, under the terms detailed in this policy. The PQS will support Trainee Auditors during their training period and equip them with the necessary skills and experience to become effective financial and/or performance auditors upon qualification.

What might a day in this job look like?

If you feel a full-time university course is not for you and you want to enter the world of work whilst accessing a professional qualification, then join us on our five year school leaver programme. You will earn a competitive salary whilst gaining vital on the job experience as an auditor and studying towards your professional qualification with peer support.

Over the duration of the programme, you will likely work within a number of different audit teams and you may be exposed to a wide range of audits in local and central government, the National Health Service and other sectors.

As a school leaver you will also join up with our graduate trainee cohort and have peer support whilst you learn the job and engage with your studies.

What will I learn?

Our school leaver programme includes full sponsorship to become a qualified Chartered Accountant with ICAS. You'll get a prestigious, internationally recognised qualification, whilst being involved in varied and interesting work auditing public bodies in Scotland.

What Qualifications / Qualities are required?

You should meet the following criteria:

- achieved or expected to achieve A or B in Higher English and Maths by summer 2018 (any job offer would be conditional on achieving the required results)
- good communication and interpersonal skills
- self-awareness and confidence to work using initiative
- ability to work well as part of a team
- ability to analyse information and think laterally and creatively
- disciplined and organised with good project management skills.

Closing Date:

Sunday 1 July.

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 Architectural Technician

Contract: 3 month trial to permanent contract

Salary: Starting salary £8,000 per annum (£18,000 - £36,000 after qualification)

Employer:

Yeoman McAllister Architects have developed into one of the major architectural practices in Scotland and have built up an extensive portfolio of high quality, award winning design and a recognised reputation for efficient performance in all aspects of our professional service. We are based in a small open plan Design Studio on the edge of the Water of Leith at Roseburn in Edinburgh.

Work Environment:

You will be working as part of a small team. Your job will be mostly office based; however, you will have outdoor duties from time to time. Our working hours are 9am - 5.30pm Monday to Thursday and 9am - 4pm on Friday with an unpaid 45 minute lunch break between 1pm and 1.45pm.

What might a day look like in this job?

- General office duties
- Survey of existing buildings
- Preparation of survey information into drawn format
- Assisting colleagues with the preparation of feasibility designs
- Planning applications and building warrant drawings including the detailing of construction etc.

What will I learn?

As part of your training, you will learn on the job skills while working in the office and you will undertake day release study, firstly for an NC in Built Environment and then an HNC in Architectural Technology. You will submit planning and building warrants then progress from submission of small to medium sized projects to large sized multi million pound projects.

What Qualifications / Qualities are required?

- National 5 or equivalent in Maths and English - plus a minimum of 2 additional qualifications that are complementary (eg Craft, Design and Technology)
- An interest in the art of drawing and construction with a keen eye for detail
- A desire to learn new skills with a flexible "can do" attitude and core moral values such as honesty, trustworthiness and reliability.

Closing Date:

Friday 15 June.

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: £6,734 - £12,000 per annum

Employer:

Petroassist UK Ltd is part of the Petrotec Group of Companies. We are a nationwide sales, service and installation business, selling and maintaining a range of forecourt equipment including fuel pumps, payment terminals, tank gauges and other ancillary equipment.

Work Environment:

The role is primarily working within the finance team, but you will also be expected to support office administration staff. The role would suit a recent school leaver who is willing to take on a variety of tasks. You will be office based at Bilston Glen Industrial Estate, Loanhead.

What might a day in this job look like?

Your duties will include:

- Opening and distributing mail
- Updating the cashbook
- Filing monthly invoices
- Making credit control calls
- Producing and sending customer statements
- Updating customer information
- Logging invoices on customer portals
- Reviewing supplier statements
- Sending supplier remittances
- Answering supplier queries.

What will I learn?

- SVQ Level 3 in Business and Administration
- Soft Skills (e.g. communication, teamwork, problem solving etc.)
- Industry related training / qualification (i.e. MS Office / Moving & Handling / Customer Service).

What Qualifications / Qualities are required?

- A minimum number of National 5s or equivalent which should include English and Maths.
- Well organised with excellent time management skills.

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: Retail Assistant – Modern Apprenticeship (The Gyle)

Contract: Permanent

Salary: £3.70 per hour

Employer: New Look, The Gyle.

Work Environment:

Do you find it easy to build relationships with anyone you meet? Do you get excited seeing new trends and inspiring fashion? We have an opportunity for you to earn while you learn, in a role that will let you use both these talents. Retail is a fantastic path to start your career within the service or fashion industry. We are offering a retail apprenticeship at New Look (The Gyle) through a 12 month fixed term contract.

What might a day in this job look like?

Your job will be based in the New Look store at The Gyle, where you will be expected to provide exceptional customer service. Selling to customers is only one part of the job. If you are the successful candidate for this role some of your duties may include:

- Greeting customers as they enter the shop and assisting them in finding products
- Keeping up to date with special promotions and putting up displays
- Stocking shelves with merchandise, and keeping the store tidy and clean
- Involvement in stock control and stock management
- Being responsible for processing cash and card payments and refunds.

What will I learn?

- SVQ Level 2 in Retail Skills (SCQF 5)
- Level 2 Core Skills in Numeracy, ICT and Communication (SCQF4)
- Employment Rights and Responsibilities Workbook.

When you have successfully completed your apprenticeship, you may have the opportunity to progress to an SVQ Level 3 in Retail.

All your training will be provided by learndirect, the nation's largest provider of apprenticeships. We have helped lots of people like you develop their skills and gain experience in their chosen field. Every year we find work for and train over 23,000 apprentices.

What Qualifications / Qualities are required?

- National 4 qualifications or equivalent is preferred, but not essential.
- You should have excellent communication skills with the desire to work in a team environment.
- You will be organised and confident with a passion for delivering exceptional customer service.
- You will be a reliable and enthusiastic person with a professional attitude and smart appearance.

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

Closing Date:

Friday 15 June.

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 Assistant – Modern Apprenticeship (Princes Street)

Contract: Permanent

Salary: £6,734 per annum

Employer:

New Look, Princes Street.

Work Environment:

Do you find it easy to build relationships with anyone you meet? Do you get excited seeing new trends and inspiring fashion? We have an opportunity for you to earn while you learn, in a role that will let you use both these talents. Retail is a fantastic path to start your career within the service or fashion industry. We are offering a retail apprenticeship through a 12 month fixed term contract. Your job will be based in the New Look store on Princes Street, where you will be expected to provide exceptional customer service.

What might a day in this job look like?

Selling to customers is only one part of the job. If you are the successful candidate for this role some of your duties may include:

- Involvement in stock control and stock management
- Keeping up to date with special promotions and putting up displays
- Being responsible for processing cash and card payments and refunds
- Balancing cash registers with receipts
- Reporting discrepancies and problems to the supervisor
- Greeting customers as they enter the shop and assisting them in finding products
- Stocking shelves with merchandise
- Keeping the store tidy and clean.

What will I learn?

- SVQ Level 2 in Retail Skills (SCQF 5)
- Level 2 Core Skills in Numeracy, ICT and Communication (SCQF4)
- Employment Rights and Responsibilities Workbook.

When you have successfully completed your apprenticeship, you may have the opportunity to progress to an SVQ Level 3 in Retail.

All your training will be provided by learndirect, the nation's largest provider of apprenticeships. We have helped lots of people like you develop their skills and gain experience in their chosen field. Every year we find work for and train over 23,000 apprentices.

What Qualifications / Qualities are required?

- National 4 qualifications or equivalent is preferred, but not essential.
- You should have excellent communication skills with the desire to work in a team environment.
- You will be organised and confident with a passion for delivering exceptional customer service.
- You will be a reliable and enthusiastic person with a professional attitude and smart appearance.

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

Closing Date:

Friday 15 June.

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 Administrator - Modern Apprenticeship

Contract: Permanent

Salary: £6,734 - £7,644 per annum

Employer:

McRobb Display is a signage and graphics company based in Edinburgh, and ideally situated to cover the whole of Scotland and the rest of the UK. A family business established in 1971, we have certainly come a long way in terms of our technology and expertise, now offering a wider range of services than any other signage company in Scotland.

Work Environment:

We have an exciting opportunity for an enthusiastic and organised apprentice Project Administrator to assist with the administration surrounding projects within our production and installation teams. Business Administration is the art of day-to-day office management! Over the course of the apprenticeship you will receive expert training and gain valuable experience, developing a range of skills that will help set you up for a successful career.

What might a day in this job look like?

If you are the successful candidate for this vacancy, you will be expected to provide customer service, as well as an efficient administration service. Business administration is a really varied area, so this is just a sample of some of the things you may be doing:

- Responding to phone calls and emails from clients, politely and professionally
- Daily use of MS Word, Outlook and bespoke software systems
- Delivering, monitoring and evaluating customer service to internal and/or external customers
- Quality assuring/proofing work within the teams
- Assisting with allocation of work within teams
- Photocopying and document preparation.

What will I learn?

- SVQ Level 2 in Business and Administration
- Level 2 Core Skills Numeracy (SCQF3), ICT (SCQF3), Communication (SCQF3), Working with others (SCQF4), Problem Solving (SCQF4)
- Employment Rights and Responsibilities Workbook
- Work based learning.

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

What Qualifications / Qualities are required?

- National 5 English and Maths or equivalent is preferred but not essential
- You should be highly organised, have confidence with IT, excellent communication skills and attention to detail.
- You will be a bright, enthusiastic individual keen to learn and progress, looking for a great career-starter.

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

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

All of your training will be provided by learndirect, the nation's largest provider of apprenticeships. We have helped lots of people like you develop their skills and gain experience in their chosen field. Every year we find work for and train over 23,000 apprentices.

Closing Date:

Friday 15 June.



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: Childcare Academy - Employability Fund

Contract: 30 hours per week - up to 26 weeks – starting Monday 3 September

Salary: Young person's allowance of £55 per week

Employer:

North Edinburgh Childcare offers care for children from the age of 4 months up to 12 years in a range of environments that are safe, welcoming and fun.

Work Environment:

The Childcare Academy is an Employability Fund Stage 3 Programme. In addition to attending training sessions, you will take part in a work experience placement in a childcare setting. This may be in a nursery or out of school care club.

What might a day in this job look like?

Every day in a childcare setting is different. You will assist with a variety of tasks such as:

- caring and supporting children
- welcoming parents and children
- organising fun activities for children
- assisting with children's daily routines
- providing high quality childcare for the children.

What will I learn?

- You will work towards two accredited SQA Units from the Social Services (Children and Young People) SVQ Level 2 Award.
- You will gain significant experience of working with children by completing a supported work experience placement in an early years care and education setting or an out of school care setting.
- There will be opportunities to look at different progression routes if you successfully complete the programme.

What Qualifications / Qualities are required?

- You should be aged over 16 and unemployed.
- You should have a real interest in a career in childcare.

Closing Date:

This opportunity will close when all spaces have been filled.

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: Welcome Host - Modern Apprenticeship

Contract: Permanent

Salary: £10,400 per annum

Employer:

Europcar is a world player and Europe's leading vehicle rental firm. With a presence in more than 140 countries worldwide, the group's network provides short- and medium-term vehicle rental solutions for its customers. With an average fleet of 200,000 vehicles, the group applies its extensive knowledge of the vehicle rental sector to provide its business and leisure customers with a wide range of mobility solutions.

Work Environment:

You will be office based at our Car Rental Centre at Edinburgh Waverley railway station.

What might a day in this job look like?

- Welcome customers to Edinburgh Waverley railway station's Europcar branch, ensuring that they have a positive and encouraging start to their rental experience
- Provide a high level of customer service in all customer contact situations
- Welcome customers back from their rental and answer any questions that they may have.

What will I learn?

You will work towards an SVQ Level 2 in Business and Administration.

You will also learn more personal qualities such as:

- Communication skills, both oral and written
- Organisational skills
- Interpersonal and customer service skills
- Ability to work using own initiative within boundaries
- Ability to work effectively with people across a wide range of levels and responsibilities
- Team working skills.

What Qualifications / Qualities are required?

- A minimum number of National 4 or above which should include English
- Excellent communication, negotiation and rapport building skills
- Display good attention to detail and the ability to follow procedures and working instructions
- Excellent team player
- Display a positive and self-motivated approach
- Computer literate, with a working knowledge of Microsoft Office, including Excel, Word (advantageous)
- Immaculate professional image.

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 (R065)

Contract: Permanent

Salary: £12,500 - £15,000 per annum

Employer:

A large construction company with a head office in Edinburgh.

Work Environment:

This is an exciting opportunity for a recent school leaver to join the busy finance department of a large construction company. Working in a thriving team you will be very much a part of ensuring the accounts process runs smoothly and within agreed timescales.

What might a day in this job look like?

You will be trained in duties which will include:

- Providing key support to the existing Accounts and Finance team
- Working with purchase ledger and sales ledger
- Matching invoices and purchase orders
- Updating spreadsheets and online systems
- Some reception cover when required
- Inputting data onto the system
- Monitoring the process through speaking with colleagues and checking on the system
- Updating files
- Following company policies and procedures
- Dealing with issues and problem solving
- Communicating with colleagues and other departments
- Using photocopier and other office equipment.

What will I learn?

You will undertake an SVQ Level 3 in Business and Administration and have the opportunity to improve your IT skills through the use of Microsoft IT Academy. The company is keen to support career development through ongoing accounts training or qualifications. Through continuous self-development you will also improve your communication skills, ability to manage timescales and prioritise your workload.

What Qualifications / Qualities are required?

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

Other personal attributes desired include:

- Confident communication and 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.

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: Welcome Host - Modern Apprenticeship

Contract: Permanent

Salary: £10,400 per annum

Employer:

Europcar is a world player and Europe's leading vehicle rental firm. With a presence in more than 140 countries worldwide, the group's network provides short- and medium-term vehicle rental solutions for its customers. With an average fleet of 200,000 vehicles, the group applies its extensive knowledge of the vehicle rental sector to provide its business and leisure customers with a wide range of mobility solutions.

Work Environment:

You will be office based at our Car Rental Centre at Edinburgh Airport.

What might a day in this job look like?

- Welcome customers to Edinburgh Airport's Europcar branch, ensuring that they have a positive and encouraging start to their rental experience
- Provide a high level of customer service in all customer contact situations
- Welcome customers back from their rental and answer any questions that they may have.

What will I learn?

You will work towards an SVQ Level 2 in Business and Administration.

You will also learn more personal qualities such as:

- Communication skills, both oral and written
- Organisational skills
- Interpersonal and customer service skills
- Ability to work using own initiative within boundaries
- Ability to work effectively with people across a wide range of levels and responsibilities
- Team working skills.

What Qualifications / Qualities are required?

- A minimum number of National 4 or above which should include English
- Excellent communication, negotiation and rapport building skills
- Display good attention to detail and the ability to follow procedures and working instructions
- Excellent team player
- Display a positive and self-motivated approach
- Computer literate, with a working knowledge of Microsoft Office, including Excel, Word (advantageous)
- Immaculate professional image.

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: Step into Childcare/Social Care – Employability Fund

Contract: Up to 30 hours per week, 8 - 12 week programme

Salary: You will receive a training allowance of £55 per week (subject to eligibility) and travel expenses.

Employer:

Training for Care is an educational charity specialising in social care and childcare training. We are an SQA approved centre and deliver SDS funded Employability programmes as well as a number of short courses for social care and childcare sector staff. The next programme starts on Monday 25 June.

Work Environment:

We will find you a work placement close to your home and you will attend Training for Care 1/2 day per week for tutorials. Your placement will be in a nursery, after school club, residential care home or day centre depending on your area of interest. You will be supervised to carry out the work of a childcare practitioner or care support worker.

What might a day in this job look like?

You will assist with activities in the childcare or social care setting, caring for children or adults, assisting with meal times and snacks, taking children or adults on outings, planning and carrying out activities with children or adults.

What will I learn?

- You will build experience of working in your chosen sector
- You will be complete Moving and Handling and First Aid training
- You will work towards 3 units of the Certificate of Work Readiness (CWR)
- You will be given personalised support with all aspects of employability e.g. CV building, application forms, interview skills
- Participants who complete the programme will progress into a social care or childcare job and will have the opportunity, where eligible, to progress to our Modern Apprenticeship programme.

What Qualifications / Qualities are required?

You must be aged 16 or above and should be able to demonstrate an interest in social care or childcare.

Closing Date:

Friday 15 June.



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: Commis Chef - Modern Apprenticeship

Contract: Fixed Term - 12 months

Salary: £5 per hour

Employer:

Down the Hatch is a café/bistro and catering business based at Port Edgar Marina in South Queensferry specialising in North American style cuisine and with extensive outside catering contracts.

Work Environment:

Working in a team of 9-10 staff in a very busy café/bistro, you must be able to handle high pressure situations and work well as part of a team. The café consists of a 30-40 cover seating area and an open kitchen.

What might a day in this job look like?

You will assist the Head Chef with preparation, cooking and assembling daily dishes and assembly of catering orders. You will learn to create new and exciting specials with the assistance of the Head Chef. You could be involved in running food, clearing tables etc. We are a small team that works together.

What will I learn?

- SVQ Level 2 Hospitality Services.
- You will learn all the fundamentals of working in a kitchen. This includes the preparation of food and execution of dishes, learning how to manage orders during service, working as part of a team and food hygiene and safety.
- To work in a kitchen, you must have excellent communication and team working skills, plus the ability to work under pressure. These are skills you should already hold but will develop through experience.

What Qualifications / Qualities are required?

- An interest in cooking and the hospitality industry
- Willing to work evenings and weekends on a rota
- This apprenticeship is restricted to candidates aged 16 - 19.

Closing Date:

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

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

Job Title: Hairdresser – Modern Apprenticeship

Contract: Fixed Term – 3 years

Salary: Modern Apprenticeship National Minimum Wage

Employer:

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

Work Environment:

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

What might a day in this job look like?

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

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

What will I learn?

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

What Qualifications / Qualities are required?

We are looking for people with:

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

Closing Date:

We have ongoing recruitment throughout the year.



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

Job Title: Visitor Operations Administrative Support - Modern Apprenticeship (R062)

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 Commercial and Tourism Directorate is responsible for generating around £40 million in income through the delivery of customer services to over 3 million visitors at our 79 staffed visitor attractions across Scotland, including Edinburgh Castle, Scotland's number one visitor attraction. The post sits within the Commercial Support Team which is responsible for delivering a high quality administrative support service to managers and operational colleagues. The post is a 5 day from 7 day position but you will predominantly work a Monday to Friday pattern.

What might a day in this job look like?

This post will support a range of activities across Visitor Operations and Community Engagement and will report to the Visitor Operations Admin Manager. It requires you to demonstrate excellent customer service skills and a willingness to learn new skills.

The main duties are:

- Main administrative support for Head of Visitor Operations and Community Engagement (HofVOCE) to include:
 - Maintaining the HofVOCE diary, setting up appointments, parking and travel.
 - Administer the task management (bring forward) system, ensuring that it is kept up to date and papers are passed on accordingly
 - Prepare templates for HofVOCE's direct report staff reviews and job descriptions
- Organise travel and accommodation for Directorate colleagues, ensuring that all documentation is in place and the associated spreadsheet is updated
- Maintain the Branch filing system
- First point of contact for the Communications Team for web enquiries relevant to Visitor Operations
- Raise and receipt orders on Integra system following HS Procurement Policy
- Provide general administrative support to Head of Commercial Support, Office Manager and operational colleagues as required
- Regularly check mail trays/fax machine and distribute internal/external mail throughout the office
- Process monument closure notices at time of receipt ensuring all relevant parties are informed
- Monitor the VO Mail box when it is set up
- Maintain the site-specific mail boxes, updating 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 5s 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 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 (R063)

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:

The role will assist the Core-Asset Verify team with vetting and on-boarding services for interim and permanent hires, ensuring that clients are provided with a unique combination of vetting, contract management, payroll and aftercare services. We provide staff benefits such as Generous Holiday Entitlement, Death in Service Allowance, Private Health Cover and Season Ticket Loan Scheme.

What might a day in this job look like?

- To follow process in order to deliver a high level of service to our clients at all times
- To develop an understanding of all Core-Asset Verify products in order to be able to deliver an outstanding customer service experience
- Liaise with candidates and clients to ensure all parties are informed of vetting progress
- Provide feedback to consultants and clients for progress of vetting
- Support team with achieving service level agreements in terms of quality, productivity and accuracy of information given to the client
- Document all vetting requests received and ensure the appropriate status is assigned
- Assist in the planning and implementation of agreed process changes, as directed by line manager
- Be flexible and adaptable at all times in response to the challenging, changing environment
- Attend and contribute at regular team meetings.

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 including Maths and English, and/or Higher Grades.

Key skills required for effective performance include:

- Ambitious, proactive and highly motivated
- Ability to work at pace while maintaining quality
- Excellent interpersonal and communication skills
- Good organisational and time management skills
- Strong customer service skills
- Ability to work in a team
- Ability to work under pressure and to deadlines.

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 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: Personal Assistant

Contract: Full and part time opportunities available

Salary: £8.45 per hour

Employer:

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

Work Environment:

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

What might a day in this job look like?

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

What will I learn?

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

What Qualifications / Qualities are required?

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

Successful applicants will be able to demonstrate the following:

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

Closing Date:

These positions will close when suitable applicants have been found.



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

Job Title: 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
- some heavy lifting will be involved.

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: Artisan Baker - Modern Apprenticeship

Contract: Permanent after trial

Salary: Modern Apprenticeship National Minimum Wage for the first year

Employer:

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

Work Environment:

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

What might a day in this job look like?

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

What will I learn?

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

What Qualifications / Qualities are required?

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

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

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

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

Job Title: Leisure Attendant – Employability Fund

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

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

Employer:

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

Work Environment:

Edinburgh Leisure makes a positive difference by:

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

What might a day in this job look like?

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

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

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

What will I learn?

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

What Qualifications / Qualities are required?

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

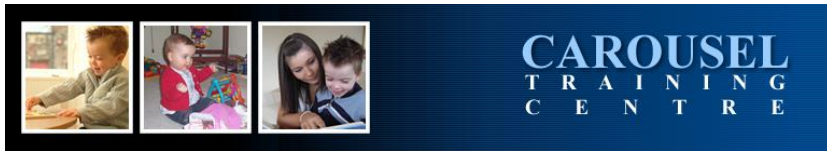
Please Note: Due to funding restrictions this opportunity is only for candidates who live in Edinburgh.

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

We are currently looking for applicants who are 18+.

Closing Date:

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



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

Job Title: Nursery Nurse – Modern Apprenticeship

Contract: Permanent

Salary: National Apprenticeship Wage

Employer:

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

Work environment:

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

What might a day in this job look like?

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

What will I learn?

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

What Qualifications / Qualities are required?

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

Closing Date:

We recruit all year round.



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

Job Title: Assistant Nursery Practitioner - Modern Apprenticeship

Contract: Full time

Salary: National Apprenticeship Wage or above

Employer:

Various private nurseries in Edinburgh.

Work Environment:

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

What might a day in this job look like?

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

What will I learn?

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

What Qualifications / Qualities are required?

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

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

Closing Date:

We have ongoing recruitment throughout the year.

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

Job Title: Soft Play Assistant - Employability Fund

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

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

Employer:

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

Work Environment:

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

What might a day in this job look like?

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

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

What will I learn?

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

What Qualifications / Qualities are required?

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

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

Closing Date:

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



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

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

Contract: All types of contracts available

Salary: National Minimum Wage or above

Employer: Various Employers

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

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

Work Environment:

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

What might a day in this job look like?

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

What Qualifications / Qualities are required?

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

You must be able to provide:

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

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

Closing Date:

We recruit all year round.



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

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

Contract: Permanent

Salary: National Minimum Wage

Employer:

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

Work Environment:

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

What might a day in this job look like?

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

What will I learn?

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

What Qualifications / Qualities are required?

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

Closing Date:

These vacancies are ongoing until successful candidates are found.

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

Job Title: Catering Assistant – Employability Fund

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

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

Employer:

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

Work Environment:

Edinburgh Leisure makes a positive difference by:

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

What might a day in this job look like?

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

- food preparation
- cleaning
- serving customers.

What will I learn?

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

What Qualifications / Qualities are required?

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

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

Closing Date:

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

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

Job Title: Kitchen Assistant – Employability Fund

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

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

Employer:

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

Work Environment:

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

What might a day in this job look like?

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

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

What will I learn?

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

What Qualifications / Qualities are required?

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

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

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

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

Closing Date:

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

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

Job Title: Playwork Assistant - Employability Fund

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

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

Employer:

A reputable After School Club with venues across Edinburgh.

Work Environment:

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

What might a day in this job look like?

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

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

What will I learn?

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

What Qualifications / Qualities are required?

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

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

Closing Date:

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

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

Job Title: Playwork Assistant - Employability Fund

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

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

Employer:

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

Work Environment:

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

What might a day in this job look like?

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

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

What will I learn?

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

What Qualifications / Qualities are required?

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

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

Closing Date:

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



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

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

Contract: All types of contracts available

Salary: National Minimum Wage or above

Employer: Various Employers and Locations

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

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

Work environment:

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

What might a day in this job look like?

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

What will I learn?

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

What Qualifications / Qualities are required?

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

Closing Date:

We recruit all year round.