



Edinburgh Guarantee Schools Bulletin

Week beginning Monday 9 July 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:

- ✓ Student Surveyor - Graduate Apprenticeship – Graham + Sibbald
- ✓ Business and Administration - Modern Apprenticeships – Scottish Government
- ✓ Signmaker - Modern Apprenticeship – Forrest Hepburn & McDonald Signs
- ✓ Business Administrator - Modern Apprenticeship – 3 posts - The City of Edinburgh Council
- ✓ Purchase Administrator – Modern Apprenticeship – McEwan Fraser Legal
- ✓ General Office Assistant - Modern Apprenticeship - Lewis Creative Consultants
- ✓ Junior Project Manager - Modern Apprenticeship – Leith
- ✓ Retail Assistant – Modern Apprenticeship – New Look, Princes Street
- ✓ Project Administrator - Modern Apprenticeship – Learndirect/McRobb Display
- ✓ Business Administrator/Receptionist - Modern Apprenticeship - Haines Watts, Chartered Accountants
- ✓ Administrator – Modern Apprenticeship - TaxAssist Accountants
- ✓ Retail Assistant - Modern Apprenticeship, New Look, The Gyle
- ✓ Competitions and Events Administrator – Modern Apprenticeship – Basketball Scotland
- ✓ Junior Cyber Security Analyst – Graduate Apprenticeship – Satisnet
- ✓ Trainee Administrator - Modern Apprenticeship (R066) – Architect's office
- ✓ Chef – Modern Apprenticeship – Leith's at EICC
- ✓ Apprenticeship in Hospitality Scotland – Modern Apprenticeship
- ✓ Childcare Academy - Employability Fund – North Edinburgh Childcare
- ✓ Business Administrator - Modern Apprenticeship (R065) – Large construction company
- ✓ Welcome Host - Modern Apprenticeship – Europcar Vehicle Rental (Airport)
- ✓ Hairdresser – Modern Apprenticeship - Charlie Miller
- ✓ 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
- ✓ Administration/Reception/Customer Service – Modern Apprenticeships – RTL
- ✓ Kitchen Assistant – Employability Fund - Elixir
- ✓ Catering Assistant – Employability Fund - Edinburgh Leisure
- ✓ 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: Student Surveyor - Graduate Apprenticeship

Contract: Permanent

Salary: National Minimum Wage

Employer:

Graham + Sibbald are one of Scotland's largest and most respected property consultancy firms. We provide a wide range of services from Residential and Commercial valuations, to Building Surveys and Commercial Agency, as well as a number of Specialist services. Our clients range from financial institutions, public sector bodies and Residential and Commercial property investors and developers.

Work Environment:

The role is based in our central Edinburgh office. You will be in and out of the office frequently on site visits and property inspections with colleagues, attending property viewings and shadowing experienced Surveyors as they undertake valuation work. You will work 9 am – 5 pm Monday – Friday.

What might a day in this job look like?

As a Student Surveyor at Graham + Sibbald you will shadow experienced colleagues on site visits, valuations and property inspections. You will assist fellow colleagues where required by maintaining records on a central database, carrying out research, as well as assisting in the preparation of reports/applications and supporting documents.

What will I learn?

You will be enrolled into the Graduate Apprenticeship Construction and Built Environment Framework Programme at Edinburgh Napier University, working towards a BSc (Hons) Construction and the Built Environment (Real Estate). The course itself encompasses block release 3 times a year for 2 weeks in conjunction with on the job training at Graham + Sibbald over a period of 4 years.

What Qualifications / Qualities are required?

- 4 Highers (2 Bs and 2 Cs) with National 5 minimum C in English and Maths
- Knowledge of and interest in the Property industry is desired
- Good organisational, time-keeping and communication skills
- Basic PC skills are required (Word/ Excel/ Outlook/ PowerPoint).
- Awareness of the importance of accuracy and meeting deadlines is essential
- The preferred age bracket of candidate is 18-24.

Closing Date:

Friday 27 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: 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:

- Administrative Support – House Team (Saughton House)
- Travel, Subsistence and Finance Administrator – People Directorate (Saughton House)
- Front of House Officer – Facilities Services (St Andrew's House).

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: 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.

Previous applicants should not apply.

Closing Date:

Friday 20 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: Business Administration - Modern Apprenticeship – 3 posts

Contract: Fixed Term for 2 years, 36 hours per week

Salary: £13,609 - £15,285 per annum

The City of Edinburgh Council applies a Living Wage allowance to ensure that all employees earn at least £8.51 per hour. Successful applicants will be paid the hourly rate as advertised, plus the allowance, in order to bring their earnings to £8.51 per hour.

Employer:

The City of Edinburgh Council Apprenticeship Programme offers new entrants to the labour market the chance of paid employment combined with the opportunity to do training relevant to the occupational area. They include the opportunity to gain nationally recognised qualifications that help kick-start a career without having to study full-time. New entrants can include school and college leavers, those with no previous work experience and/or vocational qualifications.

Work Environment:

This post is based in the Licensing team at the city chambers, 249 High Street.

What might a day in this job look like?

- Production and handling of documents
- Maintaining efficient Electronic and Manual Filing systems
- Providing a service to customers.
- Using ICT to complete tasks
- Working on your MA vocational training portfolio
- Other duties as required.

What will I learn?

You will work towards an SVQ Level 3 in Business and Administration. You will be expected to work towards becoming a competent Business Administrator within 2 years of commencing your Modern Apprenticeship.

What Qualifications / Qualities are required?

- A good general education - National 4, National 5 or equivalent
- Familiarity with office IT systems/software
- An interest in and awareness of Business Administration in the City of Edinburgh Council
- Willingness to participate in a Modern Apprenticeship programme
- You must be resident in Edinburgh and have left secondary school in the last 3 years or aged up to 29 with a disability or care experienced.

Closing Date:

Wednesday 11 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: Junior Project Manager - Modern Apprenticeship

Contract: Permanent, subject to a 6 month probation period

Salary: £17,000 per annum

Employer:

Over thirty years ago, Leith was an advertising agency. Not anymore. We still make ads (plenty of them actually) but these days we do a whole lot more, from brand experiences to launching new products and a whole lot of social. We're still based in Leith and proud to be part of Leith culture and heritage.

Work Environment:

You will be based in a modern office in the heart of Leith working 37.5 hours a week.

What might a day in this job look like?

- Project Management - Working with Mission Control to plan resource and schedule the agency's workload proactively and efficiently.
- Maintaining and updating Smartsheet spreadsheets and Gantt's and ensure our "Synergist" scheduling tool is kept up to date.
- Working with the Client Team to ensure that project plans are updated and published correctly.
- Checking in with other departments and, where specified, external suppliers to ensure deadlines are understood and will be met.
- Working with the Client Team, Production and Mission Control to ensure that project deliverables are communicated correctly, and resource is available when and where it is needed.
- Reporting and escalating risk as needed to Mission Control.
- Working with the Client Team and Production to prepare and maintain production schedules and project plans.
- Financial management - Managing and reporting on project profitability through the project lifecycle (with support).
- Working with Client Team to prepare production quotations.

What will I learn?

- SVQ Level 3 in Business and Administration (equivalent to Working Advanced Higher/HNC Level)
- Team Work, Communication Skills, Problem Solving, Project Management, Office Support, Client Servicing, Operational Support, Account Management
- Smartsheet's, Synergist, Microsoft Office, Gantt's.

What Qualifications / Qualities are required?

- Highers and/or a minimum of 5 National 5s.
- National 5 qualifications must include good grades in Maths and English.

We are looking for someone with:

- a can-do attitude
- exceptional verbal and written communication skills
- good literacy and numeracy
- the ability to work as part of a team
- the ability to multitask and prioritise when working on multiple workstreams
- the ability to handle and when necessary defuse stressful situations

- tact and diplomacy, respect for other people's opinions
- tech skills – word, spreadsheets, and presentation packages
- an interest in Advertising/Creative Industries.

Closing Date:

Friday 13 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: Purchase Administrator - Modern Apprenticeship

Contract: Permanent subject to completion of a 6 month probationary period

Salary: National Minimum Wage

Employer:

McEwan Fraser Legal, an award-winning Solicitor and Estate Agency, is a dynamic, modern company. With an array of respected industry awards under our belt, we are highly innovative and known for our emphasis on providing exceptional customer service. We deal with residential and commercial property sales as well as having a robust legal department specialising in conveyancing, private client, family law and litigation. Many of our previous apprentices have been promoted within the Company and are enjoying rewarding careers.

Work Environment:

You will be part of our exciting Purchase team, consisting of a Business Development Manager, Purchase Negotiator and Purchase Administrator all working together to assist clients in obtaining their next property. You will be helping support the team with negotiations, offers and purchases. You have the benefit of working within a close-knit small team but are part of a much larger legal department with regular contact from Solicitors, Paralegals, Legal Secretaries, Legal Assistants, Finance and Property teams.

What might a day in this job look like?

- Maintaining an updated filing and enquiry system
- Assisting Purchase team with file preparation
- Distribution of legal offers
- Typing and administration assistance with legal correspondence
- Answering telephone and email enquiries
- Updating bespoke admin software and case management systems
- Liaising with colleagues in the Legal department as well as the other departments within the business.

What will I learn?

- SVQ Level 3 in Business and Administration
- Soft Skills.

What qualifications / qualities are required?

- An eye for detail
- Excellent spelling and grammar
- Strong administration and organisational skills
- Proficiency in Microsoft Packages (Outlook, Word, etc.)
- Ability to work with minimal supervision and show initiative
- Helpful, positive and polite disposition
- Well presented in accordance with a professional office environment.

Closing Date:

Friday 13 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: General Office Assistant - Modern Apprenticeship

Contract: Permanent

Salary: £15,269 per annum

Employer:

Lewis Creative Consultants are a Digital Creative Agency delivering strategic and creative ideas and technology for our clients (www.lewis.co.uk). We love what we do and pride ourselves on our talent, openness and good old-fashioned work ethic. We live and breathe all things creative and that informs everything we do from words to technologies, strategies to visuals, coding to print.

Work environment:

Based in Leith, we currently have 30 staff working in various roles within the company. You will work 37.5 hours per week, with one hour for lunch (unpaid).

What might a day in this job look like?

Duties to be carried out will include:

- Admin duties (answering phones)
- Meet/greet visitors and sign-in
- Visitor refreshments
- Meeting room set-up
- Photocopying, printing, scanning, emailing
- Assisting/supporting the Business Support, Creative, Development, Strategy, Marketing and Account Management Departments.

What will I learn?

- SVQ in Business and Administration
- Industry related training (MS Office and various other applications associated with the business)
- Soft skills training – communication, teamwork, problem solving.

What qualifications / qualities are required?

Three Highers, National 5 or equivalent - which should include English and Maths.

We are looking for someone who is positive, motivated, focussed, reliable, enthusiastic and has excellent attention to detail.

Closing Date:

Friday 13 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: 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 13 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: 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 13 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: Business Administrator/Receptionist - Modern Apprenticeship

Contract: Permanent

Salary: £6,734 per annum

Employer:

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

Work Environment:

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

What might a day in this job look like?

Your duties could include:

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

What will I learn?

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

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

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

- A friendly, can-do attitude

- A positive person to work with
- Highly presentable and a confident first point of call for clients
- Copes well with change and pressure
- Manages own workload and is proactive if help or support is needed
- Identifies areas for improvement and takes responsibility for tasks
- Self-aware of areas for development
- Adopts calm and assured approach, makes time for people, shares knowledge
- Being able to juggle a number of jobs, whilst demonstrating excellent time management skills to ensure all deadlines and expectations are met
- Takes pride in all aspects of work.

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

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

Closing Date:

Friday 13 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: Administrator – Modern Apprenticeship

Contract: Permanent

Salary: £12,500 - 13,650 per annum

Employer:

TaxAssist Accountants provide a wide range of accountancy services including tax returns, annual accounts, payroll and bookkeeping. As part of the largest network of accountants they offer a wealth of experience and expertise to over 65,000 small businesses right across the UK. They help a diverse range of small businesses including start-ups, sole traders, limited companies and landlords who operate in many industries.

Work Environment:

Super organised and keen to learn but want to earn? Get your career started and gain a nationally recognised qualification at the same time. We have an exciting opportunity for a Business Administration apprentice to support the day-to-day running of our busy Corstorphine office. If you wish to be part of an open and friendly team who pride themselves on excellent customer service and attention to detail, then read on as this could be the role for you!

Business Administration is the art of day-to-day office management. Over the course of this apprenticeship you will receive expert training and gain valuable experience, developing a range of skills that will help set you up for a successful career.

What might a day in this job look like?

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

- Answering incoming calls politely and professionally
- Meeting and greeting clients on arrival to the office
- Carrying out essential accounting duties
- Providing administrative support to the wider team
- Stationery ordering and stock control
- Photocopying and document preparation
- Delivering internal and external mail
- Collecting, opening and sorting mail
- Maintaining and updating client records on IT systems
- Writing and sending emails to clients.

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.

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 5 English and Maths or equivalent is preferred but not essential
- Highly organised
- Confident with IT
- Excellent communication skills
- 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.

Closing Date:

Friday 13 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: 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 13 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: 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:

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: Junior Cyber Security Analyst – Graduate Apprenticeship

Contract: 4 years

Salary: £15,000 per annum

Employer:

Satisnet Ltd is a leading IT Security Reseller dedicated to providing the highest level of customer care and technical support. We have established a strong professional reputation with 900+ customers across a multitude of market sectors from FTSE 250, Finance and Legal, Online Gaming and Local Government. We also provide Managed Services and provide Training and Consultancy.

Work Environment:

You will be working in a Security Operations Centre (SoCLAB) which is based at Edinburgh Napier University.

What might a day in this job look like?

As well as working in the SOC, you will be working on work related projects ranging from anything like Cloud Security to developing Cyber Security training courses. You will design, build, configure, optimise, test and troubleshoot simple and complex networks. You will apply statistical techniques to large data sets and configure an operating system to identify threats. You will also write, test and debug programmes and apply secure programming principles and design to address security issues.

What will I learn?

You will study on a 4 year degree programme towards a BEng (Hons) Cyber Security at Edinburgh Napier University on day release basis over a full calendar year. You will also be able to take Industry Standard Qualifications in addition to your degree. What you do in work will also count towards your degree, where you will gain vital industry experience in the following:

- Technology - Cybersecurity and Digital Forensics
- Business – including business communications and working with different stakeholders throughout the company
- Interpersonal skills – interacting with not only a team of experienced technicians but other departments such as Marketing, Sales and Support.
- Project Management – dealing with multiple tasks and projects and problem solving.

What Qualifications / Qualities are required?

Academic requirements:

A minimum of 4 Highers at Grade B (or equivalent) including Maths or Computing plus National 5 English at C. National 5 Maths at C is also required if not taken at Higher unless you can show strong technical 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.

We are looking for an enthusiastic person who has:

- a passion for learning and IT Security
- excellent problem-solving skills

- strong work ethic
- high level of attention to detail.

Closing Date:

Sunday 15 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 Administrator - Modern Apprenticeship (R066)

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: Chef – Modern Apprenticeship

Contract: Two years while training with potential progression within company after successful completion of qualification

Salary: Starting salary £170 per week

Employer:

At Leith's at the Edinburgh International Conference Centre, we take pride in producing simple, unfussy, delicious food. We aim to deliver friendly, professional service through well trained and motivated staff. We create an atmosphere in which our staff can develop their talents and feel part of an enthusiastic team.

Work Environment:

Working 40 hours per week, you will be part of a team of 9 staff. Kitchens can be challenging but very rewarding environments; we will work with you to ensure you get the best start to your career as possible. You will be assigned a mentor who has gone through the apprenticeship programme here and knows exactly the challenges you are facing on a daily basis.

What might a day in this job look like?

From cooking 5 course VIP dinners for celebrities like George Clooney and Arnold Schwarzenegger to catering for the thousands of visitors who attend the conferences, events and conventions held at the Edinburgh International Conference Centre, you will learn all aspects of working in a busy kitchen with experienced and qualified chefs.

Duties may include:

- assisting senior chefs in preparing different menus for all kinds of events – from very small intimate dinners to catering for events for thousands of people
- learning all aspects of working in a busy kitchen, including pastry, sauces, hot and cold food preparation, butchery, fish preparation
- receiving deliveries and stock room duties, learning how to order supplies and plan quantities
- following Health and Safety legislation and learning about health and hygiene.

What will I learn?

You will work towards SVQ Level 2 and 3 in Food Preparation and Cooking through practical and theoretical assessment.

All your learning will be done on the job and you will also learn about team work, customer service and problem solving.

What Qualifications / Qualities are required?

We are not looking for any formal qualifications but you will be enrolled onto an SVQ Level 2 Food Preparation and Cooking which will require a good level of literacy and numeracy and excellent communication skills.

We are looking for candidates who have a real interest in food and cooking, are enthusiastic, keen to learn and willing to follow instructions.

Closing Date:

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



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

Job Title: Apprenticeship in Hospitality Scotland

Contract: Fixed Term – 2/3 years

Salary: circa £14,000 per annum

Employer:

The Apprenticeship in Hospitality, Scotland was created to attract the best young people in Scotland to consider hospitality as the rewarding career opportunity that it is. Our aim is to nurture, develop and inspire the next generation of highly skilled talent for the Scottish hospitality industry.

Work Environment:

Over the two years of the apprenticeship, our candidates work in a partner property where they learn about and gain experience across a range of hotel operational areas – unlike current apprenticeships which are generally restricted to one department. Our apprentices also participate in bespoke masterclasses and Learning Journeys delivered by top industry professionals throughout the programme to support the curriculum and enhance their knowledge. Partner hotels in Edinburgh are The Sheraton Grand Hotel & Spa, The Principal George Street and The Principal Charlotte Square.

What might a day in this job look like?

Each day will be different working in hospitality. You will be employed by your property for up to four weeks prior to starting on the apprenticeship induction in October and will undergo an introduction to the programme and the Modern Apprenticeship framework. You will then begin your apprenticeship in Housekeeping and rotate every six months until you complete the two year programme. It is a unique programme and one that is enhanced with masterclasses and learning journeys.

What will I learn?

You will learn all sorts of different skills that are required in each different department of the hotel you work in but not only this, you will learn people skills, confidence, customer or guest service skills all of which are transferable into each department.

You will also be given the training required to perform the role to the best of your ability. The Modern Apprenticeship is enhanced with different masterclasses and learning journeys specific to each department you work in, in order to increase your knowledge and understanding of how a hotel department operates.

On completion, apprentices will be awarded an SVQ Level 2 in Hospitality Services through four different areas in the hotel: Housekeeping, Food and Beverage Service, Kitchens and Reception.

What Qualifications / Qualities are required?

You need a real desire to work with people in Scotland's hospitality sector. You need to be prepared to work hard in each of your 6 month blocks and have an open mind in all departments working with different managers and colleagues as you complete your two year apprenticeship.

All applicants must be willing to put the property's guests first at all times, work as a team and be passionate. The industry is always changing therefore you must be able to react to all changing situations, be reliable and have the desire to deliver world class customer service day in and day out.

The programme is open to 17-24 year olds and is underpinned by the Modern Apprenticeship Hospitality framework. Apprentice places are allocated after an interview process from a partner property and an eligibility of funding check through the SQA.

Closing Date:

Friday 31 August.



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: 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: 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: 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.

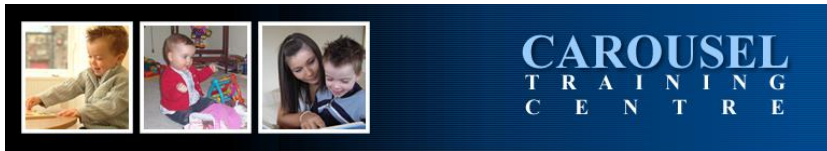
Please Note: Due to funding restrictions this opportunity is only for candidates who live in Edinburgh.

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: 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.