



Edinburgh Guarantee Schools Bulletin

Week beginning Monday 4 September 2017

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 Current Opportunities advertised in this bulletin.

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

The Edinburgh Guarantee has a  page so now we can talk to you even more.

 us for information about jobs and events.

The Edinburgh Guarantee
A positive destination for all

Edinburgh Guarantee
Government Organisation

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We will provide regular posts notifying you of jobs, Modern Apprenticeships and training opportunities available through the Edinburgh Guarantee.

<http://www.edinburghguarantee.org/young-people/>

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2 hrs · 🌐

For anyone who isn't sure what to ask at an interview!

The Smartest Interview Questions You Could Ever Ask
These thoughtful questions — straight from hiring managers — will give you the



Edinburgh Guarantee opportunities are specifically created for Edinburgh school leavers from the past 3 years.

Job Title: Customer Service Advisor

Type: Modern Apprenticeship

Contract: Permanent

Salary: £5.00 - £5.64 per hour

Employer: Yoga Alliance Professionals

Yoga Alliance Professionals is a membership organisation for yoga teachers, trainee yoga teachers and yoga schools around the world. Yoga is an unregulated industry and through our experience we accredit our members' qualifications. Our members are given insurance as part of their membership, along with support and development throughout their career as a yoga teacher. Our office is based in Canonmills, Edinburgh.

Work Environment:

Working in a small team, our customer service advisors support our members. They will assist with the new business and renewals administrators to process applications and action follow up calls. The role is office based and involves using the telephone.

What might a day in this job look like?

- Speaking to members regarding their membership application or renewal;
- Speaking to members about upgrading their memberships and encouraging them to purchase additional products;
- Verifying members' qualifications;
- Answering telephones;
- Responding to member emails.

What will I learn?

In addition to customer service skills, you will learn:

- How to work as part of team;
- Telephone and communication skills;
- Time management.

You will work towards a SVQ 2 - Customer Service

What Qualifications / Qualities are required?

Ideally we are looking for Highers, National 4 or 5 (or equivalent) including Maths and English.

We are also looking for someone with the following qualities:

- Excellent communication (written and verbal) and interpersonal skills;
- Great listening skills;
- Enthusiasm, motivation, positivity;
- The ability to work accurately, paying attention to detail while working in a busy environment;
- The ability to use initiative;
- Reliability.

Closing Date:

Wednesday 13 September



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: HR Business Support Administrator
Type: Modern Apprenticeship
Contract: Fixed Term – 14 months
Salary: £16,258 per annum (37 hours per week)
Employer: SRUC

SRUC, Kings Buildings, Edinburgh

SRUC is unique in Scotland and one of the largest organisations of its kind in Europe. Our ambitious and exciting vision is to work at local, national and international levels, leading innovation and sustainable development in agriculture and rural sectors. SRUC is a Research, Education and Consultancy organisation.

Work Environment:

You will be working in a brand new HR Business Support Team working alongside 5 team members. The role is office based.

The role will be very varied; it's a small but busy team, dealing with HR and Recruitment for around 1,300 employees. We deal with around 200 vacancies each year with an additional 200 direct recruits. The team will also support all HR activities, e.g., leavers, changes to contract, maternity and paternity, holidays as well as arranging interviews, gathering references and disclosure applications. In addition we will provide support to the Learning and Organisational Development area.

What might a day in this job look like?

In our team you will:

- Act as a point of contact for the HR Business Support Hub; ensuring customers receive a first class service with appropriate levels of confidentiality and security maintained at all times.
- Work collaboratively with HR Business Support Hub colleagues to support the delivery of wide-ranging administrative support.
- Provide general office support to the Hub and the wider HR Team e.g. filing, photocopying, booking rooms, arranging meetings etc.
- Accurately process and record information in accordance with key deadlines.
- Resolve enquiries from internal and external customers in a timely manner, personally addressing matters.

What will I learn?

You will be given full support and training when you join the team, gradually getting more and more responsibility for your daily work. You will learn teamwork, planning and organising your day, using your initiative to progress your work and at times having responsibility for several tasks at once. You will also learn problem solving as well as some analytical skills.

SVQ Level 2 / 3 in Business Administration

You will learn a lot about Human Resources so that hopefully by the end of your Modern Apprenticeship you would have a full understanding of the support work required to ensure the efficient functioning of the Human Resources Department.

What Qualifications / Qualities are required?

- We would expect that you have a National 5 qualification in English.
- You should have a high standard of numeracy; you will work with numerical calculations most days so you must be confident arithmetically.
- You must be reliable, and a degree of confidence is required, but what is really important is a willingness to learn and to contribute your very best to the team and organisation.
- A good working knowledge of Microsoft office is required.

Closing Date:

Wednesday 20 September.



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 (R027)

Contract: Permanent, Monday - Friday: 8.30am-5.30pm (with an hour for lunch)

Salary: £10,000 - £14,000 per annum

Employer:

A finance and recruitment company in Edinburgh city centre.

Work Environment:

You will be based in a small team supporting them with all aspects of administration. You will receive 28 days holiday per annum.

What might a day in this job look like?

Duties will include:

- meeting and greeting clients
- spending time on reception and answering the telephone
- sending and receiving emails
- general administration (including filing, photocopying, scanning)
- preparation of CVs
- data input using bespoke business software

What will I learn?

You will undertake an SVQ Level 3 Business and Administration. The job will also enable you learn about the finance and recruitment sector.

What Qualifications / Qualities are required?

Ideally we are looking for at least Higher English and possibly Administration or Business Management, however a good set of National 4 and 5 or equivalent will be considered.

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

Closing Date:

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

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

Job Title: Apprentice Retail Assistant – Modern Apprenticeship

Type: Modern Apprenticeship

Contract: Permanent

Salary: £3.50 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?

- Retail Level 2
- SVQ Level 2 in Retail Skills (SCQF 5)
- Level 2 Core Skills in Numeracy, ICT & 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 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.

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 22 September.

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: Apprentice Retail Assistant

Type: Modern Apprenticeship

Contract: Permanent

Salary: £3.50 per hour

Employer: New Look, Fort Kinnaird

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 (Fort Kinnaird) through a 12 months fixed term contract.

Your role will be based the New Look Fort Kinnaird Store where you will be providing excellent customer service. But selling to customers is only one part of the job.

What might a day in this job look like?

Your job will be based in the New Look store at Fort Kinnaird, 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?

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- SVQ Level 2 in Retail Skills (SCQF 5)
- Level 2 Core Skills in Numeracy, ICT & Communication (SCQF4)
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- 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.
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Closing Date:

Friday 22 September

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

Job Title: Accounts Assistant / Administrator – Modern Apprenticeship

Type: Modern Apprenticeship

Contract: Permanent

Salary: £13,500 per annum

Employer: TaxAssist Accountants

Work Environment:

An established Edinburgh-based accountants are looking for an Apprentice Accounts Assistant to join their team. The company 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.

learndirect 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.

What might a day in this job look like?

If you are a successful candidate for this vacancy, you will be expected to work effectively within the accounts team. Accountancy offers a varied career path and the following is just a sample of what your duties could include:

- Registering new customers for taxes, accurately setting up new clients on all software packages, and managing the process until completion.
- Contacting new clients to request information.
- Receiving records from customers and advising the Operations Director of records received.
- Issuing monthly newsletter to customers.
- Liaising with HMRC to ascertain client information and to support accountants and book-keepers.
- Filing Year- End Accounts with Companies House.
- Filing Corporation Tax Returns with HMRC.
- Monitoring the filing of payrolls
- Handling inbound calls and covering front of house duties.
- Passing messages on to other members of staff using the best method of communication.
- Ensuring appropriate supplies of stationery are available, and placing stationery and condiment orders

What will I learn?

The AAT Accounting Qualification will provide you with practical accounting and financial knowledge and skills, while also developing a grasp of business. Achieving the qualification will give you a firm grounding in accounting. It is made up of three levels and each one is a qualification in its own right.

The Level 2 Certificate in Accounting is the first level of the qualification and is suitable for people new to finance or looking to brush up on their foundation knowledge and skills. It covers a range of basic accounting practices and techniques, from costing and double-entry bookkeeping to computerised accounting.

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

All of your training will be provided by 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?

- A minimum of five National 4 (including Maths and English) or equivalent.
- Intermediate Excel skills.
- You should be highly organised, have good numeracy skills, be confident with IT, and have excellent communication skills and attention to detail.
- You will be a bright, enthusiastic individual keen to learn and progress, and 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:

Wednesday 20 September.

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: Client Services Administrator – Modern Apprenticeship

Type: Modern Apprenticeship

Contract: Permanent

Salary: £15,000

Employer:

Chiene + Tait Financial Planning Ltd

Work Environment:

When Chiene+Tait Financial Planning was established back in the 19th Century when our sister business Chiene+Tait Chartered Accountants was founded. The philosophy was simple: provide the best possible advice which remains the focus of everything we do today. Although we have a history of which we are proud of, our focus is firmly on the future.

We are looking for an Apprentice Client Services Administrator to join our team based in the City Centre of Edinburgh. Every member of the team shares the same commitment to doing the best for our clients, and through developing strong client relationships we deliver a high quality added value service.

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.

We welcome and encourage Apprenticeship 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.

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 service.

Business administration is a really varied area, so the following is just a sample of some of the things your duties could include:

- Preparing client packs and paperwork prior to meetings.
- Processing new business applications.
- Liaising with product providers to collate pension and investment information.
- Maintenance of client files and records on our system.
- Opening and distribution of mail.
- Saving documents onto our client management system.

What will I learn?

- Business Administration Level 3
- SVQ Level 3 in Business Administration
- 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 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

What Qualifications / Qualities are required?

- You should be highly organised, have confidence with IT, excellent communication skills and attention to detail.
- Ability to use and apply own initiative and be proactive
- Highly client focused
- Excellent communication skills, both written and oral
- Knowledge of Microsoft Office

National 5 English and Maths or equivalent is preferred, but not essential.

You will be a bright, enthusiastic individual keen to learn and progress, and 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:

Wednesday 13 September



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:

Friday 15 September 2017.



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

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

Employer:

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

Work Environment:

We are looking to develop talent through our Johnston Press Media Sales Apprenticeship diploma. You will be based at Orchard Brae House, Queensferry Road.

What might a day in this job look like?

The role consists of:

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

What will I Learn?

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

What Qualifications / Qualities are required?

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

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

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

Closing Date:

Monday 2 October.



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

Job Title: Modern Apprenticeships – Various Opportunities

Contract: Permanent

Salary: £17,242 per annum

Employer:

The Scottish Government is responsible for most of the issues of day-to-day concern to the people of Scotland, including health, education, justice, rural affairs, housing, transport and the environment.

Opportunities available:

- Administrative Officer – Office of Advocate General (Victoria Quay)
- Action Officer – Agriculture and Rural Economy Finance Team (Saughton House)
- Support Worker – Programme Management Office (Victoria Quay).

Full job specifications are available when you click Apply Now.

What might a day in this job look like?

The role of Modern Apprentice posts is to offer business administrative support and secretarial support under the supervision of and in support of a more senior officer. Duties usually call for the exercise of discretion and initiative whilst carrying out routine tasks and will often involve the use of IT based skills.

What will I learn?

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

What Qualifications / Qualities are required?

The recruitment of Modern Apprentices is a fair, open and merit based process with no age criteria (16+) and with permanence from the start of the apprenticeship. Applicants must be unemployed or contracted to work 16 hours or less a week.

No qualifications are required, however a National 4 and 5 in English and Maths or equivalent is desirable. We wish to attract high quality candidates who have the:

- potential to perform at this level
- ability and commitment to achieve all the outcomes of the apprenticeship including passing SVQ Level 2 in Business and Administration
- good written and communication skills including experience of using Microsoft Office
- the ability to work well as part of a team
- good organisational and time management skills
- accuracy and attention to detail
- good customer service skills
- respect for confidential information.

Closing Date:

Please see individual job adverts 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: Business Administrator - Modern Apprenticeship

Contract: Permanent

Salary: £12,000 per annum

Employer:

Belvoir is a residential letting agent.

Work Environment:

You will be based in our office on Dundas Street.

What might a day in this job look like?

Provide reception duties:

- Handle incoming telephone calls
- Meet and greet clients
- Make appointments and meeting room co-ordination and set-up.

General office administration, including but not limited to:

- Opening, closing and archiving files
- Filing
- Scanning and indexing documents
- Photocopying, mail collection and delivery to the Post Office.

What will I Learn?

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

What Qualifications / Qualities are required?

- Minimum of National 5 or equivalent in Maths and English
- Naturally helpful with an enthusiastic, can-do attitude
- Organised and able to prioritise
- Hardworking with a willingness to learn
- Able to work in a professional environment and handle confidential details
- Comfortable with face to face and telephone interaction
- IT literate using Microsoft Office (Word, Excel and Outlook)
- Able to work individually and as part of a team
- High level of attention to detail
- Strong communication skills, both written and verbal
- Good time keeping skills
- Smart appearance
- Good numerical skills
- Customer service
- Excellent time keeping
- Ability to problem solve and use your own initiative.

Closing Date: Saturday 30 September.



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: Parts Person - Modern Apprenticeship

Contract: Fixed Term - 3 Years

Salary: £4.10 per hour

Employer:

Allied Vehicles are an automotive employer based in the West Craigs Industrial Estate near Edinburgh Airport. With more than 20 years' experience in the trade, Allied Vehicles offer superb value on a range of garage services, designed to make looking after customer vehicles as easy as possible. We provide MOTs, servicing, parts and repairs to insurance, commercial and private customers alike. Whatever their needs, no job is too big or too small for our highly qualified vehicle specialists.

Work Environment:

Working alongside qualified Parts staff in our Edinburgh team, our Workshop is fully equipped to meet our customer needs. There is a small staff canteen to have your lunch and a snack van is located within the estate, serving hot and cold food, snacks and drinks.

What might a day in this job look like?

You will be supervised at all times on your jobs, so full support is always on hand. You will attend college for the first 2 years of the apprenticeship and then complete one final year in the Workshop, which will complete your qualification to be a fully Time-Served Parts Person.

As a Parts Apprentice you will be responsible for the following duties:

- To ensure that duties are carried out according to documented operational procedures
- On receiving Parts deliveries, informing the Parts staff of the delivery and assisting to check off deliveries to ensure correctness to order and specification
- Allocating Parts to correct bin locations
- Receipting Parts onto computer
- Assisting van drivers to load Parts delivery vans
- Completing returns notes for Parts to be returned to suppliers
- Making up kits for Parts sales
- Ensure that the department is kept clean, tidy and safe
- To answer phones and serve at the back counter
- To deal with the Technical enquiries and if unsure to ask for assistance from a qualified Parts Person
- Ensure that all Parts are charged out correctly against relevant account with correct quantities and discount
- To carry out any other duty that is consistent with this job description.

What will I Learn?

- Level 3 Vocational Award in Motor Vehicle Parts Person
- Soft Skills (eg communication, teamwork, problem solving etc).

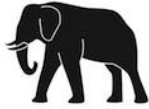
There is a lot of theory to learn at college, so you must be able to retain new information, with the ability to transfer this learning into the live environment e.g. this might be learning about braking systems on a vehicle and then working on jobs specifically to do with vehicle brakes on return from college, to apply your new learning. This will also involve writing up 'stories' on job cards for the jobs, so your attention to detail must be of a high quality.... both on the cars and on customer job cards.

What Qualifications / Qualities are required?

- National 4 / 5 English and Maths is required as a minimum.
- We are looking for applicants who are positive, reliable and enthusiastic.
- A driving licence is desirable but not essential.

Closing Date:

Sunday 10 September.



Stewart Investors



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: One year

Salary: Competitive

Employer:

Stewart Investors is a division of First State Investments which forms part of the Commonwealth Bank of Australia Group. The Stewart Investors' team manages assets of £23.5 billion and invests in a range of strategies. Clients include corporate and public pension schemes, government authorities, financial intermediaries and charitable foundations.

Work Environment:

This is an exciting new opportunity for a high school or university graduate to work within Stewart Investors' Client Communications and Reporting team. You will spend time within Investment Writing, DeskTop Publishing, Digital, Presentations, Client Questionnaires, Request for Proposals, Projects and Change and Client Reporting.

What might a day in this job look like?

You will be responsible for collaborating with the team to provide a quality service to the end clients.

Key role responsibilities/tasks include:

- Support the Digital Manager in the following tasks for Stewart Investors, ScotGems and Pacific Assets Trust websites:
 - Website maintenance: this will involve updating our CMS with copy changes, adding new pages to our websites and putting content through the appropriate sign off process
 - Generate Google Analytics for all 3 websites on a monthly and quarterly basis and recommend possible changes
 - Monitor our Social Media Channels, notably the Stewart Investors LinkedIn Account
 - Support the Digital Manager in the delivery of the Digital RoadMap
 - Upload relevant documentation and webcasts/videos to websites when appropriate.
- Support the Marketing Communications Associate in the production of the Quarterly Investment Reports and assist in the proof checking of these
- Maintenance of our image library
- Brand review globally - being the brand police and checking all collateral produced outside of Marketing is on brand and representing the business correctly
- Admin work:
 - Minutes for meetings
 - Collating agendas
 - Arranging and booking meetings
 - Supporting the Team to pull together and collate statistics for our quarterly updates to our global stakeholders
 - In particular collection and presentation of analytics from Echo
 - Support the wider Team in proof reading and second checking on all client communications (website copy, presentations, request for proposals, reports and commentary)
 - Support the Team on the delivery of the St Andrews and Sustainable Funds Groups Communications Plan.

What will I learn?

This role will be part of the Modern Apprenticeship Programme, and together with QA as our training provider, the successful candidate and the team will come up with an individual learning plan, which will consist of 92% on the job learning and 8% classroom learning.

At the end of the programme, you will have:

- achieved an SCQF6 Diploma in Digital Marketing (equivalent to working at Advanced Higher/HNC Level)
- gained a good understanding and experience working within the client communications and client reporting teams of a well-established and successful Edinburgh investment firm.

What Qualifications / Qualities are required?

- A minimum of 5 National 5s including English and Maths
- Enthusiasm to grow and develop personal skills and competencies within the digital marketing functions - as well as an interest in learning about investment markets and the fund management industry
- Strong interpersonal skills, ability to communicate effectively both orally and in written form in order to build strong working relationships with internal colleagues and external media
- Positive "can-do" attitude, and the will to make an active contribution to the development of the team.
- Organised, diligent, and delivery focused.

Closing Date:

Friday 8 September.



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: Print Finisher - Post-press - Modern Apprenticeship

Contract: After a successful probationary period of 3 months, you will begin a 2-3 year apprenticeship leading on to a permanent position.

Salary: £4.00 per hour (plus the opportunity to work overtime)

Employer:

Allander Print Limited is Edinburgh's largest printing company and has done work for well-known businesses like Standard Life and Edinburgh Airport. Allander operate using the most advanced equipment offering a fast turnaround service 24 hours per day.

Work Environment:

Based at Telferton Industrial Estate in Edinburgh, you will work as part of a diverse team in the bindery department. You will work 36 hours per week, 8:00am – 4:00pm, Monday – Thursday and 8:00am – 2:30pm on Friday. 35 days' annual leave including statutory holidays.

What might a day in this job look like?

A print finisher will turn printed paper into finished products such as books, brochures and leaflets. Allander produces a wide range of high quality print products like these.

Your tasks would include:

- assessing and carrying out various tasks on guillotines and folding and binding machines
- providing ad-hoc assistance and support to clients and colleagues to achieve the goals of the company
- undertaking in-house training so that you can progress to more specific tasks – so stick in there!

If you are a creative person looking for the chance to learn new skills in the printing industry area, then apply today!

What will I learn?

- You will learn more about the printing industry and have the opportunity to gain a qualification in print finishing
- An opportunity to complete an accredited SVQ Level 3 programme supported by Graphic Enterprise Scotland
- Training in operating Polar Programmable Guillotines, Stahl Folders and other ancillary and binding equipment – we'll explain what these are when you start
- Personal development and growth within the company
- Enhance your soft skills, e.g. communication, teamwork and problem solving.

What Qualifications / Qualities are required?

We are looking for someone who is interested in the printing industry and who is keen to learn new skills.

Ideally we are looking for these qualities in our new apprentice and we hope it's you:

- You must have or expect to gain 4 subjects at National 4/5 or equivalent including Maths and English
- Excellent organisational and communication skills (written and oral)
- Punctual and reliable – we want someone who will turn up on time and work hard
- The ability to listen and follow instructions.
- Attention to detail
- Positive attitude, conscientious and ability to prioritise workload to achieve company goals

- Enthusiastic, an enquiring mind and use your initiative
- Get on with people.

Closing Date:

The job will be closed when a satisfactory level of suitable applications has been received.



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 Stage 3

Contract: 30 hours per week - up to 26 weeks – starting Tuesday 19 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:

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: Social Care and Childcare – 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.

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. The programme starts on Thursday 14 September.

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:

Thursday 7 September.



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 employers in Edinburgh. We are currently looking for staff for the following locations:

- Lanark Road Nursery
- Little Learners Nursery, Lasswade Road.

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.



Nolan Joinery & Building

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: Apprentice Joiner

Contract: Fixed Term – 12 months with 5 month probationary period

Salary: £4.10 - £9.10 per hour, depending on experience and year in college

Employer:

Nolan Joinery & Building Ltd is a small but growing joinery and renovations business in Edinburgh. I am a qualified joiner with 20 years' experience in all aspects of joinery renovation, conversions and building work.

Work Environment:

The suitable candidate will work alongside me on a day to day basis, as well as with other sub-contracted trades on a regular basis.

What might a day in this job look like?

Duties will include:

Assisting: The main duty of the apprentice joiner is to help the main joiner or other trades with the menial tasks, such as removing debris from construction areas or retrieving tools. The apprentice joiner will spend a lot of time watching and listening to the qualified joiners so he can learn as much about this skilled trade as possible. Sweeping up construction areas, laying out tools, refilling work pouches and other basic construction tasks are just part of the learning process.

Learning: Many parts of the construction process are broken down into different areas of construction, from the foundation where concrete, sand and gravel are being installed to framing the building, roofing the building, installing windows, skirting, architrave and doors and performing interior and exterior construction. The apprentice joiner will be shown how to perform multiple construction tasks so they can learn every aspect of carpentry. Watching, asking questions and hands-on application are all part of the learning process.

Tools: A lot of different tools are used for construction. Part of the job of an apprentice joiner is to know how to use every type of construction tool. Construction requires the use of more than just a hammer and nails. Tape measures, squares, levels and power-operated tools are used during construction. The apprentice joiner will be taught how to use each tool. Using different saws is also part of the job description; skill saws, miter saws, jigsaws and some specialty saws are required during construction, and the apprentice joiner will learn how each saw operates and use the saws to complete different work assignments when ready to do so.

What will I learn?

- SVQ Level as identified by the attending college in Carpentry and Joinery
- How to deal with customers, using your own initiative, prioritisation and much more.

What Qualifications / Qualities are required?

- The applicant will be expected to be starting or already attending a CITB Carpentry & Joinery course at a relevant college over the standard four year period
- We are looking for someone who is positive, enthusiastic, hard working and most of all reliable.

Closing Date: Friday 8 September.



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: £3.50 per hour

Employer:

Steak on Stones provides the ultimate shared-dining experience, as you cook succulent cuts of premium quality steak on hot lava stones. We endorse the idea of fun and interactive meal times and encourage our customers to revel in a vibrant atmosphere, whilst tucking into delicious food!

Work Environment:

You will be working in a busy restaurant in the heart of Edinburgh.

What might a day in this job look like?

You will undertake food preparation work and basic cooking under the supervision of a chef de partie or section chef, rotating through sections such as sauce, vegetables, fish and butchery roughly every six months.

This is your big chance to learn all there is to know about your trade, but the standard and style of cooking you do will be determined by your commitment and the type of hotel or restaurant you apply to work in.

If you are the successful candidate for this vacancy, you will be expected to provide exceptional customer service.

Key responsibilities:

- Maintaining high standards of hygiene
- Preparing the ingredients for a more senior chef
- Measuring dish ingredients and portion sizes accurately
- Dealing with deliveries and stock rotation.

What will I Learn?

You will complete a Level 2 Modern Apprenticeship in Hospitality. This will include:

- Level 2 SVQ in Food Production
- ICT (SCQF3)
- Communication (SCQF3)
- Working with others (SCQF4)
- Problem Solving (SCQF4)
- Health and Safety at Work certificate and Food Hygiene Certificate (excl front office and housekeeping)
- Employment Rights and Responsibilities Workbook.

What Qualifications / Qualities are required?

- National 4 or equivalent in Maths and English required.
- You will need to be an enthusiastic and eager individual to pursue a career in the hospitality industry. The role is varied, so you must be willing to carry out various duties, with a smart and presentable 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 8 September.

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: Hospitality Assistant - Modern Apprenticeship

Contract: Permanent

Salary: £7,371 - 10,192 per annum

Employer:

The Little Bakery offers a delicious range of home-baked cakes and goodies, breakfasts, afternoon teas and quality coffee.

Work Environment:

You will be working in a beautiful, family run bakery in South Queensferry.

What might a day in this job look like?

Some of your everyday tasks may include:

- Preparing hot and cold drinks
- Preparing freshly baked products for customers
- Handling cash
- General waiting duties
- Ensuring the restaurant is clean and tidy at all times.

This is just a selection of some of the duties you might be undertaking.

What will I Learn?

You will complete a Level 2 Modern Apprenticeship in Hospitality. This will include:

- SVQ Level 2 in Food and Beverage
- ICT (SCQF3)
- Communication (SCQF3)
- Working with others (SCQF4)
- Problem Solving (SCQF4)
- Health and Safety at Work certificate and Food Hygiene Certificate (excl front office and housekeeping)
- Employment Rights and Responsibilities Workbook.

What Qualifications / Qualities are required?

- National 4 or equivalent in Maths and English required.
- You will have excellent communication skills and confidence to speak with people face to face, and be highly organised.
- You will need to be an enthusiastic and eager individual to pursue a career in the hospitality industry. The role is varied, so you must be willing to carry out various duties, with a smart and presentable appearance. As you might be handling cash, being of a trustworthy and honest character is a high priority.
- 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 8 September.

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: Apprentice Electrical Design Engineer

Contract: Permanent (depending on a successful 3 month probationary period)

Salary: Up to £11,000 per annum depending on qualifications and previous experience.

Employer:

Blackwood Partnership is a consultancy engineering company. We offer building and engineering services primarily within the construction sector of the industry. We get involved in a wide variety of projects ranging from shopping centres to data centres, schools, factories and museums. Our website gives a larger flavour of the range and some photographs of projects we've completed. We are an equal opportunities employer.

Work Environment:

Based at our Atholl Place office, you will work as part of a small team to ensure the provision of an efficient and quality service to all our clients.

What might a day in this job look like?

You will initially be involved with:

- Preparing plans and details using AutoCAD and building information modelling software
- Use Amtech software for electrical calculation and analysis
- Use Dialux lighting design software
- Assist with contract administration
- Attend design team meetings
- Carry out site inspections
- Work as an engineer's assistant.

As you gain experience, you will assist in the design of electrical systems such as:

- Electrical Distribution
- Fire Alarms
- Lighting/ Emergency Lighting
- Security/ CCTV
- Data/Comms Infrastructure.

What will I Learn?

- You will undertake a supervised programme of training and college/ university day release to obtain a suitable qualification in either Electrical Engineering or Building Services Engineering. The level of qualification studied can range from HNC to Degree level and will depend upon your existing qualifications. This would be funded by Blackwood Partnership.
- Personal career development - depending on your ability and interest, there is an opportunity to further your education and obtain a Masters Degree.
- Industry related qualifications and training.
- Soft skills such as communication, teamwork and problem solving.

What Qualifications / Qualities are required?

Blackwood Partnership is looking for a motivated individual with a genuine interest in a career in engineering.

Ideally you will have the following:

- a minimum of National 5 Maths, English and Physics. Highers would be advantageous
- a good knowledge of both Microsoft Office Excel and Word
- excellent communication skills
- ability to demonstrate attention to detail
- a willingness to help clients and colleagues to achieve the goals of the company
- an enquiring mind – yes, it is okay to ask questions!

Closing Date:

This job will close when a suitable candidate 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 Metal Polisher and General Workshop Assistant
Contract: Permanent after trial period. 4 days per week 9am – 5pm to start with.
Salary: National Minimum Wage

Employer:

Berland's is a lamp and chandelier repair and restoration service established in 1987. They restore antique lighting, mainly late Victorian and Edwardian and up to the 1940s. They also repair and restore antique church brass ware and other interesting articles. The service is used by public and trade.

Work Environment:

Working in a small team you will mostly be based in our industrial workshop in the west of the city. The work can sometimes be a little dirty or dusty but we supply you with the protective equipment as required for the job. Please have a look at our website to see examples of what we do www.berlands.co.uk.

What might a day in this job look like?

Every day is different, but your tasks will include:

- machine polishing brass, bronze, copper, aluminium and iron articles – from screw heads to door knobs and window hardware to chandeliers and table lamps!
- using machinery such as the lathe, milling pillar drill, shot blaster, industrial polishing machine
- assisting with cleaning and re-pinning chandelier drops and repairing crystal strands
- converting vases to lamps and repairing and wiring table lamps
- wood turning for lamp bases and ceiling plates
- preparing articles for restoration and of course ... sweeping up!!

What will I Learn?

- You will learn about metal polishing, general restoration and basic electrical work.
- We will instruct you on health and safety and safe working practices.
- It is sometimes hard work, can be dirty but is very rewarding when you look at what you have achieved.

What Qualifications / Qualities are required?

- Qualifications are not important – the main qualities we are looking for is a willingness to work, enjoy learning new skills and follow instructions.
- Some experience of metalwork or practical tasks would be an advantage but not essential.
- You must have good communication skills, be eligible to work in the UK and have a National Insurance number.
- We are looking for someone who knows how to pay attention to the smallest details and will keep trying to make the very best of a task.
- If you enjoy practical tasks such as wood or metal work then this may be the job for you.

Please write full answers to the questions in the application form. We would like you to tell us why you want this job and why you think you will do well.

Closing Date:

The job will close when a suitable candidate has been found. A one day paid work trial will be offered if you are successful at the first stage of the interview process.



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 and Social Media Assistant – Modern Apprenticeship (QA12301)

Contract: 14 months

Salary: £15,421 per annum

Employer:

Edinburgh Imaging is a partnership between the University of Edinburgh and NHS Lothian, providing research imaging and clinical diagnostic scanning including Magnetic Resonance Imaging (MRI) and Positron Emission Tomography/Computed Tomography (PET/CT). For more information have a look at our website - <http://www.ed.ac.uk/clinical-sciences/edinburgh-imaging/about>

Work Environment:

This is an exciting opportunity to join the Edinburgh Imaging Information Technology Team based over three sites at Little France and the Western General Hospital. There will be a lead line manager throughout the placement.

What would a day in this job look like?

The daily tasks will include:

- management of email communication lists
- updating social media e.g. Facebook, Twitter, etc.
- photo editing
- Edinburgh Imaging Web page editing.

What will I Learn?

You will work towards an SCQF Level 6 in Digital Marketing, with potential progression to Level 8.

Classroom training will include:

- Adobe Photoshop
- CF6
- Video Editing
- SEO
- Web Design
- Social Media
- Email Marketing.

The successful applicant will gain experience of:

- working with a broad range of clinical academic and support staff across the Edinburgh Imaging sites, increasing communication confidence and interpersonal skills electronically, by telephone and face to face interaction
- working accurately and methodically with due attention to detail
- gaining confidence working within a team environment, and developing problem solving and customer service skills
- creating documents and updating webpages to be used by Edinburgh Imaging colleagues and accessed globally
- industry related training / qualifications.

What Qualifications / Qualities are required?

Five National 5s including Maths and English would be preferred.

We are looking for someone with drive and enthusiasm. Our ideal candidate is someone with a genuine interest in Digital Marketing who will commit to the role and completing the Modern Apprenticeship.

Closing Date:

The job will be closed when a satisfactory level of suitable applications have been received.

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: Activation Assistant – Employability Fund - Modern Apprenticeship

Contract: 6 week work placement - successful applicants will progress to Modern Apprenticeship.

Salary:

Employability Fund Training Allowance of £55 per week (plus travel expenses) during 6 week work placement and then £10,000 per annum.

Employer:

Amplifi is the media investment arm of Dentsu Aegis Network. The core objective of Amplifi is to deliver efficient trading along with strategic and innovative media solutions, whilst embracing the changing world of media.

Work Environment:

You will be based in our Edinburgh office at Raeburn House, 32 York Place.

What might a day in this job look like?

Your main tasks will be to:

- develop a strong understanding of all relevant systems, tools, terminology and processes
- ensure all documentation for invoicing and reconciliation is completed within the time frames outlined and with 100% accuracy
- show that you can manage and interpret large volumes of data, and translate this into accurate and insightful reporting on the performance of digital display campaigns
- develop market knowledge by building relationships with key media owners
- develop internal relationships to ensure good working practices between teams.

What will I learn?

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

You will also develop your soft skills including communication, team working and organisational skills.

What Qualifications / Qualities are required?

We are looking for someone who is:

- friendly and has a positive attitude
- quick and keen to learn
- good with numbers
- detail orientated
- able to work independently and within a flexible team
- good at time management and multi-tasking
- able to work under pressure
- able to develop and keep strong working relationships.

Closing Date:

We will continue to accept applications until a suitable candidate 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 Assistant – Modern Apprenticeship (QA12314) – 2 posts

Contract: 12 – 24 months

Salary: £15,379 per annum

Employer:

One of Scotland's premier law firms is looking for a hardworking and enthusiastic individual to work alongside their Legal PAs to provide the fee earners with the support they need to perform their role of providing legal services to clients.

Work Environment:

You will be based in the Edinburgh office.

What might a day in this job look like?

- Scan and file client correspondence and documents to iManage
- Printing
- Photocopying
- Records management: - Recall records from storage, prepare files for storage, send documents to storage
- Record details on LawSoft
- Manage filing cabinet space
- Save incoming emails from fee earners' inboxes if requested
- Record CPD data
- Prepare bibles and bundles
- Carry out library loose-leaf filing.

What will I Learn?

- SVQ Level 3 in Business and Administration
- Microsoft Office Specialist (MOS)
- One optional day from the QA Professional Development catalogue
- Core Skills Level 2.

What Qualifications / Qualities are required?

- Five National 5s including Maths and English is preferred
- Ability to work on own initiative and in a proactive manner
- Excellent administration skills
- High level attention to detail
- Prioritise tasks and meet deadlines
- Knowledge of Microsoft Word and Excel
- Team player
- Present a professional image and demonstrates Excellent customer service skills.

Closing Date:

The job will be closed when a satisfactory level of suitable applications have been received.



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 (QA12348)

Contract: 12 – 24 months

Salary: £15,300 per annum

Employer:

This company has fast become one of the most successful personal injury solicitors in Scotland.

Work Environment:

The company is currently seeking an ambitious individual to work with an exceptional team of highly qualified solicitors in their Edinburgh office.

What might a day in this job look like?

The Apprentice is responsible for providing administrative and clerical services to ensure effective storage and retrieval of filed materials.

The main duties of the role are as follows:

- dealing with all incoming and outgoing mail
- carrying out all filing duties within the office
- setting up new claims for our first response team
- court running duties
- answering the telephone
- deputising for receptionist when absent
- other ad hoc duties.

What will I Learn?

- SVQ Level 3 in Business and Administration
- Microsoft Office Specialist (MOS)
- One optional day from the QA Professional Development catalogue
- Core Skills Level 2.

Upon completion of their Modern Apprenticeships, previous Apprentices have gone onto work within other areas of this business and develop their career further in areas such as finance.

What Qualifications / Qualities are required?

- A minimum of National 5s is desirable and should include Maths and English
- Good organisation skills and willing to learn
- Ability to work as part of a team
- Strong work ethic and ambition to thrive within the business
- High attention to detail with problem solving skills.

Closing Date:

The job will be closed when a satisfactory level of suitable applications have been received.



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: Information Technology Assistant – Modern Apprenticeship (QA12300)

Contract: 14 months

Salary: £15,421 per annum

Employer:

Edinburgh Imaging is a partnership between the University of Edinburgh and NHS Lothian, providing research imaging and clinical diagnostic scanning including Magnetic Resonance Imaging (MRI) and Positron Emission Tomography/Computed Tomography (PET/CT). Have a look on our website for more information - <http://www.ed.ac.uk/clinical-sciences/edinburgh-imaging/about>

Work Environment:

This is an exciting opportunity to join the Edinburgh Imaging Information Technology Team based over three sites at Little France and the Western General Hospital. The daily working hours will be 9.00am – 5.30pm, Monday – Friday.

What might a day in this job look like?

Your daily tasks would include:

- providing first line IT support
- dealing with user database enquiries
- dealing with basic troubleshooting PC Hardware and software issues
- logging and updating requests for data access
- helping with Edinburgh Imaging IT and image analysis projects
- helping with data anonymisation.

What will I Learn?

You will work towards an SCQF Level 6, with potential progression to Level 8, Diploma for Information Technology and Telecommunication Professional.

Classroom training includes:

- Microsoft Certified Professional (MCP) in Windows 7/8 Configuration
- Interconnecting Cisco Networking Devices Part 1

You will also benefit from:

- working with a broad range of clinical academic and support staff across the Edinburgh Imaging sites, increasing communication confidence and interpersonal skills electronically, by telephone and face to face interaction
- working accurately and methodically with due attention to detail
- gaining confidence working within a team environment, and develop problem solving and customer service skills
- industry related training / qualifications.

What Qualifications / Qualities are required?

- National 5 or above in English and Maths required.
- We are looking for an individual who is proactive, friendly, flexible and understands the importance of team work.
- A working understanding of IT packages or similar e.g. Excel, Microsoft packages.

- An interest in Information Technology including security procedures.
- Excellent ability to think logically and pass on information in a clear concise manner, written and verbally.
- A willingness to learn and develop new skills.
- A professional and sensitive approach to dealing with confidential documents.
- A willingness to participate in a Modern Apprentice programme.
- Previous office experience is desirable but not essential.

Closing Date:

The job will be closed when a satisfactory level of suitable applications have been received.

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: Electrical Design Engineer – Modern Apprenticeship

Contract: 4 years / Permanent (depending on a successful 3 month probationary period)

Salary: £11,255 per annum

Employer:

RSP Consulting Engineers LLP is a consultancy engineering company. We offer building and engineering services primarily within the construction sector of the industry. We get involved in a wide variety of projects ranging from commercial developments (offices) to data centres, schools, universities etc. Please refer to our website www.rsp.net for further information on our sectors with some images of our recent project work. RSP Consulting Engineers LLP is an equal opportunities employer.

Work Environment:

Based at our Newbridge office, you will work as part of a small team to develop your skills in electrical engineering providing support to engineers, senior engineers and associates to provide efficient and quality service to all our clients.

You will initially be involved with:

- preparing plans and details using AutoCAD and Revit software
- basic understandings of the IET Wiring Regulations
- use Amtech software for electrical calculation
- use Dialux lighting design software
- assist with contract administration
- attend design team meetings
- attend and assist with site inspections and reporting
- work as an engineer's assistant.

As you gain experience, you will assist in the design of electrical systems such as:

- Electrical Infrastructure
- Electrical Distribution and final circuit design
- Fire Alarms and Life safety systems
- Lighting/ Emergency Lighting
- Security/ CCTV
- Data/Communications Infrastructure.

What will I learn?

- You will undertake a supervised programme of training and college/university day release to obtain a suitable qualification in either Electrical Engineering or Building Services Engineering. The level of qualification studied can range from HNC to Degree level and will depend upon your existing qualifications. This will be funded by RSP Consulting Engineers LLP.
- Personal career development - depending on your ability and interest, there is an opportunity to further your education and obtain a Masters Degree.
- Industry related qualifications and training.
- Soft skills such as communication, teamwork and problem solving.

What Qualifications / Qualities are required?

RSP Consulting Engineers LLP is looking for a motivated individual with a genuine interest in a career in engineering. Ideally you will have the following:

- A minimum of National 5 Maths, English and Physics. Intermediate 2 or Highers would be advantageous.
- A good knowledge of both Microsoft Office Excel and Word.
- Excellent communication skills.
- Ability to demonstrate attention to detail.
- A willingness to help clients and colleagues to achieve the goals of the company.

Closing Date:

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



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

Job Title: Business Administrator – Modern Apprenticeship

Contract: Permanent

Salary: £16,000 per annum

Employer:

A vehicle repair garage in Edinburgh City Centre.

Work Environment:

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

What might a day in this job look like?

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

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

What will I Learn?

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

What Qualifications / Qualities are required?

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

Closing Date:

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



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

Job Title: Business Administrator - Modern Apprenticeship

Contract: 12 month Fixed Term Contract (covering maternity leave)

Salary: £6.00 - £6.45 per hour

Employer:

Ladywell Medical Centre East is a large and rapidly expanding GP surgery in the Corstorphine area of Edinburgh.

Work Environment:

This is an exciting opportunity for a recent school leaver to join an extremely busy GP practice in Edinburgh. 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 several IT systems. Working hours will be 30 hours per week, Monday – Friday, 12.30 pm – 6.30 pm.

What might a day in this job look like?

The role of the department is to provide general medical services to the patient population. The front reception area is often the first contact patients and visitors have with the practice and therefore reflects the whole culture of the practice. Back reception and back office assists with the management of administration tasks and contributes to the day to day and long term running of the practice.

Your role would be to provide support to the reception, admin team and surgery whilst continuing your external and internal training. Your tasks will include:

- assisting in providing reception cover both face-to-face and via the telephone and/or passing on relevant information to GPs, nurses, manager, fellow colleagues and other agencies where appropriate, enabling an effective and efficient service to be provided
- using all relevant computer systems as necessary to carry out tasks allocated
- making new appointments and follow up appointments on the computer for all surgeries and clinics to optimise service to the patients
- prescriptions: collating, filing and organising those to be sent to pharmacies
- ensuring all messages and requests are accurately recorded and passed in good time to the relevant person
- assisting in opening and organising incoming mail and faxes. Photocopying and printing of patient notes as required
- keeping paper and computerised patient records updated with changes to names and or addresses. File paper medical records after use, ensuring they are filed in the appropriate order
- general administrative duties within competencies
- assisting in setting up rooms for meetings
- carrying out any other duties, within competencies, delegated by the Practice Manager or Assistant Practice Manager appropriate to the post and as skills develop
- attending staff meetings and Protected Learning Time afternoons
- reporting any opportunities to improve administrative systems or procedures to the Reception Supervisor.

What will I Learn?

You will undertake an SVQ Level 3 Business and Administration and have the opportunity to improve your IT skills through the use of Microsoft IT Academy.

Through continuous self-development you will also improve your communication skills, ability to manage timescales and prioritise your workload.

What Qualifications / Qualities are required?

Ideally, we are looking for National 5s including Maths and English, although National 4s may be accepted.

We are also looking for the following attributes:

- Someone who knows that first impressions are extremely important and who is friendly and approachable.
- Someone with excellent attention to detail and accuracy as this is important when processing patient data and other information.
- Ability to work productively and effectively with all members of the healthcare team in a busy and demanding office environment.
- Ability to work independently as required.
- Ability to multi-task and work under pressure to meet deadlines.
- Organised whilst undertaking routine tasks with the ability to respond quickly to changing priorities.
- Quick thinking with the ability to make decisions and solve problems.
- Approachable and sympathetic with colleagues and patients alike.
- Excellent communication and interpersonal skills.
- Use of tact, discretion and respect when dealing with confidential and/or sensitive issues.
- A flexible approach to duties and working hours to ensure the needs of the Practice are met.

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: Hospitality – Employability Fund

Contract: 8 week Work Placement. Successful applicants can secure a job and progress to a Modern Apprenticeship in Hospitality

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

Employer:

Roxburghe Hotel, Edinburgh.

Work Environment:

Working in a busy hospitality environment, you will be required to juggle multiple tasks as you learn the basics of the various departments.

What might a day in this job look like?

You will have a chance to work in a range of departments including 2 weeks in each of the following departments: Housekeeping, Reception, Leisure and Spa, and Breakfast Service. In each department you will be provided with an explanation of the daily routine and tasks, and your duties will be agreed with the department manager. Work experience hours will be between 7am and 6pm depending on the department, although you will work no more than 27 hours per week.

What will I learn?

You will learn how to be an effective member of the team working in a busy hospitality environment. You will gain experience in Reception duties, Leisure & Spa, Housekeeping and Breakfast Service, and will receive instructions from the managers in each of these departments on the different tasks and routines in these departments.

You will work towards a Certificate of Work Readiness (CWR). On successful completion of the programme, candidates will be invited to interview with the employer. Successful candidates, following interview, can progress to an SVQ Level 2 in Hospitality.

What Qualifications / Qualities are required?

This employer is looking for someone who is reliable, enthusiastic, friendly and polite. If you are looking to start a career in hospitality this is a great first step.

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: Administration & Marketing Assistant – Employability Fund

Contract: 12 week work placement after which successful applicants may secure a job and progress towards a Modern Apprenticeship in Business Administration.

Salary: Training allowance of £55 per week. Travel expenses for the duration of the work placement may be available.

Employer:

Direct Partners is a Training Provider supporting youth employment through modern apprenticeships and pre employment programmes.

Work Environment:

Based in a friendly office environment in the West End, you will work as part of a small team providing assistance in administration and marketing tasks.

What might a day in this job look like?

Duties will include:

- answering phones, taking messages and directing calls
- phoning contacts to update their contact details
- updating, expanding and organising databases on Excel
- help with creating content for the company's social media sites
- help with updating the company's website
- assistance with printing documents as required.

What will I learn?

You will learn how to be an effective member of the team working in an office environment.

You will work towards a Certificate of Work Readiness (CWR). On successful completion of the programme, candidates may progress to a job in an administrative environment. Successful candidates, following interview, can then progress to an SVQ3 in Business Administration.

What Qualifications / Qualities are required?

The employer is looking for someone who is organised and methodical as well as enthusiastic, friendly and polite.

We are looking for a confident individual who feels comfortable using the telephone to deal with inbound and outbound enquiries. This is a large part of the job, so a good telephone manner is essential.

Closing Date:

We will continue to accept applications until a suitable candidate 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: 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.

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:** Soft Play Assistant - Employability Fund
- Contract:** 8 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 the Royal Commonwealth Pool. Your aim is to help 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 tasks such as assisting with the organising of games and activities, helping to prepare snack and supervising children,

What might a day in this job look like?

This is fast moving and varied environment. You may be expected to:

- offer a warm welcome to all children and visitors
- assist your team in the planning, set up and delivery of activities/parties
- supervise the soft play area
- clean tables and chairs, and assist with the cleaning roster.

What will I learn?

- You will learn how to be an effective member of the team working in a soft play centre.
- You will undertake training with the employer to cover Fire Awareness, Data Protection and Health & Safety.
- You will work towards a Certificate of Work Readiness (CWR) during your 8 week placement.
- On successful completion of programme, candidates will be invited to interview with employer. Successful candidates, following interview, can progress to an SVQ Level 2 in Playwork.

What Qualifications / Qualities are required?

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

Closing Date:

We will continue to accept applications for this opportunity until 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: 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.

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.

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.

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: Trainee Legal Secretary – Modern Apprenticeship (QA12170)

Contract: 12 – 24 months

Salary: £10,000 per annum

Employer:

A well established solicitors firm in Edinburgh is looking to add another apprentice to their team.

Work Environment:

Working within a team of legal secretaries, your role as a Trainee Legal Secretarial Apprentice will be to support them and the wider team in all administrative tasks.

What might a day in this job look like?

Your daily tasks will include:

- answering calls, dealing with any enquiries regarding properties for sale and taking detailed messages
- typing up daily correspondence and preparing documents
- typing up legal documents using in-house templates
- audio typing
- learning about conveyancing - residential property purchases and sales to provide general assistance to the fee earners within the firm
- general administration including the opening and closing of files
- assisting with diary management for partners when required.

What will I learn?

- SVQ Level 3 in Business and Administration
- Microsoft Office Specialist (MOS)
- One optional day from the QA Professional Development catalogue.

What Qualifications / Qualities are required?

You must have or expect to gain 5 National 5s or equivalent and/or Highers, including Maths and English.

Closing Date:

The job will be closed when a satisfactory level of suitable applications have been received.



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

Job Title: Software Development Apprentice – Modern Apprenticeship (QA12176)

Contract: 12 – 24 months

Salary: £10, 000 per annum

Employer:

An award winning, Ofsted outstanding apprenticeship from QA - 94% go onto full-time jobs.

Work Environment:

You will be working in an office environment in Edinburgh.

What might a day in this job look like?

Working as an Apprentice Software Developer, you will be heavily involved in creating bespoke websites and applications for a large client base. Working directly with clients, you will identify and build software solutions to match their requirements, this could involve:

- building a website
- developing a module
- extending existing functionality
- integrating with third party services.

What will I learn?

You will work towards an SCQF Level 6 (with progression to Level 8) Diploma for Information Technology and Telecommunication Professional.

What Qualifications / Qualities are required?

You must have or expect to gain 5 National 5s or equivalent and/or Highers, including Maths and English.

We are also looking for someone who can adapt and work under pressure. This is a very active and interactive role where you will have the opportunity to really stand out, get your ideas across and showcase your skills to allow you to grow your career within the company.

Closing Date:

The job will be closed when a satisfactory level of suitable applications have been received.



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 (R045) – 4 posts

Contract: Permanent

Salary: £14,500 per annum

Employer:

Veterinary Practice – Corstorphine, Newcraighall, Musselburgh and Bonnyrigg.

Work Environment:

You will be based in a small team supporting them with all aspects of administration. You will work full time 5 days over 7 and will receive 28 days' holiday.

What might a day in this job look like?

Duties will include:

- support the Partner and surgery team with the day to day organisation of the reception function with emphasis on providing a professional service to clients and their pets.
- manage and deal with appointment bookings in a professional and efficient manner using the in-practice database system, receive clients and their animals for appointments, being sensitive to their needs and promoting a professional image at all times.
- maintain product knowledge and be able to advise where necessary, comply with Health and Safety Regulations and local policy within the surgery, work with other members of the team to ensure that the reception and other areas of the practice are kept to a high standard of cleanliness and are presentable at all times.
- work with the in-house system producing reports as requested, bereavement handling, show awareness of financial controls within the practice, adhere to and be able to locate all local policies and procedures.
- provide high quality customer services that meet the needs of internal and external clients, being an effective team player, communication, clear planning, commitment and motivation to achieve personal goals, professional confidence, planning and organising, and decision making.

What will I Learn?

You will undertake an SVQ Level 3 in Business and Administration. You will also be given access to Microsoft IT Academy to enhance and development your IT knowledge.

What Qualifications / Qualities are required?

Ideally we are looking for National 5 or equivalent including Maths and English. We are looking for someone who is positive and enthusiastic and looking forward to starting their career.

The interview will be in the format of a paid trial day.

Closing Date:

These positions will be filled when a suitable applicant is found.



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

Job Title: Administrative Assistant – Modern Apprenticeship

Contract: Fixed Term -12 Months
30 hours per week (days and times to be agreed)

Salary: National Minimum Wage

Employer:

North Edinburgh Childcare provides a range of high quality, affordable Nursery and Out of School Care services to children from birth to 12 years. North Edinburgh Childcares' Training Department is recognised as an innovative provider of a range of high quality training programmes. Provision includes the delivery of our Childcare Academy programme supporting unemployed people into employment in the childcare sector, a range of Childcare Taster Courses, Scottish Vocational Qualifications in Childcare at Levels 2 & 3, Modern Apprenticeships in Childcare and a comprehensive Short Course Training Programme.

Work Environment:

You will be based within our Training Team located in our purpose built childcare centre in the heart of North Edinburgh.

What might a day in this job look like?

- Offering general administrative assistance to the Training Team.
- Communicating / dealing with service users, colleagues and other professional workers in a courteous, efficient and effective way both in person and via telephone / email.
- Undertaking a variety of administrative duties including filing, word / data processing, data entry, photocopying and scanning, ordering, dealing with enquiries, answering phones, updating noticeboards etc.
- Processing and recording information in accordance with set procedures.
- Effectively collating information required for monitoring purposes.
- Gathering statistical information when required.
- Processing short course bookings timeously and efficiently in accordance with set procedures.
- Gathering information and evidence required to enable the processing of claims.
- Support the effective marketing of training opportunities in compliance with funding body requirements.
- Undertake additional responsibilities appropriate relevant to the role as required.

What will I learn?

- You will undertake an SVQ Level 2 /3 in Business Administration in relation to the achievement of their Modern Apprenticeship.
- You will also significantly develop their occupational knowledge and skills within a highly supportive and committed team.

What Qualifications / Qualities are required?

We are looking for someone who is:

- computer literate
- familiar with Microsoft Word and Outlook
- a good communicator
- well organised

- prepared to deliver excellent customer care
- able to act on own their initiative when required
- able to build up and maintain effective working relationships with students, colleagues and other professional workers.

Appointment will be made subject to the retrieval of a satisfactory disclosure and references.

The post holder may be required to work occasional evenings / weekends and will be required to become a member of the Protection of Vulnerable Groups (PVG) Scheme (application to become a PVG Scheme member will be facilitated by North Edinburgh Childcare upon commencement of employment).

Closing Date:

This post 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: Accounts Assistant - Modern Apprenticeship

Contract: Permanent

Salary: National Minimum Wage

Employer: Arnold Clark

Work Environment:

Arnold Clark are currently recruiting at our Multi Franchise Site at Seafield Road, Edinburgh.

What might a day in this job look like?

You will be trained to assist in day to day accounting activities, including bank reconciliation, processing sales ledger and preparing data for management information.

What will I learn?

You will train through GTG to SVQ Level 3 in Business and Administration.

What Qualifications / Qualities are required?

You must have or expect to gain National 4 or above in English, Maths and an Admin or Computer Studies subject. It is essential that you are literate, numerate, reliable and keen to learn. You must have a pleasant telephone manner with excellent organisation, communication and computer skills. No experience is essential as you will benefit from further training and personal development.

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: Logistics Operative - Modern Apprenticeship

Contract: Permanent

Salary: National Minimum Wage

Employer:

GTG is a leading training provider who offers a large and varied portfolio of apprenticeship programmes accommodating a range of occupations including automotive, logistics and business skills. All of our apprenticeships are classed as full time employment so you will be earning a wage whilst gaining a qualification.

Work Environment:

You will work in a small team within an office environment at Bonnyrigg.

What might a day in this job look like?

You will assist with office and fleet administration, operating all computer systems and supporting the Logistics Co-ordinators, Compliance Co-ordinator, Customer Service and Logistics Admin Teams. You will also support the efficient and effective operation of the Logistics Unit in accordance with customer, Company and legislative requirements.

Duties will include:

- Undertake data input into fleet management systems and spreadsheets.
- Assist in the routing and scheduling of fleet operations to meet the customer's requirements.
- Assist with the inspection, action and filing of maintenance and driving hours paperwork.
- Assist in optimising collections fleet resources, ensuring efficiencies across all modes.
- Constantly seek to improve the customer experience.
- Assist with authorising works tickets and running reports as requested.
- Perform general admin housekeeping duties to ensure the smooth running of the operation.
- Assist in ensuring fleet is operated efficiently and cost effectively at all times.
- Assist in the production of Key Performance Indicators as requested.
- Assist with the professional production of documents (letters, mailings, faxes, minutes etc.)
- Face to face and telephone assistance to customers and other contacts, recording and passing messages as required.
- Assist with the production and maintenance of spreadsheets for recording and analysing waste arising across the Depot.

What will I learn?

You will train through GTG to SVQ Level 3 in Business and Administration.

What Qualifications / Qualities are required?

- You must have or expect to gain English, Maths, and an Admin or Computer Studies subject, at National 4 or above.
- It is essential that you are literate, numerate, reliable, keen to learn and will approach all aspects of the role with a positive can-do, willing to learn attitude.

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: Bus and Coach Engineering - Modern Apprenticeship - 10 posts

Contract: Permanent

Salary: National Minimum Wage

Employer:

With over 15 years of experience, Lothian Buses has a fleet of over 721 vehicles and has one of the youngest fleets of buses in the country. We are recruiting for people between 16-19 years old who are looking to leave school and begin a career where they will be gaining a qualification whilst earning a wage.

Work Environment:

You will be working within a team in a workshop.

What might a day in this job look like?

If you enjoy working with your hands and are not scared of getting them dirty, and would like to learn more about:

- Vehicle servicing and inspection
- MOT preparation
- Removal, replacement and overhaul of major components
- Electrical fault diagnostics.

What will I learn?

You will work towards and gain an SVQ Level 3 in Bus and Coach Engineering and Repair.

What Qualifications / Qualities are required?

We are looking for candidates that have the following:

- Maths, English and either a Science or Craft subject at National 4 or above
- Driving licence is essential
- Attention to detail
- Willingness to learn.

Closing Date:

This opportunity will close when a suitable number of applications have been received.



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 (QA11410)

Contract: 12 – 24 months

Salary: £10,004 - £11,992 per annum

Employer:

A rapidly growing, entrepreneurial, young business currently looking for a high-energy and ambitious Multimedia Content Producer to create and edit film, photography, and digital content for our various products for online distribution.

Work Environment:

EH6 - office based.

What might a day in this job look like?

- Developing and implementing the social media strategy
- Creating social media campaigns by audience type
- Setting and maintaining the social and editorial content calendar
- Writing and editing social posts and market editorial content
- Ensuring the brand tone of voice is consistent throughout all published content
- Providing monthly insights on social media and content performance
- Keeping up-to-date with social media trends, especially in the vaping market space
- Working with our internal photographer/videographer to generate creative content
- Coordinating and/or overseeing the production of internal staff communications including the weekly emails
- Maintaining and developing our CRM database including devising and implementing marketing automation strategies
- Maintaining the content on the website to ensure it is up to date
- Identifying award opportunities and industry rankings
- Working as part of and supporting the online and integrated marketing team.

What will I learn?

You will work towards SCQF Level 6 Digital Marketing, with potential progression to level 8.

Classroom Training includes:

- Adobe Photoshop
- CF6
- Video Editing
- SEO
- Web Design
- Social Media
- Email Marketing.

What Qualifications / Qualities are required?

You must have or expect to gain 5 National 5s or equivalent at C or above including English and Maths.

You should also meet the following criteria:

- Internet and social media savvy
- Good standards of English and Maths
- Creative flair
- Good analysis skills and attention to detail
- Helpful, positive, and motivated
- Planning and organisation skills
- Excellent communication skills, written and verbal
- 'Can-do' attitude.

Closing Date:

The job will be closed when a satisfactory level of suitable applications have been received.



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: Kindergarten Assistant - Modern Apprenticeship
Contract: 2 years fixed term – 30 hours per week
Salary: Modern Apprenticeship National Minimum Wage
Employer: Rowanberry Mini Kindergarten

Work Environment:

You would be working with a childminder caring for 10 - 12 children. Half of the children are under school age so there will only be 5 pre-schoolers most mornings at first. They have recently renovated a cottage to provide holistic and meaningful experiences for a mixed aged group of children in a child led kindergarten type environment. The service on offer is already proving popular and they now need an assistant to be able to meet demand. This is an excellent opportunity for a young person who loves children and animals, spending time outdoors and would like an opportunity to develop a career in this area.

What might a day in this job look like?

This childcare business operates from a home. There are pros and cons of working with a childminder. There is greater freedom to really offer child-led activities. They have the use of a 7 seat car so can do trips, many of which will be into the woods for nature play. There will also be some domestic duties within the family home such as cleaning and keeping all areas tidy.

The Childminder will be doing school pick-ups and drop offs so there will be times when you will be left alone with between one and three children. You will not be required to do nappy changes. You will prepare snack together with the children.

You will learn something about Steiner and Froebel methods as the Childminder has been a Steiner teacher and more recently has completed Froebel training. There will be more cleaning involved in operating from domestic premises, including cleaning of the car but all this will be shared so that you have the right hands on experience to complete your course.

You would be encouraged to follow your passions and dance or do yoga with the children or arts and crafts or climb trees or tell stories with silly voices if that is what you are into. Children enjoy being with adults much more if they are having fun too.

What will I learn?

You will work towards SVQ Level 2 in Childcare and Education to become a qualified Nursery Assistant progressing on to SVQ Level 3 in Childcare and Education to become a qualified Nursery Nurse.

What Qualifications / Qualities are required?

- Candidates should have at least a National 4 in English and Maths.
- Looking for someone who is positive, reliable and caring with a natural love of children.
- You must be 18 years old by June 2017.

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



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

Job Title: Medical Receptionist - Modern Apprenticeship (R043)

Contract: Permanent

Salary: £12,000 - £15,000 per annum

Employer:

Medical Practice, North East Edinburgh.

Work Environment:

You will be based in a small team supporting them with all aspects of administration. You will receive 28 days' holiday per annum. Your working hours will be 8am – 6pm Monday – Friday.

What might a day in this job look like?

Duties will include:

- spending time on reception
- answering the telephone
- meeting and greeting clients
- filing, photocopying, scanning
- managing the post
- sending and receiving emails
- general administration.

What will I learn?

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

What Qualifications / Qualities are required?

Ideally we are looking for at least Higher English and possibly Administration or Business Management. However, a good set of National 4 and 5 or equivalent will be considered.

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

Closing Date:

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



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

Job Title: Children and Young People – Modern Apprenticeship

Contract: Full time

Salary: National Apprenticeship Wage or above

Employer:

Training for Care is an educational charity specialising in social care and childcare training for over 30 years and recruits on behalf of a number of different childcare employers across Edinburgh.

Work Environment:

You will be employed in a private nursery as part of a team working with 0-5 year olds. Nurseries are fun, exciting and caring places to work with lots of different play activities on offer to create a stimulating and enjoyable learning environment for the children, both indoors and outdoors, combined with rest and relaxation time too. We also have links with many after-school clubs, if you prefer to work part-time with older children in a less structured setting.

What might a day in this job look like?

A typical day would include planning and setting up a wide range of play activities to help promote the children's physical, intellectual, language and social development plus other tasks such as preparing snacks, ensuring the environment is safe for the children and some cleaning and clearing up. You will be interacting with and supporting the children and responding to their various needs.

What will I learn?

You will learn the on-the-job skills and competences required to achieve the SVQ Level 3 in Social Services (Children and Young People) at SCQF Level 7. You will also receive underpinning knowledge inputs, on either a day release or evening tutorial basis, plus regular SVQ portfolio support from your assessor who will also come out to visit and observe you in your workplace. You will be required to demonstrate Core Skills in ICT and Numeracy at SCQF level 5.

What Qualifications / Qualities are required?

To be eligible you must be between 16 and 19 years of age and should have, or expect to achieve, a minimum of 3 National 4 or 5s. Although previous experience is not required, some, e.g. baby sitting or school work experience with children, is helpful. The ability to demonstrate a genuine commitment and desire to work with children is most important, and reliability, ability to use initiative and good interpersonal and communication skills are all essential.

Closing Date:

We recruit on a continuous basis and run programmes 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: Hairdresser – Modern Apprenticeship
Contract: Full time, fixed term – 36 months
Salary: Modern Apprenticeship National Minimum Wage

Employer:

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

Work Environment:

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

What might a day in this job look like?

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

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

What will I learn?

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

What Qualifications / Qualities are required?

We are looking for people with:

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

Closing Date:

We have ongoing recruitment throughout the year.



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

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

Contract: All types of contracts available

Salary: National Minimum Wage or above

Employer: Various Employers and Locations

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

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

For daily vacancy updates visit our [Facebook](#) page or our [Vacancies](#) page.

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.

What will I learn?

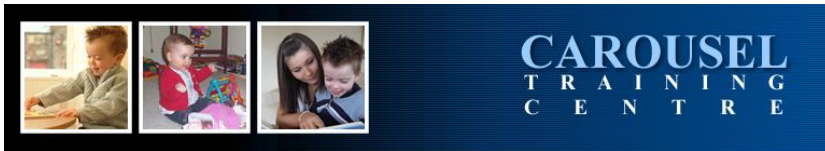
- Soft skills such as communication, teamwork and problem solving
- Some company and industry specific/ related training etc.

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.



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 but you must have or expect to achieve 3 National 4 or 5 (one of which should be English).

Candidates must have good interpersonal and communication skills, be highly motivated and reliable.

Closing Date:

We recruit all year round.