



## Edinburgh Guarantee Schools Bulletin

### Week beginning Monday 13 November 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](http://www.edinburghguarantee.org) where you should Register, complete your Member Profile, sign up for Job Alerts and apply for the Current Opportunities advertised in this bulletin.

If you would like to speak to one of the Edinburgh Guarantee team to find out more about any of the opportunities, please call Sheena on 529 3525 or Julie on 529 2410 or email [edinburghguarantee@edinburgh.gov.uk](mailto:edinburghguarantee@edinburgh.gov.uk).

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

 us for information about jobs and events.



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A positive destination for all

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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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Edinburgh Guarantee via Smart Works Edinburgh  
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

***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).

**Salary:** National Minimum Wage

**Employer:**

Berland's have been restoring lamps and chandeliers since 1987. We have a great reputation among our clients, both trade and private, for carrying out quality restoration work. Moreover it's good to feel proud of your work and reputation and helps keep you motivated to put in your best effort on each and every job.

If you think our type of work may interest you then look at our website [www.berlands.co.uk](http://www.berlands.co.uk) for a few examples of what we do, and if you like what you see then apply now.

**Work Environment:**

You will be based in our industrial workshop which is situated in the west of the city at West Gorgie Parks. You will work Monday to Thursday 9.00am – 4.30pm to start with.

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

Some of the daily activities can include:

- Helping in stripping down lamps and chandeliers for remedial work, then rebuilding once repaired.
- Assorted simple metal polishing.
- Fine shot blasting on metal or glass.
- Washing and repinning crystals.
- General sweeping up and keeping the workshop safe and tidy.

**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 and can be dirty but is very rewarding when you look at what you have achieved.

**What Qualifications / Qualities are required?**

You do not need any academic qualifications to apply for this position; all you need is to be interested in learning worthwhile skills, securing steady employment and to feel pride in the work you do.

**Closing Date:**

Thursday 30 November.

No previous applicants please.



***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:** £17,642 per annum

**Employer:**

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

**Opportunities available:**

- Administrative Assistant – Funding and Infrastructure Unit (Victoria Quay, Edinburgh)
- Support Officer – eRDM Records Management Team (Saughton House, Edinburgh)
- Business Support Officer – Energy & Climate Change Directorate (Victoria Quay, Edinburgh)
- Policy Assistant - Health Workforce and Strategic Change Directorate (St Andrew's House, Edinburgh)
- HR Administrator - HR Shared Services (Saughton House, Edinburgh).

Full job specifications are available when you click Apply Now.

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

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

**What will I learn?**

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

**What Qualifications / Qualities are required?**

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

We are looking for candidates with the following qualities:

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

**Closing Date:**

Please see individual job adverts when you click Apply Now.

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

**Job Title:** Trainee 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?**

As a minimum, you **must** have National 5 Maths, Physics and English. Highers would be advantageous.

You should also meet the following criteria:

- a good knowledge of both Microsoft Office Excel and Word
- highly motivated with a genuine interest in a career in engineering
- 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:** Medical Receptionist - Modern Apprenticeship

**Contract:** Permanent

**Salary:** £12,831 per annum

**Employer:**

Prestonpans Group Practice consists of GP consulting rooms, Practice Nurse clinic and treatment rooms. There are also facilities for other visiting specialists. The primary role of the Practice is to provide high quality and responsive primary medical services to all patients registered with the Practice.

**Work Environment:**

The Practice acts as the primary interface for patients between primary care services and those provided by secondary care and other service providers. All GP, Practice Nurse and Healthcare Assistant surgeries run on an appointment system.

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

To provide a high quality, professional reception and administrative service to patients, doctors, staff, colleagues, health service professionals and others. To act as the first point of contact for patients contacting the Practice and to portray the Practice in the highest possible professional basis.

**What will I learn?**

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

**What Qualifications / Qualities are required?**

National 4/5 or equivalent which should include English or Maths.

**Closing Date:**

Thursday 30 November.



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

**Job Title:** Administrator - Modern Apprenticeship (R053)

**Contract:** Permanent

**Salary:** £12,000 per annum

**Work Environment:**

Working as part of a small team in a busy office, you will play an important role in ensuring the satisfaction of our colleagues and customers with a combination of great customer service skills and a 'can do' attitude. This would be a great opportunity to come on and develop within the company.

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

Undertake all administration duties as requested, including:

- printing, scanning and filing
- data entry and general file administration
- processing email instructions
- sorting and handling daily post, post office/delivery duties
- ad-hoc admin support
- liaise with customers via telephone and email
- board room preparation/service
- provide support to other departments and teams as and when required
- be prepared to use a high degree of self-management and initiative, as well as being flexible and able to adapt to any given business need.

**What will I learn?**

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

**What Qualifications / Qualities are required?**

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

**Essential Qualities:**

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

**Closing Date:**

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





HOUSE OF HOLSTER



***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:** Upholsterer - Modern Apprenticeship – 2 posts

**Contract:** Permanent

**Salary:** National Minimum Wage or above

**Employer:**

With over 20 years of experience in the contract furniture industry, we are at the forefront when it comes to quality manufacturing, service and supply. We have built an excellent reputation that has been based on a successful track record for trust, reliability and completing projects on time and within budget. Working closely with architects, interior designers, hoteliers, purchasing groups and other end users, we can ensure that their needs are met. We have a complete understanding and wealth of experience of the hospitality and corporate markets, which allows us to successfully interpret designer's drawings and instructions.

**Work Environment:**

You will be working within a team in a factory based in Piershill Lane, Edinburgh.

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

- Always a busy job completing jobs for customers or designers
- Working as part of a team
- Supporting colleagues to complete orders
- Customer service
- Maintaining a safe and healthy working environment.

**What will I learn?**

- To become a fully qualified Upholsterer
- Teamwork
- Problem Solving.

**What Qualifications/ Qualities are required?**

- Basic Maths
- Needs to be able to work well in a team
- Good communication skills
- Positive attitude
- Reliable.

**Closing Date:**

Monday 20 November.



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

**Job Title:** Business Administrator - Modern Apprenticeship (R052)

**Contract:** Permanent

**Salary:** National Minimum Wage

**Employer:**

The employer is a specialist engineering solutions provider serving a diverse range of customers in different business sectors, and an exciting opportunity has arisen to join the office team. Based in Loanhead, with easy access to transport networks, our business is the design, manufacture, and delivery of high quality precision engineering products.

**Work Environment:**

Working as part of a small team in a busy office/warehouse/manufacturing environment, you will play an important role in ensuring the satisfaction of our colleagues and customers with a combination of great customer service skills and a 'can do' attitude. This would be a great opportunity to come on and develop within the company.

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

- Be prepared to use a high degree of self-management and initiative
- Be flexible and able to adapt to any given business need
- Undertake all administration duties as requested, including:
  - 
  - Printing, Scanning and Filing
  - Data Entry and General File Administration
  - Processing Email Instructions
  - Sorting and handling daily post
  - Ad-hoc admin support
- Liaise with customers via telephone and email, and handle new enquiries
- Use the order management system (Sage Line 50) to process Delivery Notes
- Oversee and process Sales Orders
- Provide support to other departments and teams as and when required.

**What will I learn?**

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

**What Qualifications / Qualities are required?**

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

**Essential skills:**

- Excellent command of the English language
- Strong computer skills
- Proficient in Microsoft Office packages
- Likes to get stuck in and has an enthusiastic, proactive approach to work
- Keen learner

- Hard working
- Flexible.

**Closing Date:**

Sunday 3 December.

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

**Job Title:** Retail Assistant – Modern Apprenticeship (Ocean Terminal)

**Contract:** Permanent

**Salary:** £6,370 per annum

**Employer:**

New Look, Craighleith.

**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 (Ocean Terminal) 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 Ocean Terminal, where you will be expected to provide exceptional customer service. Selling to customers is only one part of the job. If you are the successful candidate for this role some of your duties may include:

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

**What will I Learn?**

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

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

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

**What Qualifications / Qualities are required?**

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

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

**Closing Date:** Friday 17 November.

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

**Job Title:** Retail Assistant – Modern Apprenticeship (Ocean Terminal)

**Contract:** Permanent

**Salary:** £6,370 per annum

**Employer:**

New Look, Ocean Terminal.

**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 (Ocean Terminal) 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 Ocean Terminal, where you will be expected to provide exceptional customer service. Selling to customers is only one part of the job. If you are the successful candidate for this role some of your duties may include:

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

**What will I Learn?**

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

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

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

**What Qualifications / Qualities are required?**

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

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

**Closing Date:** Friday 17 November.

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

**Job Title:** Retail Assistant – Modern Apprenticeship (The Gyle)

**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?**

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

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

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

**What Qualifications / Qualities are required?**

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

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

**Closing Date:** Friday 17 November.

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

**Job Title:** Retail Assistant - Modern Apprenticeship (Fort Kinnaird)

**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 month fixed term contract.

**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?**

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

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

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

**What Qualifications / Qualities are required?**

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

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

**Closing Date:** Friday 17 November.

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

**Job Title:** Retail Assistant – Modern Apprenticeship (Princes Street)

**Contract:** Permanent

**Salary:** £3.50 per hour

**Employer:**

New Look, Princes Street.

**Work Environment:**

Do you find it easy to build relationships with anyone you meet? Do you get excited seeing new trends and inspiring fashion? We have an opportunity for you to earn while you learn, in a role that will let you use both these talents. Retail is a fantastic path to start your career within the service or fashion industry. We are offering a retail apprenticeship at New Look (Princes Street) 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 on Princes Street, where you will be expected to provide exceptional customer service. Selling to customers is only one part of the job. If you are the successful candidate for this role some of your duties may include:

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

**What will I Learn?**

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

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

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

**What Qualifications / Qualities are required?**

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

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

**Closing Date:** Friday 17 November.



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

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

**Contract:** Fixed Term – 12 months

**Salary:** £11,833 per annum

**Employer:**

With a membership of over 435,000, the Royal College of Nursing is the largest professional association and union of nursing staff and students in the UK. We're proud to be a leading player in the development of nursing policy and practice, with an influential voice at home and abroad. Plus, we're number 15 in The Sunday Times 100 Best Not for Profit Organisations to work for, with Three Star Best Companies Accreditation for 2017 and are accredited with Investors in People Gold Standard. So, join us, and you'll have the chance to nurture your career and improve standards of care.

**Work Environment:**

Working in an office based team.

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

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

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

**What will I learn?**

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

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

**What Qualifications / Qualities are required?**

Minimum five National 5s or equivalent including English.

We are looking for someone who:

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

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

**Closing Date:**

Friday 17 November.



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

**Job Title:** Business Apprentice – Modern Apprenticeship – 2 posts

**Contract:** Two years

**Salary:** Competitive starting salary

**Employer:**

Leonardo is an international leader in electronic and information technologies for defence systems, aerospace, data, infrastructures, land security and protection and sustainable 'smart' solutions. We are globally renowned and are continually expanding, offering exciting opportunities to talented people who want to work at the forefront of our technology. Across our technical, engineering and business functions you can look forward to working with highly skilled professionals that are passionate about their work.

**Work Environment:**

You will be working within world class facilities. You will be working in an office environment and will be using Display Screen Equipment. There may also be opportunities to travel between the different sites and to meet with customers and suppliers.

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

The two year Business Apprenticeship scheme provides a variety of experiences through placements in business related disciplines. Placements available include Commercial, Finance, Resourcing, Procurement, Manufacturing & Supply Chain, Project Planning/Support and logistics.

**What will I learn?**

You will study to completion of the Higher National Certificate (HNC) in Business Studies and required Core Skills on a day release basis, as well as undertaking the Scottish Vocational Qualification (SVQ) Level 3 in Business and Administration whilst you are at work.

**What Qualifications / Qualities are required?**

Academic requirements:

You must have (as a minimum) the following qualifications:

- 2 Higher Grades (or equivalent):
  - Mandatory: (A-C) Mathematics OR (A-C) English
  - Mandatory: (A-C) Business subject (examples: Business Studies, Project/Business Management, Finance, Accounts etc.)

AND

- 2 Standard Grades (1-2) / National 5 (A-C):
  - Mandatory: English and Maths

(or equivalent qualifications to Highers/Standard Grades).

Personal Qualities:

- Ability to Achieve High Performance
- Want Continuous Improvement

- Develop Customer Focus
- Able to Work Together
- Demonstrate Self Awareness and Confidence
- A passion for Technical Analysis, judgement and Problem Solving.

Other needs:

- A minimum of 5 years permanent residency in the UK
- Successfully complete SC security clearance.

**Closing Date:**

Thursday 28 February 2018.



***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:** Design Engineering Technical Apprenticeship – Modern Apprenticeship – 2 posts

**Contract:** Four years

**Salary:** Competitive starting salary

**Employer:**

Leonardo is an international leader in electronic and information technologies for defence systems, aerospace, data, infrastructures, land security and protection and sustainable 'smart' solutions. We are globally renowned and are continually expanding, offering exciting opportunities to talented people who want to work at the forefront of our technology. Across our technical, engineering and business functions you can look forward to working with highly skilled professionals that are passionate about their work.

**Work Environment:**

You will be working within world class facilities. Dependent on your role, you may be working in an office or lab environment or a combination of both. There may also be opportunities to travel between the different sites and to meet with customers and suppliers.

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

Through a mixture of work placements and college modules you will develop the key engineering skills and knowledge to work effectively in a high technology manufacturing company.

Over the four year apprenticeship you will learn about

- Manufacturing and Supply Chain
- Mechanical Engineering
- Electronic Engineering
- Systems Engineering
- Software Engineering
- Quality Engineering.

**What will I learn?**

We have created a programme that not only increases your technical skills and capability through hands on experience working with specialists in their field but also develops your academic and practical understanding of the diverse world that is Engineering. You will study to completion of the Higher National Diploma (HND) and required Core Skills on a day release basis, as well as undertaking the Scottish Vocational Qualification (SVQ) whilst you are at work.

**What Qualifications / Qualities are required?**

Academic requirements:

You must have (as a minimum) the following qualifications:

- 3 Higher Grades (or equivalent):
  - Mandatory: Mathematics (A-C) and Physics (A-C) or Engineering Science (A-C)
  - Plus another Higher subject, preferably a Technological subject e.g. Graphic Communication, Product Design, Craft & Design, Tech Studies, Computing etc. (A-C)

AND

- Standard Grades (1-3) / National 5 (A-C): English.

Personal Qualities:

- Ability to Achieve High Performance
- Want Continuous Improvement
- Develop Customer Focus
- Able to Work Together
- Demonstrate Self Awareness and Confidence
- A passion for Technical Analysis, judgement and Problem Solving.

Other needs:

- A minimum of 5 years permanent residency in the UK
- Successfully complete SC security clearance.

**Closing Date:**

Thursday 28 February 2018.



***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:** Manufacturing Apprentice – Modern Apprenticeship

**Contract:** Three years

**Salary:** Competitive starting salary

**Employer:**

Leonardo is an international leader in electronic and information technologies for defence systems, aerospace, data, infrastructures, land security and protection and sustainable 'smart' solutions. We are globally renowned and are continually expanding, offering exciting opportunities to talented people who want to work at the forefront of our technology. Across our technical, engineering and business functions you can look forward to working with highly skilled professionals that are passionate about their work.

**Work Environment:**

You will be working within world class facilities. Dependent on your role, you may be working in an office or lab environment or a combination of both. There may also be opportunities to travel between the different sites and to meet with customers and suppliers.

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

Through a mixture of work placements and college modules you will develop the key engineering skills and knowledge to work effectively in a high technology manufacturing company.

Over the three year apprenticeship you will learn about

- Mechanical Assembly
- Electromechanical assembly
- Electro optic assembly
- Environmental Facility
- Material Supply and Logistics
- Master Production Scheduling
- Industrial Engineering
- Machine shop
- Support.

**What will I learn?**

We have created a programme that not only increases your technical skills and capability through hands on experience working with specialists in their field but also develops your academic and practical understanding of the diverse world that is Manufacturing & Supply Chain. You will study to completion of the National Certificate (NC) and required Core Skills on a day release basis, as well as undertaking the Scottish Vocational Qualification (SVQ) whilst you are at work.

**What Qualifications / Qualities are required?**

Academic requirements:

You must have (as a minimum) the following qualifications:

- 4 Standard Grades (1-3) / National 5 (A-C) / National 4 (or equivalent):
  - Mandatory: Mathematics or Physics and English

- Plus another 2 subjects preferably Technological subjects e.g. Graphic Communication, Product Design, Craft & Design, Tech Studies, Computing, Woodwork, Metalwork etc.
- And/Or: Standard Grade (1-3) / National 5 (A-C): English / Mathematics.

Personal Qualities:

- Ability to Achieve High Performance
- Want Continuous Improvement
- Develop Customer Focus
- Able to Work Together
- Demonstrate Self Awareness and Confidence
- A passion for Technical Analysis, judgement and Problem Solving.

Other needs:

- A minimum of 5 years permanent residency in the UK
- Successfully complete SC security clearance.

**Closing Date:**

Thursday 28 February 2018.





***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:** Manufacturing Technical Apprenticeship – Modern Apprenticeship

**Contract:** Four years

**Salary:** Competitive starting salary

**Employer:**

Leonardo is an international leader in electronic and information technologies for defence systems, aerospace, data, infrastructures, land security and protection and sustainable 'smart' solutions. We are globally renowned and are continually expanding, offering exciting opportunities to talented people who want to work at the forefront of our technology. Across our technical, engineering and business functions you can look forward to working with highly skilled professionals that are passionate about their work.

**Work Environment:**

You will be working within world class facilities. Dependent on your role, you may be working in an office or lab environment or a combination of both. There may also be opportunities to travel between the different sites and to meet with customers and suppliers.

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

Through a mixture of work placements and college modules you will develop the key engineering skills and knowledge to work effectively in a high technology manufacturing company.

Over the four year apprenticeship you will learn about

- Electronic Test
- Laser Test
- Radar Test
- Industrial Engineering
- Production Engineering
- Test Solutions
- New Product Introduction.

**What will I learn?**

We have created a programme that not only increases your technical skills and capability through hands on experience working with specialists in their field but also develops your academic and practical understanding of the diverse world that is Manufacturing & Supply Chain. You will study to completion of the Higher National Certificate (HNC) and required Core Skills on a day release basis, as well as undertaking the Scottish Vocational Qualification (SVQ) whilst you are at work.

**What Qualifications / Qualities are required?**

Academic requirements:

You must have (as a minimum) the following qualifications:

- 2 Higher Grades (or equivalent):
  - Mandatory: Mathematics (A-C) or Physics (A-C) or Engineering Science (A-C)
  - Plus another Higher subject, preferably a Technological subject e.g. Graphic Communication, Product Design, Craft & Design, Tech Studies, Computing etc. (A-C)

AND

- Standard Grade (1-3) / National 5 (A-C): English.

Personal Qualities:

- Ability to Achieve High Performance
- Want Continuous Improvement
- Develop Customer Focus
- Able to Work Together
- Demonstrate Self Awareness and Confidence
- A passion for Technical Analysis, judgement and Problem Solving.

Other needs:

- A minimum of 5 years permanent residency in the UK
- Successfully complete SC security clearance.

**Closing Date:**

Thursday 28 February 2018.



***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 Engineering Apprentice - Graduate Level Apprenticeship

**Contract:** Four years

**Salary:** Competitive starting salary

**Employer:**

Leonardo is an international leader in electronic and information technologies for defence systems, aerospace, data, infrastructures, land security and protection and sustainable 'smart' solutions. We are globally renowned and are continually expanding, offering exciting opportunities to talented people who want to work at the forefront of our technology. Across our technical, engineering and business functions you can look forward to working with highly skilled professionals that are passionate about their work.

**Work Environment:**

You will be working within world class facilities. Dependent on your role, you may be working in an office or lab environment or a combination of both. There may also be opportunities to travel between the different sites and to meet with customers and suppliers.

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

Through a mixture of work placements and university modules you will develop the key engineering skills and knowledge to work effectively in a high technology manufacturing company.

Key Responsibilities

- Learn to design high integrity software and to program in C++
- Practice the full software lifecycle.

**What will I learn?**

You will study for completion of a BSc Honours in Software Development for Business on a day release basis whilst you are at work. You will gain the academic requirements for Incorporated Engineer as part of the way to gaining Chartered Engineer status.

**What Qualifications / Qualities are required?**

You must have (as a minimum) the following qualifications:

- 5 Higher Grades (or equivalent): BBBBC  
Mandatory: Mathematics  
Preferably including Physics and Computing

AND

- Standard Grades (1-3) / National 5: (A-C) in English

(or equivalent qualifications to Highers / Standard Grades).

Note: This Apprenticeship assumes the candidate has very little software knowledge and is not suitable for candidates who already have a computing or software degree.

Personal Qualities:

- Ability to Achieve High Performance
- Want Continuous Improvement
- Develop Customer Focus
- Able to Work Together
- Demonstrate Self Awareness and Confidence
- A passion for Technical Analysis, judgement and Problem Solving.

Other needs:

- A minimum of 5 years permanent residency in the UK
- Successfully complete SC security clearance.

**Closing Date:**

Thursday 28 February 2018.



***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:** Design Engineering Technical Apprenticeship - Graduate Level Apprenticeship

**Contract:** Four years

**Salary:** Competitive starting salary

**Employer:**

Leonardo is an international leader in electronic and information technologies for defence systems, aerospace, data, infrastructures, land security and protection and sustainable 'smart' solutions. We are globally renowned and are continually expanding, offering exciting opportunities to talented people who want to work at the forefront of our technology. Across our technical, engineering and business functions you can look forward to working with highly skilled professionals that are passionate about their work.

**Work Environment:**

You will be working within world class facilities. Dependent on your role, you may be working in an office or lab environment or a combination of both. There may also be opportunities to travel between the different sites and to meet with customers and suppliers.

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

Over the four years of the apprenticeship you will start with broad based engineering fundamentals then gradually specialise in one or more engineering disciplines such as electronic, mechanical, test, support or systems engineering.

**Key Responsibilities:**

- Learn how to design, manufacture and support advanced avionic equipment
- Develop Engineering knowledge, skills and behaviours
- Practice the full engineering lifecycle.

**What will I learn?**

You will study for completion of a BSc Honours in Engineering through a mix of work based learning and day release to a Scottish university. On completion, you will have met the requirements for Incorporated Engineer as part of the way to gaining Chartered Engineer status.

**What Qualifications / Qualities are required?**

You must have (as a minimum) the following qualifications:

- 4 Higher Grades (or equivalent): BBBB  
Mandatory: Mathematics  
Mandatory: Physics or a Technological subject  
Preferred: English and another STEM subject

AND

- Standard Grades (1-3) / National 5: (A-C) in English

(or equivalent qualifications to Highers / Standard Grades).

Note: This Apprenticeship assumes the candidate has little professional engineering experience is not suitable for candidates who already have an HE engineering qualification.

Personal Qualities:

- Ability to Achieve High Performance
- Want Continuous Improvement
- Develop Customer Focus
- Able to Work Together
- Demonstrate Self Awareness and Confidence
- A passion for Technical Analysis, judgement and Problem Solving.

Other needs:

- A minimum of 5 years permanent residency in the UK
- Successfully complete SC security clearance.

**Closing Date:**

Thursday 28 February 2018.



***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 26 November.



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

**Job Title:** Chef – Modern Apprenticeship

**Contract:** Two years while training with potential progression within company after successful completion of qualification. 40 hours per week.

**Salary:** Starting salary £150 per week

**Employer:**

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

**Work Environment:**

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

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

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

Duties may include:

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

**What will I learn?**

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

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

**What Qualifications / Qualities are required?**

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

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

**Closing Date:**

Friday 17 November.



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

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

**Contract:** Permanent

**Salary:** National Minimum Wage

**Employer:**

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

**Work Environment:**

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

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

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

**What will I learn?**

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

**What Qualifications / Qualities are required?**

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

**Closing Date:**

These vacancies are ongoing until successful candidates are found.



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

**Job Title:** Administrator - Modern Apprenticeship (R051)

**Contract:** Permanent

**Salary:** £10,000 - £12,000 per annum

**Employer:**

An estate agency based in South Gyle, Edinburgh.

**Work Environment:**

To support the Sales Negotiators within your team whilst gaining hands on experience to develop and progress to a Sales Negotiator.

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

Main Duties and Responsibilities:

- Handling and generating buyer enquiries
- Sending out details of businesses on the market to potential purchasers
- Qualifying buyers in line with the Group qualification process
- Performing key office administrative tasks including:
  - New instructions process
  - Completion of sales particulars
  - Setting up client files
  - Money laundering checks
  - Dealing with email leads and enquiries
- Arranging viewings and liaising with both clients and buyers
- Collating viewing feedback and feeding back to the vendor
- Regularly updating buyers and vendors through telephone contact and emails
- Maintaining high levels of customer care in a busy office environment
- Help the team to achieve daily, weekly and monthly KPIs
- Liaise with Group trading partners and professional contacts
- Present the attributes of the Group
- Create good working relationships with other Group departments
- To be able to work on your own initiative and to be able to implement ideas to customers
- Problem-solve with ability to use general common sense
- Maintain high levels of customer service
- Overall department success based on quality of service
- Ad hoc projects as determined by your line manager or Directors
- To fully complete press releases, including testimonials on all completions in a timely manner when requested.

General:

- To promote and comply with the Group's policies on equal opportunities and in line with the Equality Act 2010
- To be responsible for improving your performance by participating in the Performance Appraisal process with your manager

- To carry out such other duties which are consistent with the nature, responsibilities or as necessitated by the needs of the business.

**What will I learn?**

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

**What Qualifications / Qualities are required?**

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

Key responsibilities, duties and objectives:

- Record of success within sales/customer care environment.
- Proven record of delivering key performance indicators in a busy sales environment.
- Good and effective communication skills both internally and externally.
- The ability to build good strong relationships with people at all levels of the Organisation.
- Excellent negotiating and influencing capabilities.
- Strong Customer Service, process and telephone skills.
- Ability to work under pressure and meet deadlines, KPIs and targets.
- Excellent organising and planning skills.
- Ability to work proactively.

**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 (R050)

**Contract:** Permanent

**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. Your working hours will be Monday - Friday 8.30am - 5.30pm (with an hour for lunch). 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 to 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:** 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.



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

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

**Contract:** Permanent

**Salary:** £16,000 per annum

**Employer:**

A vehicle repair garage in Edinburgh City Centre.

**Work Environment:**

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

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

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

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

**What will I learn?**

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

**What Qualifications / Qualities are required?**

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

**Closing Date:**

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



Training Recruitment Consultancy  
(Scotland)



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

**Job Title:** Sales Support and Administration Assistant - Modern Apprenticeship (R047)

**Contract:** Permanent, Monday to Friday 8.30am-6.00pm

**Salary:** £650 per month rising to £700, then £750, then £800 per month (on a quarterly basis)

**Employer:**

Communication consultancy firm in Macmerry, East Lothian.

**Work Environment:**

You will be based in a small team supporting them with all aspects of sales and administration.

**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
- Identifying Government / funding opportunities
- Updating company systems
- Monitoring Comms Bill and device management
- Liaising with the team
- Processing information on customer database
- Assisting staff with any administration duties

**What will I learn?**

You will undertake an SVQ Level 3 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 close 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:** 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:** 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:** Business Administrator - Modern Apprenticeship (R045)

**Contract:** Permanent

**Salary:** £14,500 per annum

**Employer:**

Veterinary Practice – Newcraighall.

**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:** 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?**

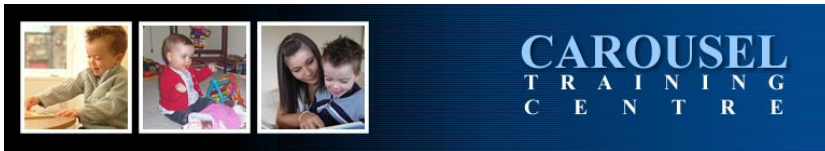
- Soft skills such as communication, teamwork and problem solving
- Some company and industry specific/ related training etc.

#### **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.