Edinburgh Guarantee Schools Bulletin

Week beginning Monday 26 February 2018

Welcome to the Edinburgh Guarantee Schools Bulletin. Each week we will be highlighting the opportunities currently available through the Edinburgh Guarantee.

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

Would you like to:

✔ find out about available opportunities for you?
✔ understand Edinburgh's job market?
✔ explore your options on leaving school?
✔ find out where to get help to get into employment, further education or training?

For answers to these questions, please visit our website www.edinburghguarantee.org where you should Register, complete your Member Profile, sign up for Job Alerts and apply for the 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.

Like us on Facebook or follow us on Twitter.

List of current opportunities:

- ✓ Seasonal Visitor Services Assistant – Edinburgh Castle – Historic Environment Scotland
- ✓ Business Technology Consultancy – Graduate Apprenticeship – Scott-Moncrieff
- ✓ Finance and Reservation Assistant – Exec Space
- ✓ Trainee Administrator - Modern Apprenticeship (R061) – Architect's office
- ✓ Laboratory Technician - Modern Apprenticeship – University of Edinburgh
- ✓ Business and Administration - Modern Apprenticeships – Scottish Government
- ✓ Visitor Operations Positions – various locations - Historic Environment Scotland
- ✓ Business Administrator - Modern Apprenticeship (R059) – Body Workshop company
- ✓ Trainee Administrator - Modern Apprenticeship (R060) – Recruitment Services company
- ✓ Leisure sAttendant – Employability Fund – Edinburgh Leisure
- ✓ Trainee Workshop Engineers/Installers – 2 posts – Capital Document Solutions
- ✓ IT Management for Business - Graduate Level Apprenticeship - 9 posts - CGI
- ✓ Body Repairer - Modern Apprenticeship – 2 posts – GTG/Arnold Clark
- ✓ Light Vehicle Technician - Modern Apprenticeship – 5 posts – GTG/Arnold Clark
- ✓ Parts Distribution - Modern Apprenticeship – GTG/Arnold Clark
- ✓ Vehicle Refinisher - Modern Apprenticeship – 2 posts – GTG/Arnold Clark
- ✓ Business Administrator - Modern Apprenticeship - Cliq Container Trading Ltd
- ✓ Trainee Bookbinder - Bookbinding by Crawford
- ✓ Business Administrator - Modern Apprenticeship – Eskmills Venue
- ✓ Business Administrator - Modern Apprenticeship - Durham Road Medical Group
- ✓ Administrative Assistant - Modern Apprenticeship – Harvey Nash Scotland
- ✓ BT Apprentice Programme - IT Software, IT Network and Power Engineer
- ✓ Hairdressing Assistant - Modern Apprenticeship – Myles Hairdressing and Beauty
- ✓ Nursery Nurse – Modern Apprenticeship – Carousel Training Centre
- ✓ Administrative Assistant - Modern Apprenticeship – Royal College of Nursing
- ✓ Assistant Nursery Practitioner - Modern Apprenticeship – PA Training
- ✓ Business Support - Modern Apprenticeship (R058) – Historic Environment Scotland
- ✓ Trainee Dental Nurse – Vermilion
- ✓ Trainee Metal Polisher and General Workshop Assistant - Berland's
- ✓ Media Sales – Modern Apprenticeship – Johnston Press plc
- ✓ Soft Play Assistant - Employability Fund – Edinburgh Leisure/Ratho Climbing Arena
- ✓ Retail, Hospitality, Security, Baggage Handling, Ramp Operators and many more – Various Employers - Edinburgh Airport Recruitment Centre
- ✓ Artisan Baker - Modern Apprenticeship – The Breadwinner Bakery
- ✓ Business Administrator - Modern Apprenticeship (R057) – GP surgery
- ✓ Childcare Academy - Employability Fund Stage 3 – North Edinburgh Childcare
- ✓ Administrator - Modern Apprenticeship (R054) - Independent recruitment company
- ✓ Chef – Modern Apprenticeship - Leith's at EICC
- ✓ Business Apprentice – Modern Apprenticeship - Leonardo
- ✓ Design Engineering Technical Apprentice – Modern Apprenticeship – Leonardo
- ✓ Manufacturing Apprentice – Modern Apprenticeship - Leonardo
- ✓ Manufacturing Technical Apprentice – Modern Apprenticeship - Leonardo
- ✓ Software Engineering Apprentice - Graduate Level Apprenticeship - Leonardo
- ✓ Design Engineering Technical Apprentice - Graduate Level Apprenticeship - Leonardo
- ✓ Administration/Reception/Customer Service – Modern Apprenticeships – RTL
- ✓ Business Administrator – Modern Apprenticeship (R049) - Vehicle repair garage
- ✓ Catering Assistant – Employability Fund - Edinburgh Leisure
- ✓ Kitchen Assistant – Employability Fund - Elior
- ✓ Playwork Assistant - Employability Fund - Reputable After School Club
- ✓ Hairdresser – Modern Apprenticeship - Charlie Miller
- ✓ Retail, Hospitality, Beauty, Care and more - Various Employers and Locations - Fort Kinnaird Recruitment and Skills Centre

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

Job Title: Seasonal Visitor Services Assistant – Edinburgh Castle

Contract: Temporary (Easter – September) with possibility of extension

Salary: £16,800 - 17,914 per annum

Employer:

Historic Environment Scotland (HES) are the lead body for Scotland's historic environment; a charity dedicated to the advancement of heritage, culture, education and environmental protection. We're at the forefront of researching and understanding the historic environment, and addressing the impact of climate change on its future. We investigate and record architectural and archaeological sites and landscapes across Scotland and care for more than 300 properties of national importance. We have a People Strategy, which is an overarching strategy to ensure we support and develop staff within the organisation.

Work Environment:

Edinburgh Castle is Scotland's most popular paid visitor attraction, welcoming around 1.7 million visitors annually. Working as part of a team, we are providing posts in three areas: Admissions, Retail and Guide.

What might a day in this job look like?

Admissions:

- Provide a world class welcome and direct visitors as appropriate upon their arrival at Edinburgh Castle.
- Sell appropriate tickets and products to all walk-up visitors.
- Ensure all vehicles entering the castle and parking on the esplanade have the appropriate approval.
- Ensure the security and safety of the visitor, whether arriving on foot, by bus or by car, and any other activity taking place on the esplanade throughout the day.
- Ensure all group visitors to the castle are welcomed and their access into the castle is managed as efficiently and effectively as possible, providing additional information as appropriate.
- Provide information on other Historic Environment Scotland sites and services available to visitors.
- Process sales, while ensuring that all financial procedures are adhered to and carried out accurately and efficiently.

Guiding:

- Welcome and assist visitors on their way around the castle.
- Work on both indoor and outdoor posts throughout the castle.
- Oversee the security, cleanliness and tidiness of the various apartments throughout opening hours.
- Knowledge of Scottish history and of the castle would be advantageous, although training will be given.
- Additional duties may include driving our mobility vehicle.

Retail:

- Carry out the daily operational duties of the shop as requested by the supervisor or retail management.
- Maximise trading income through selling and upselling appropriate merchandise.
- Process sales, while ensuring that all financial procedures are adhered to and carried out accurately and efficiently.
- Ensure the correct pricing of stock.
- Ensure the shop is well stocked and merchandise is appropriately displayed at all times.
- Assist in the daily banking and cash conveyance as and when required.

- Ensure that high standards of shop hygiene and housekeeping are maintained at all times.

What will I learn?

You will develop your skills in:

- delivering excellent service
- teamwork
- communications
- planning and organising.

What Qualifications / Qualities are required?

Core Competencies:

You will be assessed against these competencies during our selection process:

- Delivering Excellent Service - Demonstrating a commitment to quality services
- Teamwork - Contributing to and supporting working together
- Planning and Organising - Putting plans and resources in place to achieve results
- Communication - Communicating appropriately and clearly
- Knowledge and Expertise - Applying and developing knowledge and expertise to achieve results (see below for specific criteria).

Knowledge, skills and experience:

You will be required to demonstrate that you meet the requirements and qualifications below as part of the selection process.

Essential requirements:

- A working knowledge of the visitor attractions sector
- Excellent customer service skills
- Experience of working in a fast-paced, busy environment.

Desirable requirements:

- Cash handling experience (Admissions and Retail only)
- Valid driving licence (Guiding only).

Closing Date:

12 noon on Wednesday 14 March.

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

Job Title: Business Technology Consultancy – Graduate Apprenticeship

Contract: 4 years starting in August 2018

Salary: £16,500 per annum

Employer:

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

Work Environment:

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

What might a day in this job look like?

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

What will I learn?

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

What Qualifications / Qualities are required?

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

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

Closing Date:

Wednesday 11 April.

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

Job Title: Finance and Reservation Assistant

Contract: Permanent

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

Employer:

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

Work Environment:

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

What might a day in this job look like?

Reservations and Travel (70%)

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

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

Finance (30%)

Responsibilities for Accounts Payable:

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

What will I learn?

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

What Qualifications / Qualities are required?

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

Closing Date:

Sunday 18 March.

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

Job Title: Trainee Administrator - Modern Apprenticeship (R061)

Contract: Permanent

Salary: £12,000 per annum

Employer:

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

Work Environment

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

What might a day in this job look like?

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

What will I learn?

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

What Qualifications / Qualities are required?

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

Essential Qualities**:**

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

Closing Date:

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

THE UNIVERSITY of EDINBURGH

The Edinburgh Guarantee® A positive destination for all

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

Job Title: Laboratory Technician - Modern Apprenticeship

Contract: Fixed Term - 2 years

Salary: £15,969 per annum

Employer:

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

Work Environment:

The Centre for Synthetic and Systems Biology is one of the UK's leading centres for research in synthetic biology, which is one of the most exciting areas of modern biological research. You will work in a small team in a contemporary research laboratory in the School of Biological Sciences based at King's Buildings.

What might a day in this job look like?

Typical duties will include ensuring the laboratory is well stocked, doing routine analysis using state-of-the-art biotechnology equipment, and supporting researchers to use scientific equipment. During your Modern Apprenticeship, you will attend a Science Training School in Livingston for two 18 week blocks of day release.

What will I learn?

- SVQ Level 3 in Laboratory & Associated Technical Activities (SCQF Level 7) through a combination of work-based vocational training and day release attendance at the Science Training School in Livingston.
- Soft skills (e.g. communication, organisation, customer service, using own initiative, teamwork).
- You will gain first-hand experience of state-of-the-art biotechnology equipment and procedures, which is in great demand by universities and industry.
- The Level 3 qualification qualifies the post holder for the Register of Science Technicians Biology and Chemistry, a nationally recognised register.
- You may, thereafter, work towards a Higher National Certificate in Applied Sciences.

What Qualifications / Qualities are required?

- At least two science Higher qualifications and at least five National 5 (preferably science subjects)
- Excellent organisational and communication skills
- Punctual, reliable and aims for high standards
- Confident about working with sophisticated equipment
- Willing to fully participate in the Modern Apprentice programme.

Closing Date:

5 pm on Monday 12 March.

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

Job Title: Business and Administration - Modern Apprenticeships

Contract: Permanent

Salary: £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:

- Business Assistant – Security and Business Continuity (St Andrew's House)
- Support Officer and Personal Assistant - Care, Protection and Justice Division (Victoria Quay) - 2 posts.

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: Visitor Operations Positions

Contract: Temporary (Easter – September)

Salary: £16,800 - 17,914 per annum

Employer:

Historic Environment Scotland (HES) is the lead public body set up to investigate, care for and promote Scotland's historic environment. Our vision is that Scotland's historic environment is cherished, understood, shared and enjoyed with pride by everyone.

Work Environment:

We're recruiting now for Visitor Operations posts throughout Scotland. Our people safeguard historic places from Shetland to Stranraer, bringing to life more than 5,000 years of history for millions of visitors each year at castles, abbeys, mills and more. Do you love working with people? Would you like to work at some of Scotland's most beautiful historic locations? We have various opportunities available:

- Inchcolm Abbey, Inchcolm Island
- Craigmillar Castle, Edinburgh
- Tantallon Castle, East Lothian.

What might a day in this job look like?

- Welcoming visitors and ensuring they have an enjoyable and informative visit
- Promoting retail and admissions products in an aim to drive business and enhance the visitors' experience
- Providing visitors with information relating to the history of the site through guided tours
- Assisting with visits and events from school groups, community groups and external organisations
- Ensuring that the site maintains a high standard of presentation, through regular cleaning/adherence to Health & Safety procedures
- Following HES policy and procedure in relation to Health & Safety, Human Resources and Finance where applicable.

What will I learn?

You will learn about the Visitor Attraction industry and have access to training opportunities. You will also develop your soft skills including team work, communication, customer care, planning, promotion and sales skills.

What Qualifications / Qualities are required?

- National 4 English and Maths or equivalent.
- Dedicated to delivering excellent customer service
- An interest in working with Historic Environment Scotland / natural environment
- An interest in developing new skills and knowledge.
- Excellent communication and teamwork skills.
- Enthusiastic and friendly attitude.

Closing Date:

This will be closed when suitable candidates have been found.

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

Job Title: Business Administrator - Modern Apprenticeship (R059)

Contract: Permanent

Salary: National Minimum Wage

Employer:

A body workshop company based in North East Edinburgh.

Work Environment:

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

What might a day in this job look like?

Based on reception, you will be:

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

What will I learn?

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

What Qualifications / Qualities are required?

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

Closing Date:

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

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

Job Title: Trainee Administrator - Modern Apprenticeship (R060)

Contract: Permanent

Salary: £10,500 - £11,500 per annum

Employer:

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

Work Environment:

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

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

What will I learn?

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

What Qualifications / Qualities are required?

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

You should also meet the following criteria:

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

Closing Date:

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

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

Job Title: Leisure Attendant – Employability Fund

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

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

Employer:

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

Work Environment:

Edinburgh Leisure makes a positive difference by:

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

What might a day in this job look like?

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

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

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

What will I learn?

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

What Qualifications / Qualities are required?

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

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

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

We are currently looking for applicants who are 18+.

Closing Date:

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

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

Job Title: Trainee Workshop Engineers/Installers – 2 posts

Contract: Permanent

Salary: £14,665 per annum

Employer:

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

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

Work Environment:

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

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

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

What might a day in this job look like?

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

What will I learn?

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

become a senior member of our Workshop team. Our management team in Service have generally started out as junior or trainee engineers.
- Full training will be given to service, customise, commission and refurbish top-ranked multi-functional printer/ copier/ scanning devices.
- Health & Safety and environmental training.

What Qualifications / Qualities are required?

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

Closing Date:

The opportunity will close when suitable applicants have been found.

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

Job Title: IT Management for Business - Graduate Level Apprenticeship - 9 posts

Contract: 4 Years

Salary: £14,625 per annum starting salary plus company benefits

Employer:

CGI is a global business with 70,000 professionals in hundreds of locations across the Americas, Asia-Pacific and Europe who provide end-to-end IT and business process services that facilitate the ongoing evolution of our clients' businesses. CGI has been officially ranked number one for its outstanding employee offerings in the 2017 survey of UK companies by the Top Employers Institute. CGI also received Top Employer Europe certification for the 4th consecutive year.

Work Environment:

The best thing about joining us is that, while you may start working in one area, the opportunity to move internally is huge, so you can take control of your career from your first day. The Edinburgh Programme is sponsored by our North, Energy, Utilities and Telecoms (EUT) area of the business and you could be based from our Edinburgh or Glasgow office.

What might a day in this job look like?

We're offering you a unique opportunity to be part of something exciting and earn while you learn on our Edinburgh Graduate Level Apprenticeship. We're a company that each day enables the transfer of £3 trillion, protects against 43 million cyber-attacks, drives two thirds of the world's SMS messages, helps satellites journey into space, and who employs 70,000 professionals from hundreds of locations worldwide.

The nature of our business you work on 'projects', meaning you're never doing the same thing and you can have different roles across various projects, so there is no 'typical day'. As CGI is a consultancy, it may also mean you are working from your base office, on client site, in another CGI office or sometimes from home. You should therefore be prepared for some travel in your role. It really does vary at CGI and that's the exciting thing, it really is up to you to shape and develop your career in the direction you want to go with the support of others.

You will have a designated People/Career Manager who will support you with your career development and professional conduct at CGI. You will also have Line Managers on your projects that look after you on a day-by-day basis and a 'Buddy' who is a current or graduated student of a school leaver programme to help you with anything else you may need.

What will I learn?

Join our programme starting in September and you'll study towards a BSc (Hons) IT Management for Business (ITMB), one day a week at Edinburgh Napier University, whilst spending the other four days a week developing your career on real projects at CGI. You'll also benefit from a competitive starting salary, fully paid tuition fees and all the support you need to succeed. No one day is the same at CGI, meaning you can shape and develop your career throughout the course of the programme then continue with us after graduation.

This course will take four years to complete and, with our sponsorship, you won't have to pay a single penny in tuition fees. We'll even provide the course resources and materials required, so there's no need to worry about textbooks either. You can also use your laptop you are given when you join CGI to use at university. Individuals who participate in the scheme are able to access the same learning opportunities as those who go down the traditional route of direct entry into college or university.

What Qualifications / Qualities are required?

Right now, we're on the lookout for talent - students and school leavers, people who are passionate about technology and hungry to learn. You'll be proving yourself from day one - solving problems, taking responsibility and making decisions. And with open-ended prospects for advancement, you'll have every opportunity to reach the top.

The preferred requirement is 4 Highers at grade B or above including 1 in Maths, Physics or Computing (equivalent qualifications are accepted) unless you can show strong technical (programming/development) ability through work experience or extra-curricular activities. Also, at least 7 National 5s at grade 1-3 including English or Maths (equivalent qualifications are accepted).

Closing Date:

Wednesday 28 February.

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: Body Repairer - Modern Apprenticeship – 2 posts

Contract: Permanent

Salary: National Minimum Wage

Employer:

Arnold Clark is Europe's largest independently owned car retailer.

Work Environment:

You'll have the opportunity to work on a range of bodyshop-based tasks. These will include moving and refitting vehicle body panels and trims, carrying our repairs to manufacturer specification, welding and rectifying vehicle body misalignment.

In return for your enthusiasm and willingness to learn, you'll receive extensive training on specific tasks, and one of the best employee benefits packages in the automotive industry, including free private healthcare, life assurance and preferential rates on new and used cars.

What might a day in this job look like?

- Repairing vehicle damage to manufacturer specifications.
- Carrying out general housekeeping in the workshop.
- Liaising with mentors and supervisors to carry out any tasks.
- Working safely, while completing various workshop-based tasks.
- Removing and refitting vehicle body panels and trims.
- Applying body fillers to rectify panel deformation.
- Setting up and testing equipment.

What will I learn?

With the guidance of your mentors and supervisors, you'll work towards an SVQ Level 3 qualification in Body Repair.

What Qualifications / Qualities are required?

- You'll have gained or be working towards National 4 or above in Maths, English and a Science or Technical subject or accredited equivalent.
- You must be literate, numerate, reliable and keen to learn.
- Basic hand skills.

Excellent communication skills are an absolute must, as is a meticulous eye for detail and a basic grasp of hand skills. You'll be able to show us genuine enthusiasm for the role, a professional manner and a willingness to get stuck in.

Closing Date:

Friday 9 March.

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: Light Vehicle Technician - Modern Apprenticeship – 5 posts

Contract: Permanent

Salary: National Minimum Wage

Employer:

Arnold Clark is Europe's largest independently owned car retailer.

Work Environment:

This role would be great for a candidate who would enjoy working in a practical environment with an enthusiastic attitude and willingness to learn. On completion of the apprenticeship, there will be some great career opportunities.

You will receive extensive training as you work towards your qualification, as well as hands-on workshop experience for a dynamic automotive company of 11,500 employees. You'll also receive a benefits package including private health care, life assurance and generous retail discounts and preferential terms on new and used cars.

What might a day in this job look like?

- Working with wheels and tyres.
- Basic servicing, including car health checks.
- Steering and suspension.
- Putting theory into practice following training weeks.
- MOT preparation.
- Electrical fault diagnostics.
- Carrying out reviews on film to build customer trust.
- Overhaul of major components.

What will I learn?

As well as attending GTG for a week's block release of training, regular assessment and reviews will be undertaken in your own workplace to ensure you have the skills to successfully complete an SVQ Level 3 qualification in Light Vehicle Maintenance and Repair.

What Qualifications / Qualities are required?

- You'll have gained or be working towards National 4 or above in Maths, English and a Science or Technical subject, or accredited equivalent.
- You must be literate, numerate, reliable and keen to learn.
- The ability to build key relationships with other departments.
- You won't be afraid to ask questions.
- Willingness to work in a practical environment.
- Eagerness to learn new things.
- Ability to take instruction and use your own initiative.
- Listening skills.

Closing Date: Friday 9 March.

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 Distribution - Modern Apprenticeship

Contract: Permanent

Salary: National Minimum Wage

Employer:

Arnold Clark is Europe's largest independently owned car retailer.

Work Environment:

You will gain valuable experience within our busy parts departments, with the opportunity to put theory into practice in a fast-paced working environment.

This role would suit someone who is self-motivated, willing to learn, enjoys working with others and delivering a high standard of customer service. A career progression plan can be put in place for those looking to develop the role further.

In return for your enthusiasm and willingness to learn, you'll receive extensive training on specific tasks, and one of the best employee benefits packages in the automotive industry, including free private healthcare, life assurance and preferential rates on new and used cars.

What might a day in this job look like?

- Receiving and dispatching parts in a timely and professional manner.
- Dealing with enquiries, internal and external, either face-to-face or over the phone.
- Sourcing and pricing parts.
- Working with various online systems.
- Assisting with stock management.
- Liaising with other departments within the company.
- Working with a team in a busy environment.

What will I learn?

As well as receiving on-the-job training, you'll be trained at our in-house Parts Academy and GTG Training and be regularly assessed as you work towards an SVQ Level 3 qualification in Parts Distribution.

What Qualifications / Qualities are required?

- You must have gained or be working towards National 4 or above in Maths, English and one other subject (or accredited equivalent).
- Good levels of literacy and numeracy.
- Strong communication skills.
- Willingness to learn and listen to instructions.
- Ability to build good relationships with your team and other departments.
- Ability to ask questions and learn quickly on the job.
- Willing to use your own initiative.

Closing Date: Friday 9 March.

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: Vehicle Refinisher - Modern Apprenticeship – 2 posts

Contract: Permanent

Salary: National Minimum Wage

Employer:

Arnold Clark is Europe's largest independently owned car retailer.

Work Environment:

You must be able to work well with mentors and supervisors while carrying out your responsibilities in the bodyshop, from keeping things clean and tidy to learning how to refinish, polish and carry out minor repairs on a huge range of vehicles.

You will receive extensive training as you work towards your qualification, as well as hands-on workshop experience for a dynamic automotive company of 11,500 employees. You'll also receive a benefits package including private health care, life assurance and generous retail discounts and preferential terms on new and used cars.

What might a day in this job look like?

- Preparing vehicles to the manufacturer's specifications as stated on job cards.
- Carrying out general housekeeping in the workshop.
- Liaising with mentors and supervisors to carry out any tasks.
- Working safely whilst completing workshop tasks.
- Completing polishing operations after refinishing.
- Completing refinishing operations and learning to apply topcoats.
- Carrying out work and following instructions in a professional manner.

What will I learn?

You will work towards an SVQ Level 3 qualification in Vehicle Refinishing.

What Qualifications / Qualities are required?

- You must have gained or be working towards a National 4 or above in Maths, English and a Science or technical subject (or accredited equivalent).
- Strong communication skills.
- Ability to work to deadlines and tight timescales.
- Good levels of literacy and numeracy.
- Good timekeeping.
- Ability to multi-task.
- Keen to learn and able to follow instruction.
- A meticulous eye for detail
- Good dexterity for manual tasks.
- Ability to work as a team and on your own initiative.

Closing Date: Friday 9 March.

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

Job Title: Business Administrator - Modern Apprenticeship

Contract: Permanent

Salary: £7,371 - £10,738 per annum

Employer:

Cliq Container Trading Ltd are a large container trading company.

Work Environment:

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

What might a day in this job look like?

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

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

What will I learn?

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

What Qualifications / Qualities are required?

A minimum number of National 4/5s or equivalent which should include English

Closing Date:

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

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

Job Title: Trainee Bookbinder

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

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

Employer:

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

Work Environment:

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

What might a day in this job look like?

Your duties will include:

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

What will I learn?

During your 4 years with us you will:

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

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

What Qualifications / Qualities are required?

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

Closing Date:

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

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

Job Title: Business Administrator - Modern Apprenticeship

Contract: Permanent

Salary: £10,400 per annum

Employer:

Eskmills Venue is an Events Management company based in Musselburgh. From dream weddings and big birthday bashes to large scale corporate parties, fashion shows and awards ceremonies, Eskmills Venue now plays host to thousands of guests every year and is a celebration hub for the local community and beyond.

Work Environment:

This is an office based role.

What might a day in this job look like?

- Carry out administrative tasks for the events and planning team, including printing of menus, names places and table plans
- Answer the telephone, transfer calls and pass on messages to relevant departments
- Ensure that our reception is a welcoming and effective area for our clients, suppliers and visitors, by arranging meeting areas, coffees in advance and keeping the area in an organised and tidy way at all times
- Book meeting rooms for internal events and organising refreshments
- Collate weekly event packs
- Assist with organisation of wedding open days including printing of brochures, sign-in sheets, preparation of goody bags
- Events filing
- Input client information into the CRM system
- Support the wider team on an ad hoc basis to meet the needs of the business.

What will I learn?

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

What Qualifications / Qualities are required?

- Good standard of education to National 5 or equivalent (Highers desirable not essential)
- Computer literate and knowledge of Microsoft Office
- Good numerical skills
- Team Player
- Excellent time keeping
- Ability to problem solve and use your own initiative
- Good communication skills
- Driving licence (desirable not essential).

Closing Date:

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

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

Job Title: Business Administrator - Modern Apprenticeship

Contract: Permanent

Salary: £9,100 per annum

Employer:

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

Work Environment:

Office based environment.

What might a day in this job look like?

Main duties will include:

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

What will I learn?

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

What Qualifications / Qualities are required?

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

Knowledge, Skills and Experience required:

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

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

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

Job Title: Administrative Assistant - Modern Apprenticeship

Contract: Permanent

Salary: £16,477 per annum

Employer:

Harvey Nash Scotland are Scotland's go-to experts in professional recruitment. We've been based in our Edinburgh office since 2008 and we've got links with the 40 Harvey Nash offices across the UK, Europe, USA and Asia-Pacific. Rhona Hutchon set up Harvey Nash Scotland with just a couple of consultants in a small office in Edinburgh's West End. In the last 7 years, she has turned that tiny team of consultants into a team of 20 thriving experts and has led the company to huge successes. We work with a number of Scotland's top companies, which range across massive corporations, emerging tech start-ups and the public sector.

Work Environment:

We have recently moved into our newly-designed suite in Waverley Gate at the east end of Princes Street. You will work 9 am – 5.30 pm Monday to Friday.

What might a day in this job look like?

Duties will include:

- CV formatting: Assisting consultants by preparing CVs in Word so that they are ready to send to our clients
- Data entry: Keeping our candidate database and spreadsheets accurate and up to date
- Office duties:
  - Answering the telephone in a friendly, professional and efficient manner and record/pass on messages as appropriate
  - Ensuring the meeting rooms are always well presented and fully stocked
  - Stationery orders
- Reporting: Sending weekly reports and updates to the teams
- References: Supply references for contractors who have worked for us
- Ad hoc projects: Provide administrative support to all areas of the business as required
- Contractor queries: Assist contractors with timesheet and payroll queries.

What will I learn?

- SVQ Level 2 / 3 in Business and Administration
- Further your experience with Microsoft programmes
- Learn about the recruitment industry
- Gain knowledge of databases
- Develop your communication and teamwork skills
- Customer service skills.

What Qualifications / Qualities are required?

You should meet the following criteria:

- educated to National 5 level or equivalent in English
- have a strong attention to detail

- organised and capable of managing and prioritising workloads.
- self-motivated and have a positive “can do” attitude.

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: BT Apprentice Programme - IT Software, IT Network and Power Engineer

Contract: The length of the apprenticeship depends on the level of qualification you are working towards. Typically, our apprenticeships are between 18 months and four years.

Salary: £14,963 per annum

Employer:

BT is one of the world's leading communications services companies, serving the needs of customers in the UK and in more than 170 countries worldwide. Our main activities are the provision of fixed-line services, broadband, mobile and TV products and services as well as networked IT services. In the UK, we are a leading communications services provider, selling products and services to consumers, small and medium sized enterprises and the public sector. We also sell wholesale products and services to communications providers in the UK and around the world. Globally, we supply managed networked IT services to multinational corporations, domestic businesses and national and local government organisations.

Work Environment:

As an apprentice, you will earn a salary, work alongside and learn on the job from experienced BT colleagues to gain job-specific skills. In addition, you will work towards a nationally recognised professional qualification.

What might a day in this job look like?

The following apprenticeships are available in Edinburgh:

- **Information Technology Software - Full Degree Apprentice – one position**

Our full degree Software apprenticeship roles involve working to design, develop, implement, test and support software applications that help BT to run its networks and systems. This could include anything from working on web applications, apps for smart phones and tablets or on BT's internal systems. Regardless of the type of software role you do, at BT, you'll get to experience the full deployment process in a large corporate environment.
During the apprenticeship, you will work towards a BSc (Hons) Digital and Technology Solutions.

- **Information Technology Networks – Advanced Apprentice – 3 positions**

BT's Network is at the heart of everything we do; from sending a text, to air traffic control. BT is an ever-growing company which means our network is constantly evolving. Apprentices play a key part to ensure that our networks are designed, tested, built and maintained with fresh, new, innovative ideas in mind. There is a broad array of network roles within BT. As an apprentice network engineer you'll have the opportunity to get involved in a number of areas including testing the latest networking technology, upgrading the existing network and the planning, installing and running of network elements.

Within the network apprenticeship, the roles are technically orientated. So, if you have an interest in what goes on 'behind the screen' and you have a real passion and drive to learn how it all works, Networks is the place for you.

- **Power Engineer – Advanced Apprentice – one position**

Engineering careers at BT are uniquely challenging, rewarding and diverse and are focused on providing a great service for our customers. As an Engineering apprentice at BT you will be joining a team of experienced engineers who will support and teach you the skills required to be successful in your apprenticeship role.

We have a variety of engineering apprenticeships. As an engineer, you may diagnose and fix faults on customer lines, work on and maintain the IP Networks, or even support BT's internal power network. This includes maintenance of power equipment such as high-powered generator engines, air conditioning units and other electrical safety systems that power the telephone exchange equipment. You may be in a role that requires you to provide a safety testing and repair service to our customers to make sure our equipment meet the legal obligations under Health and Safety legislation.

The Engineering roles are both varied and interesting and offer a great opportunity for you to develop your skills and your career. If you're the type of person who likes problem solving and is passionate about customer service, then we want you to apply. We're ready to provide you with a world class training experience. You just need to be customer focused, and be willing to get stuck in.

Note: We only accept one application to our Apprentice Programme, so please only apply to your first choice. If you're interested in more than one of our roles, you can state this on your application and we can then consider you for all of the vacancies you have selected.

What will I learn?

Our apprenticeships are designed so they offer a structured programme that takes the apprentices through the skills they need to do a job well. Along the way there are targets and checks to make sure each apprentice is supported and is are making progress. We offer a range of apprenticeship levels dependent on your qualifications and the area of the business you choose to work in:

- Advanced - You'll work towards work-based learning Level 3 competence qualification (BTEC) learning functional skills which are supported by a knowledge based qualification such as an NVQ.
- Higher - You'll work towards work-based learning Level 4 competence qualification which is consolidated by the achievement of a foundation degree.
- Full Degree – You'll work towards a degree level qualification.

What Qualifications / Qualities are required?

- Advanced: You must hold or expect to achieve at least four National 5 qualifications including English and Maths.
- Higher: You must hold or expect to achieve two Highers at grade C in addition to the above.
- Full Degree: You must hold or expect to achieve three Highers at grades BCC as well as four National 5s at C or above including English and Maths.

Note: Scottish Vocational Qualifications (SVQ) at Level 2 or 3 may also be counted.

You should also meet the following criteria:

- Aged 16 or over when you start your apprenticeship
- Eligible to work in the UK on a permanent basis
- Not in full-time education.

Closing Date:

Monday 2 April.

MYLES
HAIRDRESSING

The Edinburgh Guarantee®
A positive destination for all

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: Hairdressing Assistant - Modern Apprenticeship

Contract: Permanent

Salary: £3.50 per hour

Employer:

Myles Hairdressing and Beauty Salons cover the east and west of Edinburgh.

Work Environment:

You will be working in a small team with our friendly and professional staff in our salon at Haymarket. We are open 6 days a week with late nights on Wednesday, Thursday and Friday until 8pm.

What might a day in this job look like?

Your duties will include:

- sweeping the floor
- making tea and coffee
- tidying up
- shampooing clients.

What will I learn?

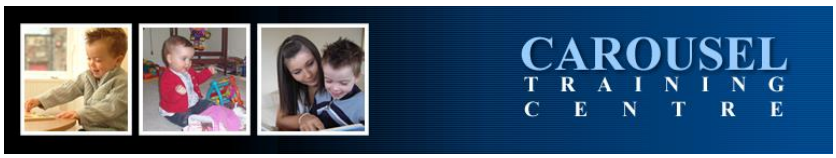
- SVQ Level 1 / 2 / 3 in Hairdressing
- Industry related training / qualification (eg MS Office / Moving & Handling / Customer Service)
- Soft Skills (communication, teamwork, problem solving, etc).

What Qualifications / Qualities are required?

Ideally, we are looking for a recent school leaver (aged 16 – 17) who is enthusiastic, reliable and positive.

Closing Date:

Thursday 1 March.



The Edinburgh Guarantee®
A positive destination for all

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

Job Title: Nursery Nurse – Modern Apprenticeship

Contract: Permanent

Salary: National Apprenticeship Wage

Employer:

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

Work environment:

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

What might a day in this job look like?

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

What will I learn?

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

What Qualifications / Qualities are required?

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

Closing Date:

We recruit all year round.

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

Job Title: 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 tasks to the Business Support and Policy teams. Duties will include:

- Participate in frontline administrative support and facilities duties
- Work on a regular basis at the reception desk, greeting visitors, booking taxis and couriers, managing incoming and outgoing mail
- Assist in answering telephone enquiries, handling sensitive information with absolute discretion
- Report and assist in coordinating repairs to the building and to office equipment
- Make travel and accommodation arrangements
- Respond to queries relating to meeting room bookings and assist in ordering catering for events
- Provide administrative support for events and assist in setting up meeting rooms with audio visual equipment and flip charts
- Assist with meeting room set up and break down, including clearing of catering
- Load and empty dishwashers and assist in keeping kitchens clean and tidy
- Regularly maintain databases and electronic systems for storing policy engagement data
- Check and record information relating to the launch of RCN reports.

What will I learn?

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

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

What Qualifications / Qualities are required?

Minimum four National 4s (or equivalent) and National 5 in 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:

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: Assistant Nursery Practitioner - Modern Apprenticeship

Contract: Full time

Salary: National Apprenticeship Wage or above

Employer:

Various private nurseries in Edinburgh.

Work Environment:

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

What might a day in this job look like?

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

What will I learn?

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

What Qualifications / Qualities are required?

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

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

Closing Date:

We have ongoing recruitment throughout the year.

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

Job Title: Business Support - Modern Apprenticeship (R058)

Contract: Two Years Fixed Term

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

Employer:

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

Work Environment:

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

What might a day in this job look like?

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

Key responsibilities, duties and objectives:

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

What will I learn?

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

What Qualifications / Qualities are required?

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

Closing Date:

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

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

Job Title: Trainee Dental Nurse

Contract: Permanent

Salary: circa £7 per hour

Employer:

Vermilion – The Smile Experts Ltd is a fully private dental referral clinic located just west of central Edinburgh offering its patients multi-disciplinary care. No other dental clinic in Scotland brings together orthodontics, periodontology, endodontics, restorative dentistry and oral surgery under one roof. Vermilion's team of experts are committed to providing the highest standards of patient care in a relaxing environment.

Work Environment:

The surgeries are bright, spacious and calm, fully equipped with the latest in dental technology. This role demands high levels of customer service and provides the opportunity to play an important part in the patient's journey. You will work 40 hours per week, Monday to Thursday 0800–1800 and Friday 0800–1700. Annual leave entitlement is 24 days, plus six public holidays.

What might a day in this job look like?

An exciting position has arisen for a trainee dental nurse to join our team of professionals, where you will shadow team members to gain a good knowledge of dentistry. Your training will include working with a tutor to complete modules and practical sessions, including:

- gaining a good understanding about best practice
- complying with policies and procedures
- preparing and maintaining the clinical environment
- assisting chairside with one of our clinicians
- following health and safety, COSHH and RIDDOR
- communicating effectively with team members and patients.

What will I learn?

We are looking for an ambitious person with the right attitude and we will provide you with excellent training and support. In return, you will be given the chance to work in a highly regarded and specialist environment and ultimately qualify as a dental nurse.

What Qualifications / Qualities are required?

- National 5 or equivalent including English
- Positive attitude and enthusiasm
- Excellent timekeeping
- Desire to learn and progress your career within a professional environment
- You should be aged 16-24.

Closing Date:

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

Berland's
of Edinburgh

The Edinburgh Guarantee®
A positive destination for all

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 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:

This opportunity will close when a suitable applicant is found.

No previous applicants please.

JOHNSTON PRESS PLC

The Edinburgh Guarantee® A positive destination for all

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

Job Title: Media Sales – Modern Apprenticeship

Contract: Permanent, pending probationary period

Salary: £11,800 per annum

Employer:

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

Work Environment:

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

What might a day in this job look like?

Your duties will include:

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

What will I learn?

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

What Qualifications / Qualities are required?

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

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

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

Closing Date:

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

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

Job Title: Soft Play Assistant - Employability Fund

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

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

Employer:

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

Work Environment:

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

What might a day in this job look like?

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

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

What will I learn?

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

What Qualifications / Qualities are required?

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

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

Closing Date:

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

AIRPORT RECRUITMENT CENTRE
EDINBURGH

The Edinburgh Guarantee®
A positive destination for all

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

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

Contract: All types of contracts available

Salary: National Minimum Wage or above

Employer: Various Employers

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

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

Work Environment:

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

What might a day in this job look like?

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

What Qualifications / Qualities are required?

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

You must be able to provide:

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

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

Closing Date:

We recruit all year round.

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

Job Title: Artisan Baker - Modern Apprenticeship

Contract: Permanent after trial

Salary: Modern Apprenticeship National Minimum Wage for the first year

Employer:

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

Work Environment:

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

What might a day in this job look like?

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

What will I learn?

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

What Qualifications / Qualities are required?

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

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

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

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

Job Title: Business Administrator - Modern Apprenticeship (R057)

Contract: One Year Fixed Term

Salary: £6.70 per hour

Employer:

A large and rapidly expanding GP surgery in Edinburgh.

Work Environment:

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

What might a day in this job look like?

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

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

What will I learn?

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

What Qualifications / Qualities are required?

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

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

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

Closing Date:

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

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

Job Title: Childcare Academy - Employability Fund Stage 3

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

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: Administrator - Modern Apprenticeship (R054)

Contract: Permanent

Salary: £12,000 - £13,000 per annum

Employer:

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

Work Environment:

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

What might a day in this job look like?

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

What will I learn?

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

What Qualifications / Qualities are required?

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

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

Key skills required for effective performance include:

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

Salary and Benefits:

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

Closing Date

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

LEITH'S at the EICC

The Edinburgh Guarantee® A positive destination for all

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:

This position will be closed 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 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:

Wednesday 28 February.

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 Apprentice – 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:

Wednesday 28 February.

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:

Wednesday 28 February.

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 Apprentice – 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:

Wednesday 28 February.

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:

Wednesday 28 February.

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 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?

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:

Wednesday 28 February.

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

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

Contract: Permanent

Salary: National Minimum Wage

Employer:

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

Work Environment:

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

What might a day in this job look like?

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

What will I learn?

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

What Qualifications / Qualities are required?

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

Closing Date:

These vacancies are ongoing until successful candidates are found.

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

Job Title: Business Administrator – Modern Apprenticeship (R049)

Contract: Permanent

Salary: £16,000 per annum

Employer:

A vehicle repair garage in Edinburgh City Centre.

Work Environment:

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

What might a day in this job look like?

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

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

What will I learn?

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

What Qualifications / Qualities are required?

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

Closing Date:

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

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

Job Title: Catering Assistant – Employability Fund

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

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

Employer:

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

Work Environment:

Edinburgh Leisure makes a positive difference by:

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

What might a day in this job look like?

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

- food preparation
- cleaning
- serving customers.

What will I learn?

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

What Qualifications / Qualities are required?

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

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

Closing Date:

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

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

Job Title: Kitchen Assistant – Employability Fund

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

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

Employer:

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

Work Environment:

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

What might a day in this job look like?

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

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

What will I learn?

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

What Qualifications / Qualities are required?

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

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

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

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

Closing Date:

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

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

Job Title: Playwork Assistant - Employability Fund

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

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

Employer:

A reputable After School Club with venues across Edinburgh.

Work Environment:

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

What might a day in this job look like?

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

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

What will I learn?

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

What Qualifications / Qualities are required?

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

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

Closing Date:

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

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

Job Title: Playwork Assistant - Employability Fund

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

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

Employer:

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

Work Environment:

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

What might a day in this job look like?

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

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

What will I learn?

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

What Qualifications / Qualities are required?

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

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

Closing Date:

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

charliemiller

The Edinburgh Guarantee® A positive destination for all

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

Job Title: Hairdresser – Modern Apprenticeship

Contract: Full time, fixed term – 36 months

Salary: Modern Apprenticeship National Minimum Wage

Employer:

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

Work Environment:

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

What might a day in this job look like?

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

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

What will I learn?

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

What Qualifications / Qualities are required?

We are looking for people with:

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

Closing Date:

We have ongoing recruitment throughout the year.

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

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

Contract: All types of contracts available

Salary: National Minimum Wage or above

Employer: Various Employers and Locations

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

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

Work environment:

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

What might a day in this job look like?

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

What will I learn?

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

What Qualifications / Qualities are required?

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

Closing Date:

We recruit all year round.