



Edinburgh Guarantee Schools Bulletin

Week beginning Monday 18 March 2019

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

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

Would you like to:

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

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

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

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

List of current opportunities:

- ✓ Digital Marketing - Modern Apprenticeship – QA/The Edinburgh Academy
- ✓ Business and Administration - Modern Apprenticeships – Scottish Government
- ✓ Chef – Modern Apprenticeship – Leith’s at the EICC
- ✓ File Management Assistant - Modern Apprenticeship – QA/Harper Macleod
- ✓ Digital Assistant - Modern Apprenticeship – QA/The HR Dept Ltd
- ✓ IT Support Agent - Modern Apprenticeship – QA/BLACKBX
- ✓ Digital Sales Support - Modern Apprenticeship – QA/Origin Fitness
- ✓ Property Administrator - Modern Apprenticeship (R086) – Rewards/Estate Agent
- ✓ Business Administrator - Modern Apprenticeship – Microcom/Capital Credit Union
- ✓ Primary Care Advisor - Modern Apprenticeship – Microcom/St Triduana’s Medical Practice
- ✓ Business Administration - Modern Apprenticeship – The City of Edinburgh Council
- ✓ Body Repairer - Modern Apprenticeship (Seafield) – 2 posts – Arnold Clark
- ✓ Light Vehicle Technician - Modern Apprenticeship (Seafield) – 3 posts – Arnold Clark
- ✓ Light Vehicle Technician - Modern Apprenticeship (Sighthill) – 2 posts – Arnold Clark
- ✓ Collections Advisor - Modern Apprenticeship – Limelight/Business Stream
- ✓ Edinburgh Project SEARCH - Internship
- ✓ Receptionist/Administration Assistant - Modern Apprenticeship – Limelight/EH20 Business Centre
- ✓ Step into Childcare/Social Care – Employability Fund – Training for Care
- ✓ Business Support - Modern Apprenticeship (R085) – Rewards/ Sport National Governing Body
- ✓ Personal Tax Assistant – Scott-Moncrieff
- ✓ Corporate Services - Modern Apprenticeship – Limelight/East Lothian Housing Association
- ✓ Asset Management - Modern Apprenticeship – Limelight/East Lothian Housing Association
- ✓ Hairdresser – Modern Apprenticeship - Charlie Miller
- ✓ IT Management for Business - Graduate Level Apprenticeship 2019 - 9 posts – CGI
- ✓ Childcare/Early Years – Modern Apprenticeship – Carousel Training Centre
- ✓ Business Apprentice - Assurance - EY
- ✓ Business Apprentice - Tax - EY
- ✓ Leisure Attendant – Employability Fund – Direct Partners/Edinburgh Leisure
- ✓ Soft Play Assistant - Employability Fund – 2 posts - Direct Partners/Edinburgh Leisure
- ✓ Playwork Assistant - Employability Fund - Direct Partners/Reputable After School Club (venues across Edinburgh)
- ✓ Catering Assistant – Employability Fund - Direct Partners/Edinburgh Leisure
- ✓ Staff Member – 5 posts – McDonald’s
- ✓ Light Vehicle Mechanic - Modern Apprenticeship – GTG/Sighthill
- ✓ Business Administrator - Modern Apprenticeship – 2 posts – Microcom/Cliq Containers
- ✓ Retail, Hospitality, Security, Baggage Handling, Ramp Operators and many more – Various Employers - Edinburgh Airport Recruitment Centre
- ✓ Retail, Hospitality, Beauty, Care and more - Various Employers and Locations - Fort Kinnaird Recruitment and Skills Centre
- ✓ Restructuring Advisory Assistant - School Leaver Apprenticeship Programme - RSM
- ✓ Professional Services Assistant (Audit, Accounting & Tax) - School Leaver Apprenticeship Programme – RSM
- ✓ Artisan Baker - Modern Apprenticeship – The Breadwinner Bakery
- ✓ Support Worker – Blackwood Care
- ✓ Personal Assistant – ENABLE Scotland
- ✓ Assistant Nursery Practitioner - Modern Apprenticeship – PA Training
- ✓ Administration/Reception/Customer Service – Modern Apprenticeships – RTL

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

Job Title: Digital Marketing - Modern Apprenticeship

Contract: Fixed Term – 12 months with potential to be made permanent

Salary: £12,480 per annum

Employer:

The Edinburgh Academy is an independent co-educational day school for 2 to 18 year olds. Housed on two sites near the centre of Edinburgh, the school provides the best in 21st century education and is designed to be small enough to cater for the unique talents, needs and ambitions of all.

Work Environment:

Office based in the EH3 area.

What might a day in this job look like?

The overall purpose of the job is to actively engage with all appropriate aspects of digital media to assist with the promotion and marketing of Edinburgh Academy.

Main Responsibilities:

- Keep the school website updated with current events
- Monitor, manage and engage with the school and school's customers through approved social media and digital channels
- Attend all school events as directed to take photographs and video for use in marketing
- Assist with email and other marketing campaigns and support the Graphic Designer in the production of these
- Advise the Head of Marketing on using analytics and other data sources to improve results from the website and social marketing channels through analysis of the visitor characteristics and behaviour.

What will I learn?

You will work towards SCQF Level 6 Digital Marketing.

What Qualifications / Qualities are required?

- First class copy writing skills along with excellent grammar
- Meticulous attention to detail and a creative approach
- Adaptability with a dynamic and quick-thinking approach
- Working knowledge of MS Office
- Common sense and trustworthy
- Reliability and good time keeping
- Self-motivated/directed in pursuit of tasks.

Closing Date:

Wednesday 24 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: Business and Administration - Modern Apprenticeships

Contract: Permanent

Salary: £18,392 per annum

Employer:

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

Opportunities available:

- Service Support Administrator – Social Security Directorate – 2 posts (Victoria Quay)
- Administrative Assistant - Social Justice and Regeneration Division
- Business Assistant – Health and Social Care Directorate – 6 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 and closing dates when you click Apply Now.

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

Job Title: Chef – Modern Apprenticeship

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

Salary: Starting salary £170 per week

Employer:

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

Work Environment:

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

What might a day in this job look like?

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

Duties may include:

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

What will I learn?

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

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

What Qualifications / Qualities are required?

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

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

Closing Date:

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

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

Job Title: File Management Assistant - Modern Apprenticeship

Contract: Fixed Term – 12 months with potential to be made permanent

Salary: £15,925 per annum

Employer:

Harper Macleod is one of Scotland's leading law firms, serving clients and their interests in Scotland, the UK and beyond and generating in excess of £26 million in turnover.

Work Environment:

Office based in the EH3 area.

What might a day in this job look like?

- Contribute to the day to day operation of the office and provide administration support
- Printing and scanning
- Filing of daily correspondence and documents
- New files to be created and entered in document management system accurately and effectively
- Dealing with file requests made by staff and partners
- List and store of files.

What will I learn?

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

What Qualifications / Qualities are required?

- Experience of office environment preferred
- IT Skills including MS Office and Outlook
- Excellent administration and organisational skills
- Excellent communication skills
- Ability to prioritise and work to deadlines
- Attention to detail.

Closing Date:

Sunday 31 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: Digital Assistant - Modern Apprenticeship

Contract: Fixed Term – 12 months with potential to be made permanent

Salary: £10,000 per annum

Employer:

The HR Dept Ltd provides the complete range of outsourced Human Resources and Health & Safety services to small and medium sized enterprises over Edinburgh and the Lothians. We work with a varied client base which makes each day exciting, varied and challenging.

Work Environment:

Office based in the EH3 area.

What might a day in this job look like?

We are looking for an enthusiastic and ambitious individual to join our striving team. You will gain work experience whilst working towards a recognised qualification. You will get involved in a number of projects and complete any administration tasks that are needed to support other team members. This is an exceptional opportunity for anyone starting their career and looking to get work experience before committing to a specialist area.

What will I learn?

You will work towards SCQF Level 6 Digital Applications Support.

What Qualifications / Qualities are required?

- Computer skills including Microsoft Office (Word, Excel and PowerPoint)
- Self-assured
- Digitally savvy
- Good interpersonal skills
- Flexible and adaptable
- Team player.

Closing Date:

Sunday 31 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: IT Support Agent - Modern Apprenticeship
Contract: Fixed Term – 12 months with potential to be made permanent
Salary: £10,000 per annum

Employer:

BLACKBX a small, ambitious and fast-growing tech company based in Leith.

Work Environment:

Office based in the EH6 area.

What might a day in this job look like?

Do you want to work for a company that's changing how brands communicate with their customers? A place where you're going to have an impact from day one and really be a part of something? In the last three years, we've gone from nothing to more customers you can shake a stick at. This means no suits, no politics and a get-stuff-done culture where you can make your mark and take as much responsibility as you can handle. Come prove yourself — there's no glass ceiling. This is a customer facing role so you must be a comfortable, confident and experienced communicator, on the telephone and in writing.

What will I learn?

You will work towards SCQF Level 6 IT Systems and Networking.

What Qualifications / Qualities are required?

Here are the personal traits and experience we're looking for:

- Quick learner, value-driven, highly inquisitive
- Energetic, enthusiastic with a strong desire to always improve
- Strong record of success in whatever you have done
- Exceptional verbal and written communications skills
- Coachability.

Whilst not essential, the following will certainly help:

- Call centre experience
- Previous technical support experience.

Closing Date:

Sunday 31 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: Digital Sales Support - Modern Apprenticeship

Contract: Fixed Term – 12 months with potential to be made permanent

Salary: £10,000 per annum

Employer:

Origin Fitness is a UK based distributor and manufacturer of commercial fitness equipment. Origin works with both distributors and commercial operators to combine both equipment provision and a range of support services which include gym design, marketing, training and servicing.

Work Environment:

Office based in the EH28 area.

What might a day in this job look like?

- Use CRM systems to access existing client base
- Update Excel spreadsheet with order details
- Monitor incoming emails and provide web chat support through online systems
- Order processing using internal order systems
- Relevant support using Microsoft packages
- Answering incoming calls.

What will I learn?

You will work towards SCQF Level 6 Digital Applications Support.

What Qualifications / Qualities are required?

- Good computer literacy
- Good communication skills
- An awareness of customer care
- Ability to communicate at all levels externally and internally
- High level of attention to detail
- Team player
- Presentable.

Closing Date:

Sunday 31 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: Property Administrator - Modern Apprenticeship (R086)

Contract: Fixed Term - 12 months

Salary: £14,000 - £16,000 per annum

Employer:

The employer is an estate agents, solicitors and financial advisors based towards Leith.

Work Environment:

You will be predominantly office based, working in a small, young, friendly property team. This is a great opportunity for someone to kick start their career within a well-established brand with multiple development and progression routes available for a candidate with drive and ambition.

The office is a busy working environment and candidates must be confident with answering phone calls and helping walk-in customers face to face.

What might a day in this job look like?

As well as customer service, duties will also include but are not limited to:

- Setting up sales files – making sure all the information needed is present and complete
- Chasing documents from clients
- Inputting visual files into the computer system
- Collect information from online sources
- Preparing and sending quotations
- Ordering stationery supplies
- Arranging viewing and valuation appointments
- Cover in the other office when necessary
- Candidate must have a driving licence as occasional cover of hosting viewings may be necessary. A car will be provided for this.

What will I learn?

- SVQ Level 3/SCQF Level 6 in Business and Administration
- Industry related training.

What Qualifications / Qualities are required?

- A good set of National 5 qualifications as a minimum
- Positive, reliable, enthusiastic, confident and eager to learn
- Interest in property/starting a career in the property sector would be an advantage
- A full, clean driving licence is essential. Own car is not necessary.
- Due to funding and driving reasons, candidates must be aged 17-19.

Please note, only candidates that are being taken through to the next interview stage will be contacted.

Closing Date: Sunday 31 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: National Minimum Wage

Employer:

Capital Credit Union is a member owned, community based, financial organisation. People are at the core of everything that we do. Our members are our owners. They are the reason we exist and they count on us to understand their needs and to work in their best interests.

Work Environment:

You will be working in an office based environment in Stockbridge.

What might a day in this job look like?

- Carry out processing income received from members, updating members accounts and answering queries about member accounts
- Process invoices and update purchase ledger information including filing
- Process and reconcile pre-paid cards, credit cards, petty cash and members cash
- Process payments to members through BACS and Faster Payments
- Assist credit control including sending notification to members who have missed payments
- Follow up missed payments for credit control by telephone, email, and letter
- Retrieve data to provide management information
- Statement runs to members
- Filing using manual and electronic means.

What will I learn?

SVQ Level 3 in Business and Administration.

What Qualifications / Qualities are required?

- National 5 or equivalent which should include English and Maths
- Enjoy working with numbers
- Ability to communicate effectively - both written and verbal
- Competent in Office 365
- High level of attention to detail.

Closing Date:

This opportunity will close when a suitable candidate is found.

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

Job Title: Primary Care Advisor - Modern Apprenticeship

Contract: Permanent

Salary: £13,468 per annum

Employer:

St Triduana's Medical Practice is based in Moira Park, Edinburgh.

Work Environment:

You will be working in an office based environment.

What might a day in this job look like?

As first point of contact for our patients, your focus will be on ensuring patients and visitors to the practice receive the best possible service, you will provide a professional, efficient and friendly reception service for all patients and other visitors and you'll enjoy making a difference to every person who walks through our doors.

This is a varied role that will see you offering a range of patient care activities including receiving, assisting and directing patients in accessing the most appropriate service or healthcare professional in a courteous, efficient and effective way.

You will facilitate effective communication between patients, members of the primary health care team, secondary care and other associated healthcare agencies.

You will also offer general assistance to the practice team and project a positive and friendly image to patients and other visitors, either in person or via the telephone.

Please see job spec on the website for full information.

What will I learn?

SVQ Level 3 in Business and Administration.

What Qualifications / Qualities are required?

National 5 or equivalent which should include English.

Closing Date:

This opportunity will close when a suitable candidate is found.

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

Job Title: Business Administration - Modern Apprenticeship

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

Salary: £13,609 - £15,285 per annum

The City of Edinburgh Council applies a Living Wage allowance to ensure that all employees earn at least £9.07 per hour. Successful applicants will be paid the hourly rate as advertised, plus the allowance, in order to bring their earnings to £9.07 per hour.

Employer:

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

Work Environment:

This post is based in the Democracy, Governance and Resilience service, working with our Governance and Committee Services teams, who provide a wide range of professional support and advice to councillors, committees and officers across the organisation. There will also be opportunities to work with some of our other teams as you progress through your training.

What might a day in this job look like?

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

What will I learn?

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

What Qualifications / Qualities are required?

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

Closing Date:

Tuesday 26 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: Body Repairer - Modern Apprenticeship (Seafield) – 2 posts

Contract: Permanent

Salary: National Minimum Wage

Employer:

Arnold Clark is one of the largest car dealer groups in Europe. We are an award-winning car dealer offering outstanding value and excellent customer service.

Work Environment:

As an Apprentice Body Repairer, 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 out 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 a 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.
- Excellent communication skills are an absolute must, as is a meticulous eye for detail and a basic grasp of hand skills.
- You must be literate, numerate, reliable and keen to learn.
- You'll be able to show us genuine enthusiasm for the role, a professional manner and a willingness to get stuck in.

Closing Date:

Thursday 4 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: Light Vehicle Technician - Modern Apprenticeship (Seafield) – 3 posts

Contract: Permanent

Salary: National Minimum Wage

Employer:

Arnold Clark is one of the largest car dealer groups in Europe. We are an award-winning car dealer offering outstanding value and excellent customer service.

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. 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 a 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:

Thursday 4 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: Light Vehicle Technician - Modern Apprenticeship (Sighthill) – 2 posts

Contract: Permanent

Salary: National Minimum Wage

Employer:

Arnold Clark is one of the largest car dealer groups in Europe. We are an award-winning car dealer offering outstanding value and excellent customer service.

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. 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 a 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:

Thursday 4 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: Collections Advisor - Modern Apprenticeship

Contract: Fixed Term – 12 months

Salary: £15,500 per annum

Employer:

Business Stream is a subsidiary of Scottish Water, the publicly owned utility which serves the residential water market across Scotland. We have business customers across the UK who buy water services from us. We are a growing organisation which is thriving right now and we have ambitious plans for the future which we hope you can be part of.

Work Environment:

Based in a medium sized team within a modern office, you will work 37 hours per week, and you can enjoy all the perks of working at South Gyle. There are excellent transport links, with the Gyle shopping centre on hand as well as on-site parking.

What might a day in this job look like?

Duties that will be carried out include speaking to customers on the phone to encourage payment of outstanding invoices. You will work with your team to promptly answer inbound calls and deliver a good customer experience. You will receive training and ongoing support to ensure your success in the role.

What will I learn?

You will work towards an SVQ qualification in Customer Service and undertake industry related training giving you valuable experience in the utilities sector.

You will learn valuable soft skills that will set you up for life such as communication, teamwork, problem solving, negotiation and assertiveness, as well as gaining experience with our computer systems (including MS Office e.g. Excel).

What Qualifications and Qualities are required?

- National 5 English and Maths
- Willingness to learn
- Good attitude
- Confident communicator
- Team player
- Strong drive to do well.

Closing Date:

Friday 29 March.



Edinburgh
Project | SEARCH®



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: Edinburgh Project SEARCH - Internship
Contract: Fixed Term - 9 months
Salary: Unpaid. If eligible, interns can access Edinburgh College bursaries

Employer:

Project SEARCH® is an international trademarked and copyrighted programme model. Developed in Cincinnati Children's Hospital Medical Center, the programme aims to prepare young people with additional support needs (aged between 16 and 29 years old) for full time, competitive employment.

Edinburgh Project SEARCH is a partnership between the City of Edinburgh Council, NHS Lothian, Edinburgh College and Into Work. It is a business-led programme which means the young people learn relevant, marketable skills while immersed in the business environment. The young people take part in 3 internships with the host employer over 40 weeks, resulting in improved skills and confidence, with 800 hours of work practice. A lecturer and job coaches are based on site at all times, working closely with the business to provide classroom learning, internships and ongoing support.

Work Environment:

Internships will be based with either the City of Edinburgh Council or NHS Lothian which are large employers and offer a variety of opportunities. The environment will vary depending on your chosen internships.

What might a day in this job look like?

This will vary depending on your chosen internships. Types of internships available previously have included administration, reception, mail room, catering, hospitality, park ranger, portering, domestic assistant, stores department and clinical support work.

You will complete five hours each day at an internship, and 2 hours each day within the Project SEARCH training room. Hours are 9.00am-4.00pm, Monday-Friday, during Edinburgh College term-time.

What will I learn?

Starting in August 2019 and lasting for one academic year, you must want to:

- achieve full-time competitive employment.
- complete 3 different internships within the City of Edinburgh Council or NHS Lothian.
- work towards an SQA Employability Award.
- complete the Project SEARCH® curriculum.

Interns will acquire competitive, marketable and transferable skills, and build communication, teamwork and problem-solving skills.

What Qualifications / Qualities are required?

To be eligible for Project SEARCH® you must:

- be between 16 and 29 years old.
- want to secure a full-time job (16+ hours).

- live within Edinburgh, East Lothian, West Lothian or Midlothian.
- have a recognised disability.
- be able to commit to the programme full-time for one year.
- be able to travel alone, or learn how to do this, by August 2019.

For more information, please contact the Edinburgh Project SEARCH team: project.search@edinburgh.gov.uk.

Closing Date:

Tuesday 23 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: Receptionist/Administration Assistant - Modern Apprenticeship

Contract: Permanent

Salary: £10,000 per annum

Employer:

EH20 Business Centre is a dynamic hub based in Loanhead, providing office space, meeting rooms and virtual offices for small to medium sized businesses.

Work Environment:

You will be working in a small office based team, 8.30 am - 5.00 pm Monday to Friday.

What might a day in this job look like?

- Reception duties
- Handling incoming and outgoing mail and parcels
- Handle all calls in the building
- Prepare an office prior to a client moving in
- Ensure all visitors sign in and out of the building
- Manage the photocopier/fax/printer
- Assist with client invoicing
- Set up meetings - catering, audio-visual equipment, etc.
- Diary management
- Dealing with client queries.

What will I learn?

You will work towards an SVQ Level 2/3 in Business and Administration.

What Qualifications / Qualities are required?

- National 5 or equivalent which should include English and Maths.
- We are looking for someone who is positive, reliable, enthusiastic and proactive.

Closing Date:

Sunday 31 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: Step into Childcare/Social Care – Employability Fund

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

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

Employer:

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

Work Environment:

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

What might a day in this job look like?

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

What will I learn?

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

What Qualifications / Qualities are required?

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

Closing Date:

Friday 22 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 Support - Modern Apprenticeship (R085)

Contract: Fixed term – 12 months, with the possibility of a permanent position

Salary: £16,000 – £19,999 per annum

Employer:

As a sportscotland recognised national governing body for an Olympic sport, this company represents its growing individual membership, member clubs, coaches and hundreds of qualified, enthusiastic and committed volunteers delivering this sport across Scotland.

Work Environment:

Based in the Business Support team at their Newbridge office, this is a great opportunity to get exposure across the various departments within a business and how they operate. You will provide support across the business, focusing on membership services, communication, marketing, finance, performance, administration and logistical support.

What might a day in this job look like?

- Providing integrated administrative support across the business
- Manage and update the membership services and grading functions
- Answer the telephone and respond to enquiries in an appropriate manner
- Deliver a warm, welcoming and professional greeting as a representative of the company
- Maintain a professional reception area and meeting room for clients, customers, partners and other visitors
- Produce regular performance reports for Business Support activity as appropriate
- Undertake activities as directed by the Lead Executive or Chief Executive Officer.

What will I learn?

You will undertake an SVQ Level 3 (SCQF Level 6) in Business and Administration, and have the opportunity to improve your IT skills through the use of Microsoft IT Academy.

Through this apprenticeship you will continuously self-develop and therefore improve your communication skills, ability deliver to high standards of work and service and progress within your job role.

What Qualifications / Qualities are required?

Ideally, we are looking for National 5s including Maths and English, or Higher Grades, and intermediate user in Microsoft Office programmes.

In addition to the above the following attributes are desirable:

- A willingness to learn and a positive attitude
- A confident communicator in a customer facing role
- Strong organisation and problem-solving skills
- An exceptional phone manner
- Considerable attention to detail
- Experience using database systems and processes
- Ability to work cohesively within a team
- Ability to use initiative to make independent decisions

- Ideally someone who has undertaken some form of work experience as evidence for the above.

Please note that only candidates through to the next stage will be contacted.

Closing Date:

Friday 29 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: Personal Tax Assistant

Contract: Permanent

Salary: £16,500 per annum

Employer:

Scott-Moncrieff is one of Scotland's leading independent firms of chartered accountants and business advisors. Our expertise encompasses financial assurance, risk management, improving performance and taxation. We advise high calibre clients working across all sectors in Scotland and beyond, offering expert business insights at every opportunity.

Work Environment:

Our Personal Tax team is based within our Edinburgh office and part of a wider tax team (including Corporate Tax, Employment Tax and VAT). This is an excellent opportunity to join our Personal Tax team and kick start your career! The role would be suited to someone with very minimal or no experience, as all learning would be given on the job and through our comprehensive training plan. Ideally, we would be looking for someone to start with us as soon as possible.

What might a day in this job look like?

- Gather appropriate information to complete tax returns from the following contacts: HMRC, banks, clients and other internal departments.
- Prepare tax returns ensuring they are completed accurately using the firm's software.
- Draft tax computations that are accurately completed, dependent on the client case.
- Ensure that all time is accurately recorded and maintained on a daily basis.

What will I learn?

The team would be very keen to find someone who would be suited to our school leaver programme, completing a professional qualification over 5-6 years. This would be a great career path for someone who doesn't want to go to university.

You will receive comprehensive support for professional qualifications (such as ICAS, ACCA & CTA) including funding, study leave, training and tutorials, mock exam practice and formal mentoring and support via our in-house training team.

What Qualifications / Qualities are required?

Potential candidates should be able to demonstrate strong numerical skills, great communication and the desire to develop a career within Tax.

You should also have the following qualifications:

- National 5 Maths and English; and
- At least 3 Highers from 5th year.

Closing Date:

Sunday 31 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: Corporate Services - Modern Apprenticeship

Contract: Fixed Term - 18 months

Salary: £7,644 - £10,738 per annum

Employer:

East Lothian Housing Association builds and manages a wide range of properties to meet a variety of needs. From our office in Haddington, we currently manage over 1,300 properties for rent and shared ownership within East Lothian.

Work Environment:

You will work in a small team within our Corporate Services Department at our main offices in Haddington. Your working hours will be Monday to Friday 9 am – 5 pm.

What might a day in this job look like?

You will support the Corporate Services Department in ensuring the business of the Group is run efficiently by providing a high level of customer care and clerical and administrative assistance.

You will also:

- provide a high level of customer service within reception to all visitors/callers
- provide information at the point of first contact and ensure that our customers are directed appropriately towards any further help that they need
- copy, collate, and distribute papers, memos, etc, and liaise with relevant staff
- accurate data entry to the Group's IT systems
- support the Corporate Services Manager with Health and Safety responsibilities.

What will I learn?

- You will work towards an SVQ Level 3 in Business and Administration.
- A comprehensive training programme will include learning bespoke software.

What Qualifications / Qualities are required?

You must have a minimum of 3 National 4 or 5s (or equivalent), which must include English and Maths. A basic knowledge and ability to use Microsoft office packages would be desirable.

You must also possess:

- ability to use initiative
- effective team worker
- ability to work accurately, paying attention to detail
- enthusiastic and motivated
- good communication and interpersonal skills.

Closing Date:

Friday 22 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: Asset Management - Modern Apprenticeship

Contract: Fixed Term - 18 months

Salary: £7,644 - £10,738 per annum

Employer:

East Lothian Housing Association builds and manages a wide range of properties to meet a variety of needs. From our office in Haddington, we currently manage over 1,300 properties for rent and shared ownership within East Lothian.

Work Environment:

You will work in a small team within our Asset Management Department at our main offices in Haddington. Your working hours will be Monday to Friday 9 am – 5 pm.

What might a day in this job look like?

You will provide effective administrative and clerical support to our Asset Management Department to ensure high levels of tenant satisfaction is achieved. Key tasks include administering maintenance services, maintaining records, liaison with contractors and service users and representing the organisation to a high standard.

You will also:

- deal with general, day to day enquiries
- assist the Asset Management staff in setting up and maintaining Asset Management records
- assist with the implementation and administration of the Property database
- carry out a range of administrative duties, such as filing and photocopying
- maintain the Property Officers' diaries
- issue inspection requests to the Property Officers
- liaise with customers with regard to access arrangements
- assist with the production of quarterly performance reports for the Asset Manager
- maintain information systems and registers, both manual and computerised.

What will I learn?

- You will work towards an SVQ Level 3 in Business and Administration.
- A comprehensive training programme will include learning bespoke software.

What Qualifications / Qualities are required?

You must have a minimum of 3 National 4 or 5s (or equivalent), which must include English and Maths. A basic knowledge and ability to use Microsoft office packages would be desirable.

You must also possess:

- ability to use initiative
- effective team worker
- ability to work accurately, paying attention to detail
- enthusiastic and motivated
- good communication and interpersonal skills.

Closing Date: Friday 22 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: Hairdresser – Modern Apprenticeship

Contract: Fixed Term – 3 years

Salary: Modern Apprenticeship National Minimum Wage

Employer:

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

Work Environment:

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

What might a day in this job look like?

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

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

What will I learn?

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

What Qualifications / Qualities are required?

We are looking for people with:

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

Closing Date:

We have ongoing recruitment throughout the year.



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

Job Title: IT Management for Business - Graduate Level Apprenticeship 2019 - 9 posts

Contract: 4 Years

Salary: £16,479 per annum starting salary plus company benefits

Employer:

At CGI we're offering you a unique opportunity to be part of something exciting and earn while you learn on our Edinburgh Napier 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, support the missions of more than 200 satellites and who employs 74,000 professionals from hundreds of locations worldwide. Certified as a Top Employer for its excellent HR practices, CGI is committed to being an equal opportunity employer and is a disability confident organisation.

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. To support you, you will have designated managers who will look after you on a day-to-day basis and be on hand to support you with your career development and professional conduct at CGI. You will also have a 'Buddy' who is a current or graduated student of a school leaver programme to help you with anything else you may need.

What might a day in this job look like?

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.

Due to the nature of our business, you work on 'projects'. This means you have the opportunity to work across a wide range of roles, industries and locations, there is no 'typical day'. It really does vary at CGI and that's the exciting thing, it is up to you to shape and develop your career in the direction you want to go with the support of others.

What will I learn?

Join our programme 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 can shape and develop your career throughout the course of the programme then continue with us after graduation.

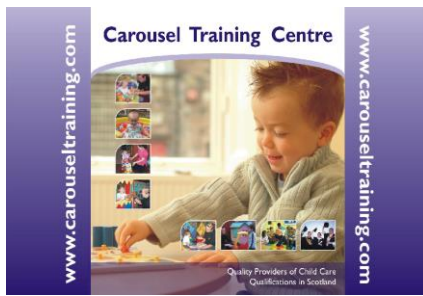
With our sponsorship, you won't have to pay a penny in tuition fees. You'll also benefit from a competitive starting salary and all the support you need to succeed. We'll even provide the course resources and materials required, so there's no need to worry about textbooks either and you can use the laptop 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?

The preferred requirement is 4 Highers at grade B or above including one in Maths, Physics or Computing, 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:

Friday 29 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: Childcare/Early Years - 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 as a Modern Apprentice. The job role requires you to be part of a pro-active and responsible staff team. You will be involved in planning and setting up activities to help children with their learning, development and growth in a stimulating environment.

What might a day in this job look like?

You will be responsible for the safety and day to day care of babies and young children, where they are supported and encouraged to achieve their full potential. You will also help children learn and develop their physical, intellectual, language and social skills through organised play.

What will I learn?

You will qualify with an SVQ Social Services (Children & Young People) at SCQF Level 7 and will graduate as a fully qualified Early Years Practitioner. The course takes approximately 15-18 months to complete, depending on the individual.

What Qualifications / Qualities are required?

No experience is necessary, however good communication skills are essential. The successful applicant should be enthusiastic, with a willingness to learn and a desire to work with babies and young children.

Funding for training is available from Skills Development Scotland for applicants aged 16-19 (16-29 for applicants who are disabled or care experienced).

Closing Date:

We recruit all year round.



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

Job Title: Business Apprentice – Assurance

Contract: Permanent

Salary: Up to £21,500 per annum

Employer:

At EY, we help all sorts of organisations make better decisions about business, finance and technology. In a fast-changing world, it's an exciting place to be.

You don't need a degree to start a successful career in business. If you've finished school and want to jump straight in, you can with our apprenticeship programmes. Earn a salary from your very first day. Learn from inspirational colleagues on client projects. Do what you're good at. Learn new skills. Get your professional qualifications before your uni-graduating peers – and go just as far.

Work Environment:

In Assurance, we make sure that businesses are protected from risks that can affect their reputation and performance. As external auditors, we help companies and governments publish accurate financial accounts others can rely on.

You will be based in our office on Morrison Street. To find out more about working in our Edinburgh office, please watch this [short film](#).

What might a day in this job look like?

- Helping businesses publish reliable financial accounts as you progress towards becoming a chartered accountant
- Getting to know our clients, their businesses and how they work
- Testing checks and balances to ensure they work how they're supposed to
- Analysing the data that goes into a financial statement to make sure it is true and fair.

What will I learn?

First up, an induction will verse you in all things EY and, before you know it, you'll be working in a team on audits for clients (with lots of help, of course!). Along the way, you'll be studying and doing exams so you'll progress even faster professionally than your university-going friends. By the time you complete the programme, you'll not only have qualifications equivalent to a Master's degree but lots of practical experience and a network of mentors to help you keep on developing. The programme starts in September 2019 and lasts 4.5 years.

What Qualifications / Qualities are required?

You should have completed five Highers (any grade and can be taken on more than one sitting) or equivalent by the time the programme starts in September 2019.

Closing Date:

Please apply ASAP as roles close on a rolling basis.



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 – Tax

Contract: Permanent

Salary: Up to £21,500 per annum

Employer:

At EY, we help all sorts of organisations make better decisions about business, finance and technology. In a fast-changing world, it's an exciting place to be.

You don't need a degree to start a successful career in business. If you've finished school and want to jump straight in, you can with our apprenticeship programmes. Earn a salary from your very first day. Learn from inspirational colleagues on client projects. Do what you're good at. Learn new skills. Get your professional qualifications before your uni-graduating peers – and go just as far.

Work Environment:

Tax affects every aspect of our lives and laws are always changing. We help local and global organisations, from start-ups to influential multinationals, manage every element of their business's tax.

You will be based in our office on Morrison Street. To find out more about working in our Edinburgh office, please watch this [short film](#).

What might a day in this job look like?

- Helping local and international businesses find better ways of doing tax while you progress towards becoming a tax advisor
- Working directly on tax reporting, technical research and data analysis alongside senior colleagues
- Building important relationships with clients
- Attending meetings.

What will I learn?

Developing your understanding of local and international tax laws is at the heart of this programme. After an EY induction you'll join your team where you will specialise in a particular area of Tax.

Wherever you're based, you'll be learning on-the-job, have access to coaching and training opportunities and lots of support from your team, too. In your first year you'll also begin working towards your professional qualifications. All apprentices will study for a CFAB qualification, which leads to full ACA qualification with a potential further option to complete the CTA. However, if you work in FS Personal Tax, you'll complete a CFAB qualification followed by the Association of Taxation Technicians professional qualification.

Over the course of the programme, you'll build invaluable business skills and knowledge that will ready you for a brilliant career, wherever you set your sights. The programme starts in September 2019 and lasts 4.5 years.

What Qualifications / Qualities are required?

You should have completed five Highers (any grade and can be taken on more than one sitting) or equivalent by the time the programme starts in September 2019.

Closing Date:

Please apply ASAP as roles close on a rolling basis.

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:** Soft Play Assistant - Employability Fund – 2 posts
- 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:

The posts are based at Ratho Climbing Arena and the Royal Commonwealth Pool. You will provide a fun and safe environment for children. You will work as part of a dedicated team to provide first class support and supervision to children. This involves indoor working and holiday periods.

What might a day in this job look like?

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

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

What will I learn?

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

What Qualifications / Qualities are required?

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

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

Closing Date:

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

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

Job Title: 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 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: 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 based at the Royal Commonwealth Pool, 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).

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: Staff Member – 5 posts

Contract: Permanent

Salary: Under 18: £6.00 per hour; 18 – 20: £7.00 per hour; 21+: £8.30 per hour

Employer:

McDonald's Restaurant, Corstorphine Retail Park, Glasgow Road, Edinburgh.

Work Environment:

Quite simply, you'll be working in our fast moving, high energy environment and we're looking for a genuine smile plus an ability to connect with customers and make them feel valued. You'll work 30 hours a week over 7 days.

What might a day in this job look like?

We want every McDonald's customer to have a brilliant experience, every time they visit. That means hot food in a clean and friendly restaurant. As a Staff Member, you'll make it happen, whether you're preparing food, serving on the till or being out in the dining areas looking after our customers' needs.

What will I learn?

You will learn how to interact with customers, food safety standards, health and safety standards and cash handling as well as many other things.

What Qualifications / Qualities are required?

- Confident in approaching and dealing with diverse groups of people.
- Friendly, courteous and helpful behaviour will come naturally to you and you'll work well as part of a team.
- Effective communication skills such as attentive listening, face-to-face verbal communication and eye contact are a must.
- Understand the importance of maintaining high standards of quality and service as well as cleanliness.
- The ability to maintain high energy levels whilst working both efficiently and productively is essential.
- Finally, your appearance should be smart and clean.

Closing Date:

This position will close when a suitable candidate is found.



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

Job Title: Light Vehicle Mechanic - Modern Apprenticeship

Contract: Permanent

Salary: £3.70 per hour

Employer:

A garage based in the Sighthill area.

Work Environment:

Working with a team within the workshop.

What might a day in this job look like?

During your apprenticeship you will be trained in all aspects of motor vehicle repair and maintenance including vehicle servicing, MOT preparation, removal, replacement and overhaul of major components and electrical fault diagnostics.

What will I learn?

A mechanic apprenticeship last 3 years and during that time you will be in full time employment, meaning that you earn a wage whilst gaining an SVQ Level 3 in Light Vehicle Maintenance and Repair.

What Qualifications / Qualities are required?

You must have or expect to gain National 4 or above in English, Maths and either a Technical or a Science subject. Accredited equivalents will also be accepted. It is essential that you are literate, numerate, reliable and keen to learn.

Closing Date:

This position will close when a suitable candidate is found.



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

Job Title: Business Administrator - Modern Apprenticeship – 2 posts

Contract: Permanent

Salary: National Minimum Wage

Employer:

Cliq Container Trading Ltd is a large container trading company.

Work Environment:

You will be based in our office at St Andrew Square working 0830 – 1700 Monday to Friday. We are a modern company with a young workforce looking for innovative and eager young candidates to join the administration team. There will be a lot of talking with customers over the phone so they are looking for confident communicators who enjoy an upbeat working environment.

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.
- 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?

- National 4/5 or equivalent including English and Maths
- Ideally aged 16-19 as they are looking for school leavers
- Confident outlook, good communication skills, and hard working.

Closing Date:

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



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

Job Title: Retail, 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. A full list of vacancies is available when you click Apply Now.

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: 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.



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: Restructuring Advisory Assistant - School Leaver Apprenticeship Programme

Contract: Permanent

Salary: Competitive

Employer:

RSM is a leading global provider of audit, tax and consulting services to middle market leaders. As an integrated team, we share skills, insight and resources, as well as a client-centric, collaborative approach that's based on a deep understanding of our clients' businesses.

Work Environment:

Our Restructuring Advisory apprenticeship will give you all the skills and support you need to unlock a future that's packed with opportunities and new experiences. You'll enjoy a fast-tracked business career that recognises your potential and rewards your ambition.

When you join our team, you'll enjoy a powerful combination of on-the-job learning and structured training – not to mention an impressive client list to work with. You'll discover a culture that nurtures individuality and an environment where everyone is supported to reach their potential. With us, you'll always be moving forward.

What might a day in this job look like?

The Restructuring Advisory team works with organisations and their advisers, lenders, trustees and creditors to prevent, manage and address issues related to financial difficulty. This could include advice on how to:

- develop an effective turnaround strategy
- manage risk by simplifying corporate structure
- review defined benefit pension covenant strength
- monitor emerging financial risks
- preserve value on distressed real estate projects
- realise value and optimise the outcome of a formal insolvency
- secure an appropriate funding solution
- identify and recover assets after contentious insolvency
- navigate an accelerated transaction.

What will I learn?

You'll get involved in client work very quickly, and get the chance to learn about different types of businesses from varying industry sectors. The depth of services and clients you'll be exposed to early in your career will help you jump-start your accountancy career.

Initially, you'll be working as part of a larger team. Once you've completed your initial professional qualifications, the complexity of your workload will increase, and you'll have the opportunity to take on more individual responsibilities and get involved in more challenging issues. With us, you'll have the space to grow and be challenged. With our support, you'll become a true trusted adviser to your clients.

When you join this team, you'll work towards your AAT professional qualifications.

What Qualifications / Qualities are required?

You will need 112 UCAS points (new tariff) across 3 A Levels or 104 (new tariff) across 4 Highers/Advanced Highers. UCAS changed their points system so under the old tariff it would be 280 or 260 points respectively.

At RSM, we don't just look for good exam results. We think passion, personality and originality are just as important.

Although this role is advertised for the August 2019 intake, it's a possibility that your start date could be prior to this. We can discuss this at interview if of interest.

Closing Date:

Sunday 31 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: Professional Services Assistant (Audit, Accounting and Tax) - School Leaver Apprenticeship Programme – 3 posts

Contract: Permanent

Salary: Competitive

Employer:

RSM is a leading global provider of audit, tax and consulting services to middle market leaders. As an integrated team, we share skills, insight and resources, as well as a client-centric, collaborative approach that's based on a deep understanding of our clients' businesses.

Work Environment:

You will be working in our busy Edinburgh office with some travel to client sites.

What might a day in this job look like?

Our Professional Services Assistant (Audit, Accounting and Tax) School Leaver Programme will give you all the skills and support you need to unlock a future that's packed with opportunities and new experiences. You'll enjoy a powerful combination of on-the-job learning and structured training - not to mention an impressive client list to work with.

When you join our team, you'll discover a culture that nurtures individuality and an environment where everyone is supported to reach their potential. With us, you'll always be moving forward.

What will I learn?

- Our Trainees play a key role in supporting the work described above and gain tremendous experience to provide top quality career development.
- You will benefit from on-the-job training from more senior members of the team, as well as joining peers on internal training courses that will develop you as an individual.
- You will become involved in client work very quickly, initially working as part of a larger team – perhaps taking responsibility for specific audit tests or aspects of the audit file.
- The depth of services and clients you will be exposed to early in your career will provide you with a jump start into the varied world of accountancy.
- We will expose you to the skills you require to become a true trusted advisor to your clients in the future.
- While gaining real hands-on experience, your development in the role will be optimised by training from the company's highly regarded dedicated team.
- As well as internal training and on-the-job mentoring you will have the opportunity to train towards the AAT or ATT qualification, with support provided post-qualification ensuring you are well equipped to enjoy a successful and satisfying career with the business.

What Qualifications / Qualities are required?

You will need 112 UCAS (new tariff) across 3 A Levels or 104 (new tariff) across 4 Highers/Advanced Highers. UCAS changed their points system so under the old tariff it would be 280 or 260 points respectively.

At RSM, we don't just look for good exam results. We think passion, personality and originality are just as important.

Although this role is advertised for the August 2019 intake, it's a possibility that your start date could be prior to this. We can discuss this at interview if of interest.

Closing Date: Sunday 31 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: 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: Support Worker

Contract: Permanent / Relief

Salary: £8.75 per hour

Employer:

Blackwood Homes and Care was founded in 1972 by Dr Margaret Blackwood MBE, a campaigner for the rights and independence of disabled people. Dr Blackwood was awarded her MBE for her dedication to improving the lives of disabled people and bringing awareness to a lack of adapted homes. She was deeply committed to people being able to live independent lives and, following her work to improve their financial situation, set her sights on providing housing that was suitably designed for disabled people. We deliver our vision of helping people live their life to the full in the pioneering spirit of Dr Blackwood by providing high quality housing, care and support for disabled people of all ages, with over 1500 homes across all 29 mainland local authorities in Scotland. Blackwood currently have four care homes across the country and also provide care to people who live in their own homes.

Work Environment:

Blackwood provides high-quality, innovative care for the elderly and people living with physical disabilities and long-term conditions such as dementia and multiple sclerosis. Our Edinburgh Care at Home service operates across the city including Abbeyhill and Leith, Drumbrae, Clermiston and Corstorphine and Edinburgh South. Edinburgh Care Services consists of three teams with each team having a dedicated Team Leader.

What might a day in this job look like?

Our personalised care and support packages enable our customers to live independently and range from a few hours a week to several daily visits. Our Support Workers provide a wide variety of personal care tasks for our customers such as personal hygiene, dressing, medication prompts as well as light household chores. This role involves going out into the community and working individually or alongside another Support Worker (depending on the care visit) where you will visit our customers in their homes.

What will I learn?

- Funding available for SVQ Level 2 training after completion of probationary period
- Fully paid induction and training including moving and handling training and shadowing opportunities with our more experienced carers
- Communication, teamwork and the opportunity to gain a professional qualification within the Social Care sector.

What Qualifications / Qualities are required?

We are looking for someone who is open and honest, takes responsibility, can keep promises, has respect and understanding and can build trusting relationships.

Closing Date:

Ongoing recruitment.



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

Job Title: Personal Assistant

Contract: Full and part time opportunities available

Salary: £8.45 per hour

Employer:

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

Work Environment:

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

What might a day in this job look like?

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

What will I learn?

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

What Qualifications / Qualities are required?

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

Successful applicants will be able to demonstrate the following:

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

Closing Date:

These positions will close when suitable applicants have been found.



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

Job Title: 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: 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.