



Edinburgh Guarantee Schools Bulletin

Week beginning Monday 29 April 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:

- ✓ Trainee Post Trade & Reporting Assistant - Modern Apprenticeship – Limelight/Baillie Gifford
- ✓ Trainee Client Administrator - Modern Apprenticeship – 2 posts – Limelight/Baillie Gifford
- ✓ Trainee Finance Assistant - Modern Apprenticeship – Limelight/Baillie Gifford
- ✓ Modern Apprenticeship – Early Years Practitioner - 30 posts – The City of Edinburgh Council
- ✓ Edinburgh Project SEARCH – Internship
- ✓ Business and Administration - Modern Apprenticeships – Scottish Government
- ✓ Administrative Assistant - Modern Apprenticeship – Limelight/CleanTEC Cleaning Services Limited
- ✓ Business Administrator - Modern Apprenticeship (R087) – Rewards/Leading hospitality company
- ✓ Trainee Chartered Accountant – Geoghegans Chartered Accountants
- ✓ Office Administrator - Modern Apprenticeship – Microcom/Williams Refrigeration
- ✓ Civil Engineer – Graduate Apprenticeship – Napier University/WSP
- ✓ Trainee Quantity Surveyor – Graduate Apprenticeship – Napier University/Thomson Gray Ltd
- ✓ BT Apprentice Programme - Power Planning Engineer, Electronics Engineer and IT/Networks
- ✓ Apprenticeship in Hospitality, Scotland – Modern Apprenticeship – Training Matters
- ✓ Trainee Warehouse Assistant - Mike Stoane Lighting
- ✓ Light Vehicle Mechanic - Modern Apprenticeship – GTG/Sighthill
- ✓ Childcare/Early Years – Modern Apprenticeship – Carousel Training Centre
- ✓ Restructuring Advisory Assistant - School Leaver Apprenticeship Programme - RSM
- ✓ Staff Member – 5 posts – McDonald's
- ✓ Business Apprentice - Assurance - EY
- ✓ Business Apprentice - Tax - EY
- ✓ Receptionist - Modern Apprenticeship – Microcom/Steedman and Company
- ✓ Business Administrator - Modern Apprenticeship – Microcom/Durham Road Medical Centre
- ✓ Chef – Modern Apprenticeship – Leith's at the EICC
- ✓ Business Administrator - Modern Apprenticeship – Microcom/Capital Credit Union
- ✓ Primary Care Advisor - Modern Apprenticeship – Microcom/St Triduana's Medical Practice
- ✓ Hairdresser – Modern Apprenticeship - Charlie Miller
- ✓ 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
- ✓ 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
- ✓ 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: Trainee Post Trade & Reporting Assistant - Modern Apprenticeship

Contract: Permanent

Salary: £18,000 per annum plus £500 sign on bonus

Employer:

Baillie Gifford is an investment management company founded in 1908. Since that time, we have grown into a leading global company and we invest in some of the world's most exciting businesses. We work hard for our clients and employ over 1000 people, most of whom work in Edinburgh, but we also have offices in London, New York and Hong Kong. People are often surprised by the variety of roles available within Baillie Gifford, which can include investment managers, lawyers, finance experts, travel co-ordinators, client administrators and IT specialists. With a vast array of jobs, there may be a role for you that you hadn't considered.

Work Environment:

You will join our Mandate Compliance Team, which is part of the larger Clients Department, focused on delivering the very best service for our clients. There are 11 people in the team but around 200 in the Clients Department in total. As a Post Trade & Reporting Assistant, you will have daily interaction with a number of different people in our business which will help you to understand how the team fits in to what we do. We are always looking for ways to offer an individually tailored service and you will play a role in understanding each client's specific requirements and ensuring their needs are met. You will work 9am – 5pm Monday to Friday.

At Baillie Gifford, we're incredibly committed to the wellbeing of our employees and we're proud of our supportive working environment, with recent initiatives such as the Mental Health group and LGBT network. Our culture isn't just limited to our work though – there's an abundance of social events and groups to get involved in, from the annual dinner dance and office outing, to touch rugby and yoga classes. Not forgetting the free fruit, hot drinks and on-site restaurant to enjoy each day.

What might a day in this job look like?

You will learn how to assist the Clients Department by running reports, collating data and completing other ah-hoc tasks when required. On a daily basis you will be looking at our internal system to monitor and validate any breaches or near breaches. One important task that the team does is carrying out regular compliance checks to ensure clients are being managed in line with their investment guidelines. You will also complete regular client tasks as indicated on another of our internal systems - Jobtraq and maintenance of Client restricted lists.

What will I learn?

The apprenticeship programme will provide a combination of classroom based and on the job training to allow you to achieve an SVQ Providing Financial Services at SCQF Level 6.

Baillie Gifford is committed to helping its employees continually learn and develop so in addition to the apprenticeship qualification, you will have a formal induction programme and continued training throughout your time with us. This will be a combination of technical training to do your job to the best of your ability, some soft skills learning and the opportunity to learn about what our industry is all about.

What Qualifications / Qualities are required?

- You will need National 5 in Maths and English.
- We are looking for enthusiastic, reliable and driven people.
- You'll be joining a team that's focused on delivering the very best service, so communication skills are essential.

- Your ability to build strong relationships make you a born team player, while your high level of motivation means you also work well on your own.
- Time management is also one of your key skills and you know exactly how to multi-task and have a focus on the accuracy of your work.

Closing Date:

Friday 24 May.



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

Job Title: Trainee Client Administrator - Modern Apprenticeship – 2 posts

Contract: Permanent

Salary: £18,000 per annum plus £500 sign on bonus

Employer:

Baillie Gifford is an investment management company founded in 1908. Since that time, we have grown into a leading global company and we invest in some of the world's most exciting businesses. We work hard for our clients and employ over 1000 people, most of whom work in Edinburgh, but we also have offices in London, New York and Hong Kong. People are often surprised by the variety of roles available within Baillie Gifford, which can include investment managers, lawyers, finance experts, travel co-ordinators, client administrators and IT specialists. With a vast array of jobs, there may be a role for you that you hadn't considered.

Work Environment:

You will work within our Client Administration Department who strive to build strong relationships with our external and internal clients, allowing them to provide the best possible service. Working in a team dedicated to a particular group of clients, you will be the first point of contact for all administrative and operations queries. It's a role where you will complete daily tasks, as well as work on projects that will improve the performance of your team and the department as a whole. You will work 9am – 5pm Monday to Friday.

At Baillie Gifford, we're incredibly committed to the wellbeing of our employees and we're proud of our supportive working environment, with recent initiatives such as the Mental Health group and LGBT network. Our culture isn't just limited to our work though – there's an abundance of social events and groups to get involved in, from the annual dinner dance and office outing, to touch rugby and yoga classes. Not forgetting the free fruit, hot drinks and on-site restaurant to enjoy each day.

What might a day in this job look like?

As a Trainee Client Administrator, you will take part in a variety of tasks – no two days will be the same. Your tasks will include helping with administration duties in the department, keeping our client's information up to date, working closely with in-house operational colleagues, answering calls and emails to help our clients and working with colleagues to enhance the service we provide. At the end of the programme you will be the first point of contact for all administrative and operations queries on your group of clients.

What will I learn?

The apprenticeship programme will provide a combination of classroom based and on the job training to allow you to achieve an SVQ Providing Financial Services at SCQF Level 6.

Baillie Gifford is committed to helping its employees continually learn and develop so in addition to the apprenticeship qualification, you will have a formal induction programme and continued training throughout your time with us. This will be a combination of technical training to do your job to the best of your ability, some soft skills learning and the opportunity to learn about what our industry is all about.

What Qualifications / Qualities are required?

- We are looking for someone with a positive attitude, enthusiastic outlook and drive to succeed in their career.
- You'll be joining a team that's focused on delivering the very best service, so communication skills are essential.
- Your ability to build strong relationships make you a born team player, while your high level of motivation means you also work well on your own.

- Time management is also one of your key skills and you know exactly how to multi-task and have a focus on the accuracy of your work.

Closing Date:

Friday 24 May.



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

Job Title: Trainee Finance Assistant - Modern Apprenticeship

Contract: Permanent

Salary: £18,000 per annum plus £500 sign on bonus

Employer:

Baillie Gifford is an investment management company founded in 1908. Since that time, we have grown into a leading global company and we invest in some of the world's most exciting businesses. We work hard for our clients and employ over 1000 people, most of whom work in Edinburgh, but we also have offices in London, New York and Hong Kong. People are often surprised by the variety of roles available within Baillie Gifford, which can include investment managers, lawyers, finance experts, travel co-ordinators, client administrators and IT specialists. With a vast array of jobs, there may be a role for you that you hadn't considered.

Work Environment:

As part of the large Finance Department of approximately 50 people, you'll gain invaluable exposure to many different areas of finance, working with teams such as Accounting/Reporting, Projects and Tax. The role of the department is to provide financial reporting for the firm, including the preparation of partnership and statutory accounts, along with regulatory financial and capital reporting and appropriate tax filings. We also manage payments to suppliers and on behalf of the business, manage the payroll and pensions for our staff and process expenses. You will work 9am – 5pm Monday to Friday.

At Baillie Gifford, we're incredibly committed to the wellbeing of our employees and we're proud of our supportive working environment, with recent initiatives such as the Mental Health group and LGBT network. Our culture isn't just limited to our work though – there's an abundance of social events and groups to get involved in, from the annual dinner dance and office outing, to touch rugby and yoga classes. Not forgetting the free fruit, hot drinks and on-site restaurant to enjoy each day.

What might a day in this job look like?

As a Finance Assistant you'll be part of the Operations team responsible for accounts payable, preparing supplier payments and key reconciliations and supporting the firm's expenses process. As a key member of our Finance Department, you'll ensure invoices, journals and expense claims are inputted onto the firm's accounting systems, accurately and on time. You'll also ensure key reconciliations are completed and reconciling items investigated and resolved. We'll expect you to liaise and work with your fellow colleagues face-to-face, allowing you to use your people skills to answer their queries and explain financial processes, as you gain a real understanding of the wider firm and how the Finance Department works.

What will I learn?

The apprenticeship programme will provide a combination of classroom based and on the job training to allow you to achieve an SVQ Accounting at SCQF Level 6.

Baillie Gifford is committed to helping its employees continually learn and develop so, in addition to the apprenticeship qualification, you will have a formal induction programme and continued training throughout your time with us. This will be a combination of technical training to do your job to the best of your ability, some soft skills learning and the opportunity to learn about what our industry is all about.

What Qualifications / Qualities are required?

- You will need National 5 in Maths.
- We are looking for enthusiastic, reliable and driven people.

- You'll be joining a team that's focused on delivering the very best service, so communication skills are essential.
- Your ability to build strong relationships make you a born team player, while your high level of motivation means you also work well on your own.
- Time management is also one of your key skills and you know exactly how to multi-task and have a focus on the accuracy of your work.

Closing Date:

Friday 24 May.

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

Job Title: Modern Apprenticeship – Early Years Practitioner - 30 posts

Contract: Fixed term until 30 June 2021 – Term time only (39 weeks per year)

Salary: £16,287 - £18,316 per annum

Employer:

At the City of Edinburgh Council, we're at the heart of the city. Our team is as diverse as the services we provide. Services that range from refuse collection to art galleries, parks to planning, schools to social care. The Council is committed to assisting people within the city by providing the opportunity to gain skills and knowledge and work towards a qualification through our Modern Apprenticeship Programme. Modern Apprenticeships (MAs) offer paid employment combined with the opportunity to gain nationally recognised qualifications.

Work Environment:

As a Modern Apprentice Early Years Practitioner, you will be required to contribute to the provision of a service compatible with good practice in the education and care of children and young people within the policies and systems laid down by the Council and Education Department and the Care Inspectorate. You will work as a team member and establish good and effective relationships with children, young people, staff and parents.

What might a day in this job look like?

You will contribute to the building of developmental profiles of children and young people in an educational setting through the use of observations and other appropriate methods of assessment, recording results, being jointly responsible for maintaining records pertaining to each individual" care and development, recognising that such profiles are available to parents and appropriate colleagues and other professionals with parental approval.

What will I learn?

You will work towards an SVQ Level 3 in Social Services (Children and Young People). On successfully completing two years' training, you will be a qualified Early Years Practitioner.

What Qualifications / Qualities are required?

- National 5 English, National 4 Maths and one other National 5
- This post is open to applicants who have left school in the last three years.

You should also meet the following criteria:

- Excellent record for attendance and time keeping
- Recognising the importance of meeting children's individual learning and care needs
- Good verbal and written communication skills
- Working as part of a team.

Closing Date:

Friday 3 May.



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 Edinburgh 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 Edinburgh 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 Edinburgh Project SEARCH you must:

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

- 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:

Thursday 2 May.



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

Job Title: Business and Administration - Modern Apprenticeships

Contract: Permanent

Salary: £18,392 per annum

Employer:

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

Opportunities available:

- Administrative Officers – Local Government and Communities Directorate – 4 posts (Victoria Quay).

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
Complete
Cleaning
Service.



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

Job Title: Administrative Assistant - Modern Apprenticeship

Contract: Permanent

Salary: £7,917 - £11,193 per annum

Employer:

CleanTEC Cleaning Services Limited covers all aspects of cleaning including window cleaning, residential cleaning and corporate cleaning. We are based in and around East Lothian.

Work Environment:

Working in a small office based team in Port Seton, 35 hours per week Monday to Friday.

What might a day in this job look like?

In a small business, each day can be very different depending upon the time of year. However, as a standard some of the tasks undertaken will include:

- administrative duties such as filing, typing, printing, etc
- maintaining computer and manual filing systems
- providing information to internal colleagues or external enquirers
- answering telephone calls, replying to emails or face to face enquiries
- receiving, sorting and distributing mail
- handling sensitive information in a confidential manner.

What will I learn?

- SVQ Level 2 / 3 in Business and Administration
- Soft skills including team work, communication and customer service
- You will be working alongside experienced Supervisors and Managers daily
- Industry related training / qualification i.e. Apple applications / Spreadsheets / Customer Service.

What Qualifications / Qualities are required?

- National 5 or equivalent in English
- strong attention to detail
- organised and capable of managing and prioritising workloads
- self-motivated with a positive "can do" attitude
- communicates clearly and concisely
- listens carefully, asks questions and records information accurately.

Closing Date:

Wednesday 1 May.



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 (R087)

Contract: Permanent

Salary: £3.90 per hour (apprenticeship wage) with salary being reviewed regularly

Employer:

The employer is a leading hospitality company specialising in property, hotels, restaurants cafes and bars. Always growing their team from the bottom up, they only employ management internally so everyone in the business knows it from the roots.

Work Environment:

You will be located in their property office near the Shore in Leith. There is free parking for drivers. Working hours are 9 am – 5 pm Monday to Friday, with compulsory briefings at 8.30 am and 5.15 pm. Pay will start at the basic rate for apprenticeships and will continually increase as your performance improves. This is reviewed every 3 months by the Human Resources department who pay close attention to your progress.

What might a day in this job look like?

You will work in several departments in order to fully develop an understanding of the organisation. The starting point will depend on conversations with management, and lengths of time at each department will depend upon your performance. The departments are:

- Reception
- Housekeeping
- Marketing
- Accounts
- Human Resources
- Maintenance.

What will I learn?

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

What Qualifications / Qualities are required?

- We are ideally looking for a good set of National 5s.
- We are looking for someone who is positive, reliable, and enthusiastic, with a great work ethic, keen to gain exposure to all departments of a business and eager to start their career and progress throughout the company.
- Candidates must be aged 16-19 due to funding restrictions. Applicants who are care experienced or disabled are eligible to apply up to the age of 29.

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

Closing Date:

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



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

Job Title: Trainee Chartered Accountant

Contract: Fixed Term – 5 year contract (ICAS School Leavers Programme)

Salary: Competitive

Employer:

Geoghegans, established in 1918, is one of Scotland's leading independent firms of chartered accountants. We are a 5 partner firm, based in central Edinburgh and employ over 60 staff, including 17 CA trainees and 7 Tax trainees. We provide a range of services to organisations in a number of different sectors and this variety helps to ensure our trainees have the opportunity to learn something new with every assignment.

Work Environment:

We believe that one of our strengths is the level of support we give to our staff and our trainees. Soon after trainees arrive, they are allocated a mentor who offers guidance and support throughout the training contract. These mentors are newly qualified CAs who understand exactly what it is like to undertake a CA training contract. Our trainees also attend quarterly meetings with our Student Counselling Partner to discuss their experience to date, any work or exam issues and to participate in presentations on relevant technical issues.

What might a day in this job look like?

- Working within a supportive team
- Producing management accounts for small businesses and sole traders
- Preparing VAT returns
- Preparing annual accounts
- Preparing corporation tax returns
- Working out of the office at client premises auditing their accounts
- Attending ICAS courses and working towards your professional qualification
- In-house training courses learning how to use the latest accounting software.

What will I learn?

- You will work towards the ICAS Chartered Accountant qualification. This will mean combining on the job learning with studying towards your professional qualification.
- On successful completion of your contract, you will be a CA, an internationally recognised qualification that is widely respected in the business community.

What Qualifications / Qualities are required?

- Awarded or predicted Higher B in Maths and English
- Higher in a business subject
- Familiarity with Microsoft Office
- Good communication skills
- Energetic and self-motivated.

Closing Date:

Friday 31 May

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: Office Administrator - Modern Apprenticeship

Contract: Permanent

Salary: £9,100 per annum

Employer:

Williams Refrigeration is one of the world's leading manufacturers and suppliers of award winning professional refrigeration and has built a global reputation over the years for performance, quality and value for money. Our vast product range includes high performance, energy efficient and sustainable refrigerated cabinets and counters, blast chillers, cold rooms, back bar, front of house display and specialist bakery equipment.

Work Environment:

Working in an office based environment.

What might a day in this job look like?

You will support the administration function in a professional and timely manner whilst maintaining good customer relations with existing and new customers. Your duties will include:

- Telephone/reception
- Liaise with customers
- Filing
- Placing and progressing service parts orders
- Return and credit of service parts
- Sales order processing and administration
- Cabinet and Cold Room delivery scheduling
- Stocktaking
- Receiving and processing incoming service calls
- Allocation of calls to service engineers
- Maintaining associated records and paperwork
- Complete portfolio to the standard set by the training provider
- Adhere to all company policies including H&S policy and other guidance notes issued by the company
- Any other ad hoc duties that may arise to ensure the smooth running of the business unit.

What will I learn?

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

What Qualifications / Qualities are required?

- Good standard of education
- Good numerical skills
- Positive outlook
- Team player
- Excellent time keeping and attendance
- Good communication skills
- Computer systems literate
- Clear and concise

- Positive attitude
- Enthusiastic
- Able to take instruction
- Demonstrate flexibility.

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: Civil Engineer – Graduate Apprenticeship

Contract: 5 years

Salary: £18,000 per annum

Employer:

WSP is one of the world's leading engineering, professional services and technical consultancy firms. We develop creative, comprehensive and sustainable engineering solutions for a future where society can thrive. Equipped with an intimate understanding of local intricacies, world-class talent and proactive leadership, we plan, design, manage and engineer long lasting and impactful solutions to uniquely complex problems.

Work Environment:

We can offer you the opportunity to work on some of the world's most exciting engineering and design projects. We invest in your learning and development and we value the ideas and innovation you could bring to our work. So, if you're ready, we can't wait to get you involved. You'll get to work alongside and learn from our experts who have a wide range of knowledge, capability and experiences to share with you with a programme designed to provide you with the knowledge and skills for a successful career with us.

What might a day in this job look like?

There's no such thing as a typical day at WSP. You may be involved with taking concepts, ideas and designs from an architect or engineer and creating drawings using the software to match those given. If you're pulling together packages of drawings you might need to print, trim and fold these to be sent off to site or the client. Where practical, you'll get the opportunity to visit site and see the projects you've been working on coming to life

What will I learn?

Your role will be varied and your learning will be fast paced. We tailor your training and development to help you to achieve your own personal goals. You'll undertake a supervised programme of in-company training and university teaching. You will study towards a BSc (Hons) in Civil Engineering at Edinburgh Napier University over a five year period on either a block or day release basis.

What Qualifications / Qualities are required?

4 Bs at Higher level including Maths, at least National 5 C in English
OR a Modern Apprenticeship in a related discipline
OR Foundation Apprenticeship and Highers in a related discipline
OR HNC or HND in a related discipline.

- Enthusiastic with the curiosity and creativity to think outside of the box.
- Want to stretch and inspire us, speaking up about any new ideas you have.
- Know it is important to keep everyone in the loop and will demonstrate this through excellent communication skills.
- Enjoy working in a team environment, sharing ideas and collaborating with colleagues.

Closing Date:

Tuesday 30 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: Trainee Quantity Surveyor – Graduate Apprenticeship

Contract: 4 years

Salary: £14,500 - £16,000 per annum

Employer:

Thomson Gray Ltd is one of Scotland's leading construction consultancies providing our clients with a range of services across the property and construction industry. We operate from five offices – Edinburgh, Glasgow, Aberdeen, Melrose and Inverness. This allows us to provide an extensive geographical coverage to clients, throughout Scotland.

Work Environment:

We are looking to recruit someone to join our Graduate Apprenticeship Programme in Edinburgh as a Trainee Quantity Surveyor. This is a fantastic opportunity to gain on the job experience while studying simultaneously and earning money while you learn.

What might a day in this job look like?

You will undertake placements in each of the disciplines in the business, namely Quantity Surveying, Building Surveying and Project Management. This will ensure that you are exposed to the full range of roles/tasks undertaken by surveyors in the construction industry.

What will I learn?

You will work towards BSc (Hons) in Construction and the Built Environment (Quantity Surveying) at Edinburgh Napier University. The course itself encompasses block release for 2 weeks, 3 times a year in conjunction with on the job training at Thomson Gray over a period of 4 years.

In the long term you will have the opportunity to obtain your professional qualification (MRICS or equivalent). All candidates will be assigned an experienced mentor and will be working with an experienced group of individuals.

What Qualifications / Qualities are required?

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

Closing Date:

Monday 29 April.

MIKE STOANE LIGHTING



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

Job Title: Trainee Warehouse Assistant

Contract: Six months initially with opportunity of full time employment if successful

Salary: £6 - £8.60 per hour (age dependent)

Employer:

Mike Stoane Lighting design and manufacture architectural light fittings which are used on projects all over the world. Take a look at our [website](#) to see the kind of things we make and the projects we get involved in.

Working at Mike Stoane Lighting is varied and interesting; we have a young enthusiastic team and there is plenty of opportunity to learn new skills. In October 2014 we became an employee-owned company and everyone who works for MSL has a say in the future of the company.

Work Environment:

You will be based at our Loanhead office and factory on the Bilston Glen Industrial Estate near Ikea. As well as being the home to our office team, all our designers and makers are also based here, so it is a very creative place to work. It is easy to get to from central Edinburgh using bus numbers 37 and 47.

What might a day in this job look like?

Every project at MSL is different and, as a lot of our work is bespoke or special, there is plenty of variety. Your day to day duties will include:

- accepting goods in from sub-contractors and other delivery companies
- checking of high end metal components to various standards against technical drawings
- delivering components to the desired department within the company
- basic computer/administrative skills to log signed in components and deliveries
- locating and picking stock components using an internal database and warehouse
- helping Production to assemble light fittings
- following instruction manuals, using fixings and hand tools
- learning different procedures to manufacture a wide range of standard and custom-built luminaires.

What will I learn?

The opportunities to learn on the job are endless at MSL. Our Warehouse Operatives will teach the various methods and techniques to pick and allocate stock for our large range of standard and special luminaires.

Our skilled Production Engineers will teach you hands-on engineering and assembly skills. You'll also learn about cutting edge new LED lighting equipment and handling procedures, as we are working at the forefront of new technology in our industry.

Learning is very much part of our ethos and even our established staff are always improving their skill-base. We have a "skills matrix" which will track your progress and recognise the new skills you have learned.

What Qualifications / Qualities are required?

- A basic knowledge of computers/Windows systems
- Attention to detail
- Practical hands on skills (i.e. do you make or fix things yourself as a hobby?)

- A desire to learn new skills.
- Flexible “can do” attitude
- Reliable and trustworthy.

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: 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?

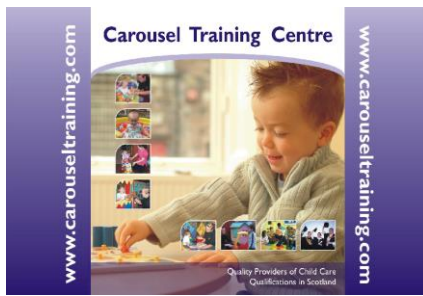
A mechanic apprenticeship last 3 years and during that time you will be in full time employment, meaning that you earn a wage whilst gaining an SVQ Level 3 in Light Vehicle Maintenance and Repair.

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: 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: 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:

Tuesday 30 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: 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: 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: Receptionist - Modern Apprenticeship

Contract: Permanent

Salary: £10,000 – £12,000 per annum

Employer:

Steedman and Company are one of the UK's leading independent accountants, tax consultants and business advice firms. We have a unique team of qualified accountants, ex-HMRC tax advisors, ex-banking and investment professionals and business development specialists. Combined with over 30 years of history and experience, this enables us to provide an unrivalled level of advice and support to everyone from individuals to small and medium sized businesses.

Work Environment:

You will be working in an office based environment in the New Town, 9 am – 5 pm Monday to Friday.

What might a day in this job look like?

This is a key role within the business and we are seeking someone with a driven and tenacious nature who is keen to make the role very much their own and take pride in running a smooth and highly efficient reception and support service. You will manage the reception area, greet guests and provide general administrative support. Duties will include:

- Welcoming visitors in a friendly and attentive manner
- Managing incoming telephone calls; transferring or dealing with inquiries
- Managing e-mailboxes for reception and enquiries
- Dealing with HMRC correspondence
- Setting up self-assessment accounts and following up with clients to ensure compliance and accuracy
- Incorporating Ltd companies and preparing relevant documents including share certificates
- Directing visitors, preparing and tidying meeting rooms, making refreshments.
- Maintaining a clean and tidy reception area
- Booking in jobs, using IRIS software, labelling appropriately
- Lodging self-assessment tax returns
- Sending reminders to clients for VAT and Accounting paperwork
- Incoming and outgoing post management and recording
- Taking payments using online system, cash and cheques management
- Scanning and saving documents
- Contributing to team effort by assisting with administration, letter typing
- Ad-hoc duties.

What will I learn?

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

What Qualifications / Qualities are required?

- National 5 or equivalent which should include English
- Telephone skills
- Verbal communication - English must be proficient.
- Microsoft Office skills

- Professionalism
- Customer focused
- Highly organised
- Handles pressure.

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 Administrator - Modern Apprenticeship

Contract: Permanent

Salary: £6,734 - £12,000 per annum

Employer:

At Durham Road Medical Group, our dedicated team are here to treat minor ailments as well as providing specialist management of long-term conditions and clinics covering a wide range of healthcare issues.

Work Environment:

Working in an office based environment in a GP surgery.

What might a day in this job look like?

- Personal assistance to the Practice Manager and GPs
- One to one communication with the Practice Manager and the GPs
- Office administration
- Maintain good customer relations with existing and new customers
- Answering/transferring telephone calls
- Producing and processing orders
- Banking, credit control, arranging dispatch
- Filing, photocopying
- Following up of emails, post, reports and data entry
- Some stocktaking involved.

What will I learn?

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

What Qualifications / Qualities are required?

- National 5 which should include English
- Good numerical skills
- Customer service
- Positive outlook
- Team player
- Excellent time keeping
- Good communication skills
- Computer systems literate.

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: 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: 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: 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: 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: 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: 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.