



## Edinburgh Guarantee Schools Bulletin

### Week beginning Monday 27 May 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](http://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](mailto:edinburghguarantee@edinburgh.gov.uk).

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

## List of current opportunities:

- ✓ Edinburgh Project SEARCH - Internship
- ✓ Investment20/20 School Leaver Programme – 15 posts – Standard Life Aberdeen
- ✓ Gardener – Modern Apprenticeship – Historic Environment Scotland
- ✓ Joiner – Modern Apprenticeship – Historic Environment Scotland
- ✓ Office Administrator – Modern Apprenticeship – People Know How
- ✓ Business Administrator - Modern Apprenticeship (R094) – Rewards/Care Provider
- ✓ Administrative Assistant - Modern Apprenticeship – Limelight/Bertram Nursery Group
- ✓ Business Administrator - Modern Apprenticeship (R093) – Rewards/Digital Solutions Supply company
- ✓ Audit Graduate Apprenticeship - Chiene + Tait – 2 posts
- ✓ Vehicle Parts - Modern Apprenticeship - Arnold Clark
- ✓ Chef – Modern Apprenticeship – Leith's at the EICC
- ✓ Chef's Fryer – Modern Apprenticeship – The Vittoria Group
- ✓ Trainee Laboratory Support Technician – Modern Apprenticeship – Edinburgh University/School of Biological Sciences
- ✓ Trainee Architectural Technician – Yeoman McAllister Architects
- ✓ Step into Childcare/Social Care – Employability Fund – Training for Care
- ✓ Childcare Academy - Employability Fund – North Edinburgh Childcare
- ✓ Business Administrator - Modern Apprenticeship – Microcom/Capital Credit Union
- ✓ Technician – Modern Apprenticeship – Edinburgh University/Institute of Sport
- ✓ Receptionist/Administrative Assistant - Modern Apprenticeship – Microcom/Blackhall Medical Centre
- ✓ Bioimaging Facility Technician – Modern Apprenticeship – Edinburgh University/Roslin Institute
- ✓ Medical Receptionist/Administrator - Modern Apprenticeship (R089) – Rewards/General medical practice
- ✓ Office and Administration Support Worker - Modern Apprenticeship (R090) – Rewards/Property lettings company
- ✓ Trainee Administrator - Modern Apprenticeship (R091) – Rewards/Recruitment company
- ✓ Trainee Administrator - Modern Apprenticeship (R092) – Rewards/Medical group
- ✓ Business Administrator - Modern Apprenticeship (R088) – Rewards/Care industry employer
- ✓ Medical Receptionist – Modern Apprenticeship – Microcom/Portobello Surgery
- ✓ Audit Apprenticeship Programme - KPMG
- ✓ Business Administrator - Modern Apprenticeship – Microcom/Jarvie Plant
- ✓ Business Administrator - Modern Apprenticeship (R087) – Rewards/Leading hospitality company
- ✓ Trainee Chartered Accountant – Geoghegans Chartered Accountants
- ✓ Office Administrator - Modern Apprenticeship – Microcom/Williams Refrigeration
- ✓ BT Apprentice Programme - Power Planning Engineer, Electronics Engineer and IT/Networks
- ✓ Apprenticeship in Hospitality, Scotland – Modern Apprenticeship – Training Matters
- ✓ Light Vehicle Mechanic - Modern Apprenticeship – GTG/Sighthill
- ✓ Childcare/Early Years – Modern Apprenticeship – Carousel Training Centre
- ✓ Staff Member – 5 posts – McDonald's
- ✓ Business Apprentice - Assurance - EY
- ✓ Business Apprentice - Tax - EY
- ✓ Business Administrator - Modern Apprenticeship – Microcom/Durham Road Medical Centre
- ✓ 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



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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](mailto:project.search@edinburgh.gov.uk).

**Closing Date:**

Monday 17 June.

***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:** Investment20/20 School Leaver Programme – 15 posts

**Contract:** Fixed Term - 12 months

**Salary:** Above the Living Wage and competitive benefits

**Employer:**

At Standard Life Aberdeen we invest for a better future; we do this for our customers and clients. We also believe it's just as important to invest in our employees' future too. Our Investment20/20 school leaver programme will give you 12 months of experience in our company that will help you to grow your knowledge of the world of work, gain work experience within a professional environment and improve your understanding of our industry.

**Work Environment:**

We are now looking to recruit 15 recent school / college leavers in Edinburgh for our next intake in September 2019 with opportunities to work within Investments, Marketing, Communications, Distribution, Technology, Risk and Compliance, 1825, Operations and Internal Audit. We have a long-term commitment to building inclusive workplaces; we value diversity in our workforce and welcome enquiries from everyone. The role pays above the Living Wage, giving you the ability to live and save for your future.

You will be placed on a tailored development programme that will grow your knowledge of working within Financial Services; this includes a buddy from the day you start and the ability to develop invaluable and transferable skills for your future career.

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

- Placement in a team learning about what they do and being given real responsibilities
- Access to see first-hand that Asset Management is an exciting and dynamic industry with many different career options
- Support to gain a professional qualification such as Foundation or Modern Apprenticeship
- Opportunities to develop a network with your colleagues and trainees working in other companies within the industry
- You can join our award-winning Young Person's Development Network for support and development, access to volunteering opportunities and social activities
- Have access to study and volunteer leave, in addition to your annual leave allowance.

**What will I learn?**

This is an exciting opportunity to get 12 months' paid work experience in a large organisation, as part of an experienced team. At the end of the 12 months, you'll be supported to apply for jobs that build on the experience you have gained. We pride ourselves on our culture of staff retention and internal promotion.

**What Qualifications / Qualities are required?**

There are no minimum educational requirements for this role – what counts is your enthusiasm, a can-do attitude and a curiosity to learn and be the best you can be.

We don't need you to have any previous experience but we would expect you to be a recent school / college leaver with an interest in working in the Financial Services industry. You should also meet the following criteria:

- Good communication skills

- Ability to work as part of a team and collaborate with others
- Flexibility and adaptability
- Highly motivated and determined
- Interests and experiences outside of your studies e.g. volunteering, sports, extracurricular activities
- Commitment to continual training and development (learning ability and application agility).

**Closing Date:**

The positions will close when suitable candidates have been found



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***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:** Gardener – Modern Apprenticeship

**Contract:** Fixed Term – 4 years

**Salary:** £17,100 - £18,451 per annum

**Employer:**

Historic Environment Scotland (HES) is the lead body for Scotland's historic environment; a charity dedicated to the advancement of heritage, culture, education and environmental protection. You would be joining a dedicated team and contribute to the conservation of Scotland's most iconic monuments.

**Work Environment:**

The apprentice will be based in the Estates team within the Conservation Directorate which is one of seven Directorates within HES, and is tasked with the care and conservation of 336 properties.

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

- Assist with all forms of gardening, horticulture and landscaping works to HES gardens
- Assist and undertake as and when required landscaping – forming and maintaining flower beds, planting areas, pathways and access
- Cut and trim hedges
- The use of pedestrian and ride-on grass cutting machinery
- Obtain certified training to include Land-based Industry Skills Scheme card, and other work-related qualifications i.e. erecting zip-up scaffolding, IPAF, first aid, MEWP training
- Promote methods of gardening and horticulture techniques at outreach events as well as being involved in challenging and diverse conservation projects/works
- You may be asked to work at other remote sites outwith your assigned MCU area which may include overnight stays.

**What will I learn?**

You will be given the chance to develop expertise and knowledge through on-the-job assessment and attendance at college to study the theory relating to horticulture. With the right combination of theory and practice, you should gain a nationally recognised, high level qualification, an SVQ Level 3 in Horticulture. You will have the opportunity to develop your gardening skills on projects at HES sites or on placements with contractors undertaking horticulture project works.

**What Qualifications / Qualities are required?**

You will be required to meet the following criteria and throughout your application you should focus on examples to demonstrate how you have acquired these skills:

- Your interest in gardening/horticulture and how you have developed this interest, given any experiences to date
- How you have contributed to and supported working together as part of a team
- Good communication skills by providing examples of when you have undertaken good oral and written communication
- Capability to complete a Level 3 Scottish Vocational Qualification by outlining what qualifications you have acquired to date or evidence to support your suitability to successfully complete this qualification
- An interest in Heritage
- Your willingness or ability to work outside in sometimes difficult weather conditions
- Your understanding of the importance of continual learning and development.

**Closing Date:**

Wednesday 5 June.





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***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:** Joiner – Modern Apprenticeship

**Contract:** Fixed Term – 4 years

**Salary:** £17,100 - £18,451 per annum.

**Employer:**

Historic Environment Scotland (HES) is the lead body for Scotland's historic environment; a charity dedicated to the advancement of heritage, culture, education and environmental protection. You would be joining a dedicated team and contribute to the conservation of Scotland's most iconic monuments.

**Work Environment:**

The joinery apprentice will be based at St Ann's Maltings, Croft-an-Righ Lane, Edinburgh within the Estates team and Conservation Directorate which is one of seven Directorates within HES, and is tasked with the care and conservation of 336 properties.

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

- Assist with joinery works on the full range of our properties/buildings
- Construction and renovation of sash and case windows, doors, furniture etc including removal and installation to a conservation standard
- Traditional building/repairs including skirting, flooring and roofing
- Construction of external and internal staircases for visitor access as well as other bespoke carpentry and joinery elements such as cupboards, seating, shelving, fencing, formwork
- Assist and undertake as and when required joinery work associated with new construction work
- Obtain certified training to include Construction Skills Certification Scheme Skilled Worker Card, and other work-related qualifications i.e. erecting zip-up scaffolding, IPAF, first aid, MEWP Training
- Promote traditional methods of conservation and joinery techniques at outreach events as well as being involved in challenging and diverse conservation projects/works
- You may be asked to work at other remote sites outwith your assigned MCU area which may include overnight stays.

**What will I learn?**

You will be given the chance to develop expertise and knowledge through on-the-job assessment and attendance at college to study the theory relating to joinery. With the right combination of theory and practice, you will gain a nationally recognised, high level qualification, an SVQ Level 3 or Advanced Craft. You will have the opportunity to develop your joinery skills on projects at HES sites or on placements with contractors undertaking joinery/conservation or new projects.

**What Qualifications / Qualities are required?**

You will be required to meet the following criteria and throughout your application you should focus on examples to demonstrate how you have acquired these skills:

- Your interest in joinery and how you have developed this interest, given any experiences to date.
- How you have contributed to and supported working together as part of a team.
- Good communication skills by providing examples of when you have undertaken good oral and written communication.
- Capability to complete a Level 3 Scottish Vocational Qualification by outlining what qualifications you have acquired to date or evidence to support your suitability to successfully complete this qualification.
- An interest in Heritage.

- Your willingness or ability to work outside in sometimes difficult weather conditions.
- Your understanding of the importance of continual learning and development.

**Closing Date:**

Wednesday 5 June.



***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:** One year (3 months' probation) with potential to continue on successful completion of the Modern Apprenticeship qualification

**Salary:** £7,800 per annum.

**Employer:**

We are an organisation founded upon the principles of Social Innovation. Here at People Know How we believe in the power of your ideas, and in your potential to create and discover innovative solutions to solve wider social issues. Our aim is to support and empower both individuals and organisations to mobilise their assets and realise their true potential. We are looking for a Modern Apprentice to join our team and work with us to deliver on our Mission to empower individuals to be socially innovative in their communities, by helping them transform their ideas into action. We do this by providing the skills, tools, resources and framework they need to deliver positive social change.

**Work Environment:**

You will be based at our office on Ferry Road, Edinburgh, working 37.5 hours per week.

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

The successful candidate will support the Chief Executive and the People Know How team in:

- Providing administrative support
- Receiving visitors and providing a telephone service in a professional and welcoming manner
- Writing formal letters and other correspondence as required
- Preparing and printing documents
- Ensuring that duties are carried out in accordance with Health and Safety procedures
- Assisting with the ordering, control and distribution of stationery and supplies within the office
- Inputting data and updating the computer system as required
- Managing diaries and scheduling appointments/meetings
- Providing hospitality to guests
- Arranging events
- Attending team meetings and taking minutes
- Sorting incoming mail and receiving parcel deliveries
- Acting as a first port of call for tenant inquiries
- Maintaining a tidy office environment, with some light cleaning as required
- Carry out any other duties as required.

**What will I learn?**

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

**What Qualifications / Qualities are required**

- Minimum of 3 National 4s including English and Maths and will consider anyone who is on track to achieve these
- Aged 16 – 19 years old
- Good telephone manner
- Honest and open approach with the ability to work effectively and in partnership with others both internally and externally
- Good level of written English

- Good organisational skills
- Strong communication skills
- Good IT skills - knowledge of Word/Excel
- Highly motivated and able to work independently
- A positive, professional 'can do' attitude
- Flexible and able to adapt to change to meet the needs of the organisation
- Ability to work well with others as part of a team
- Friendly and able to work with a variety of different people
- Driven to make a real difference with a shared vision and commitment to what we do.

**Closing Date:**

12 noon on Thursday 20 June.



***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 (R094)

**Contract:** Fixed Term - 12 months

**Salary:** £12,000 per annum

**Employer:**

The employer is a care provider with four sites in central Edinburgh.

### **Work Environment:**

This is a fantastic, rare opportunity to work with a care provider which has care homes in central Edinburgh. You will be primarily based in the office of one of the care homes; however, you may need to occasionally attend other care homes nearby. The company has a young, friendly leadership team and are keen for someone to assist with the administration involved in running the homes, with the potential for a career path for the right candidate on completion of the Modern Apprenticeship.

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

Duties that will be carried out will include but not be limited to:

- Filing, photocopying and scanning documents
- Customer service including answering the front door to visitors and residents' family members, answering the phones in a professional manner and responding to email enquiries
- Taking meeting minutes and typing up for records
- Handling the mail
- Processing financial information with expenses, invoices and time sheets
- Creating and updating templates
- Creating and updating residents' files
- Purchasing stationery items and making sure the office is fully stocked at all times
- Making sure all processing documents are completed
- Discharging patients
- Updating computerised databases and spreadsheets
- Creating data reports
- Administering HR records.

### **What will I learn?**

- SVQ Level 3/SCQF Level 6 in Business and Administration
- Industry related training
- Soft skills (e.g. communication, teamwork, problem solving, etc).

### **What Qualifications / Qualities are required?**

- A good set of National 5s including Maths and English. Highers would be an advantage but all qualifications will be considered
- Excellent customer service skills, professional and confident telephone manner, IT abilities, a strong work ethic and the willingness to develop and learn.
- Applicants 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 forward to the next stage will be contacted.

**Closing Date:**

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



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

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

**Contract:** Permanent

**Salary:** £11,833 per annum

**Employer:**

Bertram Nursery Group operates multiple nurseries and a growing number of out of school care centres, meeting the needs of local families, communities and businesses. We are committed to delivering excellent childcare and early years education in each of our unique nurseries and are proud that that each of our nurseries retains individuality in character, community connection and tailored services and activities.

**Work Environment:**

You will be working in a small office based team in Musselburgh, 9 am – 5 pm Monday to Friday.

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

Duties that will be carried out include:

- General administration
- Customer service
- Word documents
- Arranging events/meetings
- Managing diaries.

**What will I learn?**

- SVQ Level 2 / 3 in Business and Administration
- Industry related training / qualification (i.e. MS Office / Social Media / Customer Service)
- Soft Skills (e.g. communication, teamwork, problem solving etc).

**What Qualifications / Qualities are required?**

We are looking for someone who is positive, reliable, enthusiastic and keen to learn new skills.

**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:** Business Administrator - Modern Apprenticeship (R093)

**Contract:** Permanent

**Salary:** £13,000 – £14,000 per annum

**Employer:**

This employer is a leading digital solutions supply company. With offices throughout the UK and the Republic of Ireland, they are certified to supply a host of office equipment, printers, information technologies and multi-functional devices, through partnerships with a range of leading manufacturers within these industries.

**Work Environment:**

You will be based within the Sales Team located in the Bonnyrigg office. This is a busy dynamic role in an open plan energetic office and a fantastic opportunity for a school leaver to gain an apprenticeship.

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

In this role, you will deal with processing sale orders from creation by the Sales Team to invoicing, along with performing general administration duties:

- Input new sales requests and new customer accounts into database
- Order all equipment from suppliers gaining the best price
- Maintain accurate suppliers contact details
- Invoice sales and supplies orders
- Assist with incoming and outgoing mail
- Assist with answering incoming calls
- Assist with the logging of service calls
- Provide excellent customer service by developing new and maintaining existing relationships.

**What will I learn?**

You will be fully supported through the Business Administration Apprenticeship SCQF Level 6 with Rewards Training. You will also have access to Microsoft Office applications to improve their skills and knowledge.

**What Qualifications / Qualities are required?**

- Ideally, we are looking for a minimum of National 5s including Maths and English
- Someone who has undertaken some work experience.
- Accuracy and attention to detail
- Confident communicator with a range of individuals.
- A team player who is positive and adaptable to change.

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

**Closing Date:**

Friday 14 June.





***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:** Audit Graduate Apprenticeship – 2 posts

**Contract:** Five-year training contract – full time hours

**Salary:** Competitive

**Employer:**

Chiene + Tait is an award-winning independent chartered accountancy firm headquartered in Edinburgh's New Town. We have an established client base, four offices, 10 Partners and over 130 staff. We have a fantastic opportunity for you to start your career in an accountancy practice, by completing a Graduate Apprenticeship.

**Work Environment:**

The Graduate Apprenticeship with ICAS is an accredited work-based learning programme that combines an honours degree award from Robert Gordon University and the globally recognised ICAS Chartered Accounting qualification (CA). To support your learning on the job, you will work with our Audit Assurance team which support a wide range of clients, from technology companies, entrepreneurs/start-ups to not-for-profit clients such as charities and cultural institutions. We are working with rapidly developing ideas and concepts, such as embracing use of data analytics and cloud-based technology.

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

- Completion of external audit fieldwork as directed by experienced colleagues
- Checking client documentation is reported in accordance with accounting standards and legislative requirements
- Visiting client sites to complete audit fieldwork, usually along with senior colleagues
- Testing clients' accounts and compiling ratios for audit reports
- Inputting information and running reports from Audit Automation software (CCH)
- Supporting clients with the planning phase and acting as a liaison between the client teams and our office
- Continuing development of our 'data analytics offering' and 'cloud-based solutions'.

You will also get the chance to complete placements in other departments, such as our Accounts and Business Support team.

**What will I learn?**

- Graduate Apprenticeship in BA (Hons) Accounting
- Globally recognised ICAS Chartered Accounting qualification (CA).

**What Qualifications / Qualities are required?**

- Good grades from school/college in Maths and English or other relevant subjects, e.g. Accounting, Business Studies
- Interested in developing a career in an accountancy practice
- You may be looking for a change of career with good transferrable skills gained through work experience
- Show that you take pride in your work through accuracy and attention to detail
- A responsible person who is punctual and who can work to deadlines
- Demonstrate that you are an organised person
- Show effective communication skills by listening and asking the right questions
- Good with information technology; ideally you will have used Microsoft Office (Word and Excel) and/or an accountancy package, e.g. Sage 50 or Xero
- Show that you can use your initiative
- Willing to learn and study towards a University degree and professional qualification

- Able to travel to client premises to complete audit/accounts work, following initial training
- Willing to travel to Aberdeen to attend University classes 4 times per year.

**Closing Date:**

Friday 14 June.



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

**Job Title:** Vehicle Parts - Modern Apprenticeship (Seafield)

**Contract:** Permanent - 39 hours per week

**Salary:** £12,675 per annum

**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. We have an exciting opportunity within Arnold Clark at Seafield, Edinburgh, for a Vehicle Parts Apprentice to join the business and work towards a recognised qualification.

**Work Environment:**

As a Vehicle Parts Apprentice at Arnold Clark, you will get valuable experience within our busy parts departments, with the opportunity to put theory into practice in a fast-paced working environment. This role would suit someone who is self-motivated, willing to learn, enjoys working with others and delivering a high standard of customer service. A career progression plan can be put in place for those looking to develop the role further.

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?**

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

**What will I learn?**

- You will receive extensive training and a qualification which will help you to build a rewarding career in the automotive industry
- As well as receiving on-the-job training, you'll be trained at our in-house Parts Academy and GTG Training and be regularly assessed as you work towards an SQA Level 3 Parts Distribution qualification.

**What Qualifications / Qualities are required?**

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

**Closing Date:**

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:** 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.



**VITTORIAGROUP**  
WWW.VITTORIAGROUP.CO.UK



***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's Fryer – Modern Apprenticeship

**Contract:** One year fixed term contract with potential to go permanent

**Salary:** £10,000 per annum

**Employer:**

The Vittoria Group has been an Edinburgh institution since 1970. This family run operation serves up some of the best Italian restaurants in Edinburgh, providing venues for any occasion.

**Work Environment:**

Chef's Fryers are a vital part of our kitchen team within our newly opened restaurant, Bertie's Restaurant and Bar, on Victoria Street. Bertie's concept is completely different to the rest of our brands within the Vittoria Group in that our focus is to serve the best "proper fish and chips".

We are looking for a Chef's Fryer to help ensure the smooth running of the kitchen and ensure our customers receive quality products and excellent service every time they visit the restaurant. You will work 40 hours per week.

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

- Working on a fryer range and learning from experienced team members
- Food preparation, including potato preparation and fish cutting, to ensure kitchen is fully set up for service
- Ensuring the highest levels of cleanliness and health and safety are maintained at all times and keeping up to date with the latest food safety legislation.

**What will I learn?**

- SVQ Level 2 in Fish and Shellfish Processing Skills
- Full training on a bespoke top of the range fryer
- A chance to build a career in an exciting industry where no two days are ever the same
- Working in a top of the range designed kitchen, fit for purpose
- Generous discount on food at the Vittoria Group whilst you work and off shift as well.

**What Qualifications / Qualities are required?**

- A passion for food and a love of cooking
- Ability to work well under pressure and be organised in your delivery
- Pride in achieving the highest levels of cleanliness with health and safety/food safety as a priority
- A desire to work your way up within a professional kitchen.

No previous experience is required but having experience of working in a fast-paced professional kitchen environment as a Line Chef or Chef de Partie would be advantageous.

**Closing Date:**

Sunday 2 June.



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***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 Laboratory Support Technician – Modern Apprenticeship

**Contract:** Fixed Term - 24 months

**Salary:** £16,460 per annum

**Employer:**

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

**Work Environment:**

Are you interested in science and would like to gain a qualification while earning a salary? Do you want to secure a job for after the summer? Then the University's Modern Apprentice programme may be the right opportunity for you.

The School of Biological Sciences carries out a wide and diverse range of research and teaching in Life Sciences. We have a number of technical teams to support this work which includes media production, wash up and work shop services, plant sciences, undergraduate teaching, health and safety, general building and facilities support.

We envisage that our Modern Apprentice would spend blocks of time in each Technical Area, supervised by the relevant manager. This is an exciting opportunity to get involved in different tasks and working environments. The work will be predominantly laboratory-based but with periods of outdoor work and assisting with transportation of goods. There will be some periods of time spent observing processes in more specialist technical services areas such as advanced microscopy and flow cytometry. All our laboratories and facilities are based at the King's Buildings Campus.

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

- Checking communal equipment and replenishing laboratory stocks
- Preparing areas for students, clearing away after classes
- Preparing simple solutions and apparatus
- Collection, segregation and proper handling of waste and recyclables
- General maintenance of communal equipment e.g. refrigeration
- Developing basic laboratory skills
- Record keeping and archiving.

**What will I learn?**

- You will work towards an SVQ Level 3 in Laboratory and Associated Technical Activities (Life Science) (SCQF Level 7) through a combination of work-based vocational training and block day-release to Fife College based at the Livingston Campus.
- Basic laboratory skills e.g. making up solutions, aseptic technique, equipment maintenance
- Communication and organisational skills.
- Developing skills in problem solving and working independently.
- Basic IT skills for recording, processing and reporting information.

### **What Qualifications / Qualities are required?**

- At least two qualifications in a science subject at Higher Level (SCQF Level 6) and no fewer than three National 5 qualifications with evidence of excellent skills in numeracy and literacy
- Educational attainment and interest in relevant science subjects. Having a strong interest in applied science, particularly Biology
- Self-motivated, willing to learn and committed to a future career in Life Sciences
- A willingness to participate in a Modern Apprenticeship programme and the self-study required to complete the qualification.
- Modern Apprenticeships are open to people of any age, in this instance funding for training is available to those aged 16-24.

Please note that as this post is a Modern Apprenticeship we will not be able to progress applications from those candidates with prior experience of lab management or in possession of a higher qualification in a relevant subject.

### **Closing Date:**

1 pm on Sunday 9 June.

***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 Architectural Technician

**Contract:** 3 month trial to permanent contract

**Salary:** Starting salary £8,000 per annum (£18,000 - £36,000 after qualification)

**Employer:**

Yeoman McAllister Architects have developed into one of the major architectural practices in Scotland and have built up an extensive portfolio of high quality, award winning design and a recognised reputation for efficient performance in all aspects of our professional service. We are based in a small open plan Design Studio on the edge of the Water of Leith at Roseburn in Edinburgh. We have employed a number of trainees over the past few years who are successfully progressing through the company.

**Work Environment:**

You will be working as part of a small team. Your job will be mostly office based; however, you will have outdoor duties from time to time. Our working hours are 9am - 5.30pm Monday to Thursday and 9am - 4pm on Friday with an unpaid 45 minute lunch break between 1pm and 1.45pm.

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

- General office duties
- Survey of existing buildings
- Preparation of survey information into drawn format
- Assisting colleagues with the preparation of feasibility designs
- Planning applications and building warrant drawings including the detailing of construction etc.

**What will I learn?**

As part of your training, you will learn on the job skills while working in the office and you will undertake day release study, firstly for an NC in Built Environment and then an HNC in Architectural Technology. You will submit planning and building warrants then progress from submission of small to medium sized projects to large sized multi million pound projects.

**What Qualifications / Qualities are required?**

- National 5 or equivalent in Maths and English - plus a minimum of 2 additional qualifications that are complementary (eg Craft, Design and Technology)
- An interest in the art of drawing and construction with a keen eye for detail
- A desire to learn new skills with a flexible "can do" attitude and core moral values such as honesty, trustworthiness and reliability.

**Closing Date:**

Friday 14 June.





***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 Thursday 27 June.

**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 7 June.



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

**Job Title:** Childcare Academy - Employability Fund

**Contract:** 30 hours per week - up to 26 weeks

**Salary:** Young person's allowance of £55 per week

**Employer:**

North Edinburgh Childcare offers care for children from the age of 4 months up to 12 years in a range of environments that are safe, welcoming and fun. The next programme starts on Monday 2 September.

**Work Environment:**

The Childcare Academy is an Employability Fund Stage 3 Programme. In addition to attending training sessions, you will take part in a work experience placement in a childcare setting. This may be in a nursery or out of school care club.

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

Every day in a childcare setting is different. You will assist with a variety of tasks such as:

- caring and supporting children
- welcoming parents and children
- organising fun activities for children
- assisting with children's daily routines
- providing high quality childcare for the children.

**What will I learn?**

- You will work towards two accredited SQA Units from the Social Services (Children and Young People) SVQ Level 2 Award.
- You will gain significant experience of working with children by completing a supported work experience placement in an early years care and education setting or an out of school care setting.
- There will be opportunities to look at different progression routes if you successfully complete the programme.

**What Qualifications / Qualities are required?**

- You should be aged over 16 and unemployed.
- You should have a real interest in a career in childcare.

Why not come along to one of our Childcare Academy information sessions. This will last approximately one hour and will give you the opportunity to find out what is involved in our programme, ask any questions and take away an application pack:

- Thursday 30 May 2019 at 1 pm
- Thursday 20 June at 1 pm.

**Closing Date:**

This opportunity will close when all spaces have been filled.

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

**Job Title:** 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.



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***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:** Technician – Modern Apprenticeship

**Contract:** Fixed Term - 24 months

**Salary:** £16,460 per annum

**Employer:**

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

**Work Environment:**

Are you interested in science and would like to gain a qualification while earning a salary? Do you want to secure a job for after the summer? Then the University's Modern Apprentice programme may be the right opportunity for you.

The Technical Support Team are responsible for the safe and efficient running of the laboratory facilities within the Institute of Sport. Covering all areas of Sport Science this includes specialist facilities for Physiology, Biomechanics, Psychology and Motor Control. As well as preparing and maintaining the specialist resources required for teaching, research and support work, the team advises users, both students and staff, on the associated procedures through face-to-face interactions and through developing resources. The team is further responsible for managing the bookings for all the labs and associated resources, supervision of exercise testing as required and reviewing risk assessment for undergraduate project work to ensure compliance with safe working practices.

The role requires working in a small team providing the technical services required for the running of Sport Science laboratory facilities. These are a diverse range of facilities including those required for exercise physiology (e.g. respiratory gas and blood analysis) and Biomechanics (motion capture and force measurement systems). The role will require regular engagement with undergraduate, postgraduate and academic staff, both face-to-face and via email.

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

The role offers considerable variety and, whilst training will be provided in common procedures, a flexible approach is required to meet demand. Core duties will include:

- preparing facilities for booked teaching and research
- responding to face-to-face and email user enquiries
- providing face-to-face guidance on procedures
- developing written and video user support resources
- cleaning and maintenance of equipment.

The role will also require trouble-shooting of simpler technical issues. A key part of the role will be to support the areas of Biomechanics and Motor Control. This will include support for the use of the motion capture system as well as other specialist systems and software.

**What will I learn?**

- SVQ Level 3 in Laboratory Skills (Life Science)
- Industry related training / qualifications
- You will develop strong written and verbal communication skills and the assertiveness to deal with challenging situations

- You will develop the organisation skills to be able to manage your own work programme around planned activities whilst managing unexpected events
- Strong problem-solving skills will be developed in handling technical issues and helping to find creative solutions to support user requirements
- Whilst working effectively as part of the small Technical Services team and the wider staff team is essential, using own initiative is encouraged
- You will gain experience of a diverse range of specialist equipment used in the field of sport and performance science. This will include motion capture and force measurement systems as well as those used for exercise physiology testing.

**What Qualifications / Qualities are required?**

- National 4 or above in English and National 5 or above in Maths and Physics or related subject
- Practically minded with a strong interest in technical fields. This could be demonstrated in a wide variety of activities but you should have a passion for understanding how things work at a practical level
- Enthusiastic, adaptable, keen to learn, punctual, reliable, committed, self-motivated, positive and able to interact with a diverse range of users
- A strong working understanding of spreadsheet and word processing packages is required and more advanced IT experience would be a distinct advantage
- Enthusiasm for sport or physical activity
- A willingness to participate in a Modern Apprentice programme.

**Closing Date:**

1 pm on Sunday 9 June.

***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/Administrative Assistant - Modern Apprenticeship

**Contract:** Permanent

**Salary:** £5 per hour

**Employer:**

Blackhall Medical Centre is a busy GP practice offering a full range of medical services.

**Work Environment:**

You will be working in an office based environment.

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

- Ability/willingness to learn and take instructions
- Enjoy working as part of a team and helping others
- Deal efficiently with patient enquiries – face to face or via telephone/email
- Provide excellent customer service and improve relevant processes
- Build and maintain good relationships with all employees, patients and visitors to the Practice
- Participate in relevant training to ensure levels of competence required to perform the role effectively
- Demonstrate flexible attitude in terms of tasks and team-working in order to improve efficiency and effectiveness of the overall business
- Carry out ad-hoc duties as and when required to meet business needs.

**What will I learn?**

SVQ Level 3 in Business and Administration.

**What Qualifications / Qualities are required?**

- National 5 minimum in English and Maths
- Highers (desirable not essential).
- Positive outlook
- Team player
- Willingness to demonstrate flexibility
- Attention to detail/accuracy
- Patient/customer service orientation
- Excellent time keeping
- Ability to problem solve and use your own initiative
- Good planning and organisational skills
- Good communications skills
- Computer systems literate
- Good numerical skills.

**Closing Date:**

This opportunity will close when a suitable candidate is found.



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***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:** Bioimaging Facility Technician – Modern Apprenticeship

**Contract:** Fixed Term - 24 months

**Salary:** £16,460 per annum

**Employer:**

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

**Work Environment:**

Are you interested in science and would like to gain a qualification while earning a salary? Do you want to secure a job for after the summer? Then the University's Modern Apprentice programme may be the right opportunity for you.

The Bioimaging and Flow Cytometry Team at the Roslin Institute support undergraduate, postgraduate students and senior research staff in a number of research groups within the Institute, Easter Bush Campus and the University College of Medicine and Veterinary Medicine generally.

The Apprentice will be working alongside a team of 2.5 support staff in the Roslin Institute Bioimaging and Flow Cytometry Facility. The Facility contains all of the higher end Microscopy and Cytometry equipment in the Roslin Institute and supports Researchers within Roslin and Easter Bush Veterinary Campus. Equipment includes standard microscopes with digital cameras, fluorescent microscopes, laser scanning confocal microscopes, cell sorters and flow cytometers.

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

Following adequate training and familiarisation with equipment, it is expected that that the Apprentice will be able to troubleshoot simple problems with microscopy and flow cytometry equipment setups on a day to day basis and give guidance to some of the less experienced users. This will be done initially with supervision from senior staff but, as time progresses, the Apprentice should gain confidence through on-site training in addition to the appropriate part-time external training course.

**What will I learn?**

- One day per week course (normally Monday) beginning at SVQ Level 2 in Laboratory Skills (Life Science) which equates to an SCQF Level 5. The course element of the apprenticeship would be at Fife College (Livingston campus) and on the job training
- You will learn soft skills (e.g. communications, organisation, interpersonal, customer service, using own initiative, teamwork, problem-solving)
- On completing this Modern Apprenticeship candidates will have the relevant skills and work experience to work within a range of job roles such as Laboratory Assistant/ Technician trainee/ Trainee Scientist /Technician/Scientist/Technologist level within Life Sciences related operations.

**What Qualifications / Qualities are required?**

- National 4 or above in Biology and Physics would be an advantage
- We are looking for someone who is willing to learn and adapt to a changing environment.

- Punctuality and reliability are essential to help keep the Facility running smoothly for all users
- Working understanding of IT packages
- Some experience with digital imaging software techniques would be an advantage (e.g. Adobe Photoshop)
- An interest in digital imaging and biology would be an advantage.
- A willingness to participate in a Modern Apprentice programme.

**Closing Date:**

1 pm on Sunday 9 June.





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

**Job Title:** Medical Receptionist/Administrator - Modern Apprenticeship (R089)

**Contract:** Fixed term – 12 months

**Salary:** £6 per hour, increasing to £7 per hour after 6 months

**Employer:**

The employer is a General Medical Practice in the EH15 area.

**Work Environment:**

This is an excellent opportunity for someone looking to start a professional career and gain work experience in a busy but rewarding environment. There may be progression opportunities for the right candidate on completion of the Modern Apprenticeship. You will be based in a long-established team in the office of a busy GP, working 30 hours per week.

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

Full training will be provided and you will be learning as you work alongside existing colleagues. You will be part of a dynamic operations team and be required to cover a multitude of duties including reception, secretarial and administration. All tasks must be completed whilst complying with patient confidentiality and data protection regulations. Duties will include but are not limited to:

- answering the phones in a professional manner
- booking appointments over the phone and face-to-face
- assisting patients with the check-in procedure
- updating the database and retrieving information and reports
- use of office equipment including filing, photocopying, scanning and printing.

**What will I learn?**

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

**What Qualifications / Qualities are required?**

- Ideally a good set of National 5s including English and Maths. Highers would be advantageous but all qualifications will be considered above National 4.
- Excellent communication skills and have experience of working as part of a team.
- Self-motivated and willing to learn as you will be required to complete course work for the duration of the 12 months.
- A good level of numeracy and literacy as you will be communicating with patients and doctors and be required to relay information that must be legible and accurate.
- Candidates must be aged 16-19 due to funding restrictions. Candidates 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:** Office and Administration Support Worker - Modern Apprenticeship (R090)

**Contract:** Fixed term – 12 months

**Salary:** £12,000 - £13,000 per annum

**Employer:**

The employer is a property lettings company based in Edinburgh's West End. It was established in 2002 and has evolved into a multi award-winning residential lettings agency dealing primarily with long-term lets in or near Edinburgh city centre. The company has grown every year since it began and has ambitious plans for further growth of both residential lettings and property investment development/sales.

**Work Environment:**

You will be based in an open plan office and will be working alongside the Property Management Team and the Finance/Compliance Team. You will have regular contact with a number of suppliers and contractors who provide services to the company on a regular basis. The practice is looking to fill the position as soon as possible.

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

You will be responsible for a large number of tasks that assist with the day to day running of the business. You will also be required to assist with practical office based tasks. Main responsibilities will include:

- handling telephone and email enquiries
- signing keys in/out
- filing hard copy and soft copy records
- welcoming customers, tradesman and business contacts visiting the office
- utilising relevant IT systems
- looking after office recycling
- ordering and organising office supplies and consumables
- keeping the staff kitchen/tea prep area clean and tidy
- assisting Property Managers and the Compliance Manager with administrative tasks
- assisting the Finance Manager with finance tasks
- assisting with marketing and promotional tasks
- helping maintain the office in an organised, clean and tidy fashion
- contributing at regular staff meetings and playing a full part in the company's teamwork approach.

**What will I learn?**

- SVQ Level 3 in Business and Administration delivered by Rewards Training
- Industry related training.

**What Qualifications / Qualities are required?**

- National 5 or equivalent which should include English / Maths, ideally Highers also but not essential.
- We are looking for someone who is a people person with a 'can do' attitude.
- We are looking for candidates aged 16-19 years old due to funding restrictions. Disabled or care experienced applicants up to the age of 29 are also eligible to apply.

Please note, only candidates 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 Administrator - Modern Apprenticeship (R091)

**Contract:** Permanent

**Salary:** £12,000 - £13,000 per annum

**Employer:**

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

**Work Environment:**

You will assist in the provision of front of house and reception services including meeting and greeting visitors and telephone support. Reception cover is required from 8am to 6pm Monday to Friday across a weekly rota system.

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

- Responding to telephone calls, passing on to relevant teams and departments accordingly
- Management of telephone messages via Bullhorn for consultants and directors across the business
- Management of reception services (face to face): dealing with clients, guests, visitors in a professional manner
- Answering main door, managing suppliers to the business in a professional manner, actioning any requests or requirements accordingly (milk, mail, water, plants to be watered etc)
- Responsible for the management of visitor's book within the building, signing people in and out of the building
- Keeping abreast of internal and external meetings in the main diary management system (Outlook), being aware of what meetings are taking place on each day and number of guest and visitors
- Setting up of tea and coffee facilities for internal and external meetings (as above)
- Ensuring there is adequate cover on a daily basis for peak meeting times (lunch times for example)
- Provision of housekeeping duties for meeting rooms and facilities, ensuring before and after each meeting that required facilities are refreshed and suitably stocked (water, glasses, coffee, note pads, pens etc), and bathrooms stocked
- Provision, when required of general administration support to the business including document scanning, binding presentations, filing etc
- Booking of taxis for wider team when required
- Member of the fire safety team, responsible for weekly testing of fire alarm system and ensuring safe exit from the building
- Performing additional ad-hoc duties as and when required.

**What will I learn?**

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

**What Qualifications / Qualities are required?**

We are looking for National 5 including Maths and English, and/or Higher Grades.

You will be expected to behave in accordance with the indicators of effective performance detailed in the Level 1 competency framework guide.

**Key skills required for effective performance include:**

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

**Salary and Benefits:**

- Competitive basic salary
- Generous holiday entitlement
- Death in service allowance
- Private health cover
- Season ticket loan scheme.

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

**Closing Date:**

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



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

**Job Title:** Trainee Administrator - Modern Apprenticeship (R092)

**Contract:** Fixed term – 12 months

**Salary:** £13,550 per annum

**Employer:**

This Medical Group is a large and busy GP practice in the north of Edinburgh, looking after the medical needs of over 13,000 patients. They would like to give a school leaver the opportunity to work them in learning a range of duties which will give you an introduction to working with the public and on a number of IT systems.

**Work Environment:**

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

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

- Registering new patients and removing patients who leave the practice
- Assisting with the administration of prescriptions
- Scanning and recording information on patient records
- Assisting with identifying patients to call for specific appointments and clinics, and producing invite letters
- Copying patient notes and files
- Dealing with patient queries
- Making phone calls to clinics and hospitals
- Helping with booking patients in for appointments
- Coding of patient conditions onto patient records
- A variety of administrative and clerical tasks
- Helping with one off projects, e.g. the annual flu clinic
- Photocopying, filing and amalgamation of documents and records.

**What will I learn?**

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

**What Qualifications / Qualities are required?**

We are looking for National 5 including Maths and English, and/or Higher Grades.

- Confident in speaking to members of the public face to face and on the telephone – good social skills
- Good IT and keyboard skills
- Willing to learn
- Able to use initiative and move from one task to another
- Good team player
- A mature attitude
- Ideally someone who has undertaken some form of holiday or weekend job while at school
- He or she must observe complete confidentiality. The successful candidate cannot be registered as a patient with the practice.

**Salary and Benefits:**

- As a Modern Apprentice, you will work towards a Business Administration level SVQ and will receive support to do so within working hours
- Hours of work 8.30 am until 5.00 pm Monday to Friday (37.5 hours per week). Includes one hour unpaid lunch
- 9 public holidays and 25 days annual leave per annum.

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

**Closing Date:**

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



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

**Job Title:** Business Administrator - Modern Apprenticeship (R088)

**Contract:** Permanent

**Salary:** £10,000 per annum

**Employer:**

The employer provides staffing and supplies to the care industry.

**Work Environment:**

Working in a small team, you will be supporting the office manager in the smooth running of the office by completing all administration tasks.

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

Duties that will be carried out include but are not restricted to:

- Answering and recording customer calls and transferring to the relevant person
- Recording meeting dates in the diary
- Inputting employee time sheets onto the system and checking the hours against each job to ensure they match
- Registering and recording new jobs and pass on to the appropriate department to price up the request
- Sending letters to appropriate trades for estimate on work to be done
- Interviewing (full training given)
- Meeting and greeting candidates
- Dealing with bank staff
- Timesheets
- Rotas and shifts
- Dealing with incoming enquiries.

**What will I learn?**

- SVQ Level 2 / 3 in Business and Administration
- Industry related training
- Soft Skills (e.g. communication, teamwork, problem solving, etc).

**What Qualifications / Qualities are required?**

- A good set of National 5s but all qualifications at a minimum of National 4 will be considered.
- Positive, reliable, works well within a team, has excellent communication skills, works well under pressure, has the ability to use own initiative, confident using Microsoft Office packages (Word, Excel etc) and has a great work ethic.
- Applicants 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 forward to the next stage will be contacted.

**Closing Date:**

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



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

**Job Title:** Medical Receptionist – Modern Apprenticeship

**Contract:** Permanent

**Salary:** £6.15 per hour

**Employer:**

Portobello Surgery is a busy medical practice on Portobello High Street.

**Work Environment:**

You will be working in an office based environment.

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

- Provide a professional reception and administrative service to patients, doctors, staff, health service professionals and others.
- Work effectively and unsupervised in often complex and unpredictable situations.
- Understand and contribute fully to the functioning of both the reception team and the wider practice team.
- Use own judgement, resourcefulness, common sense and local knowledge within defined parameters to respond to patients' enquiries, particularly in assessing degree of urgency.

Please see the job description on the website for full information.

**What will I learn?**

SVQ Level 3 in Business and Administration.

**What Qualifications / Qualities are required?**

- National 5 minimum in English and Maths
- Highers (desirable not essential)
- Good numerical skills
- Good organisation and effective communication skills
- Excellent time keeper
- Team player
- Enthusiastic.

**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:** Audit Apprenticeship Programme

**Contract:** A 5 year training programme followed by a permanent job

**Salary:** Competitive

**Employer:**

KPMG in the UK is a leading provider of professional services including audit, tax and advisory. We have over 10,000 partners and staff working in 22 offices and are part of a strong global network of member firms. Our vision is simple - to turn knowledge into value for the benefit of our clients, people and our capital markets. Our innovative spirit inspires what we do and how we do it, providing valuable benefits for clients, employees and stakeholders. Constantly striving to be better lies at the heart of what makes us different.

**Work Environment:**

Our people are at the heart of our continued success. Being part of KPMG is being part of a community of talented and innovative people, working together to reinforce trust through audit quality and accuracy. No one type of person succeeds at KPMG; a diverse business requires diverse personalities, characters and perspectives. Whoever you are, there is a place for you here.

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

In general terms your role will involve:

- Developing positive relationships with the Audit team, finance teams and the wider business
- Building an understanding of businesses' systems and processes. Applying knowledge gained through off-the-job learning and on-the-job work experience
- Owning assigned work - Assisting more senior members of the team in the Audit of complex areas.
- Championing the use and development of technology across Audit
- Helping to embed technology and data analytics in the audit process
- Participating in social and networking events.

**What will I learn?**

KPMG is dedicated to ensuring you have the best chance of passing your exams, and therefore have a dedicated Professional Qualification Training and Accreditation team whose focus is to ensure that each KPMG apprentice fulfils their potential.

Years One and Two: Once you join the programme, you will have regular conversations about your career. Your foundation year will help you transition into life at KPMG, and develop your professional skills and knowledge. You will complete the AAT Level 3 Advanced Certificate in Bookkeeping and the AAT Level 4 Professional Diploma in Accounting.

Years Three, Four and Five: You'll continue your professional development through a range of learning opportunities, and build your technical skills through Audit engagements. You'll progress in terms of your studies, and work towards your Level 7 ACA or CA qualification and apprenticeship.

Post qualification your personal and professional development will continue via our 'core+' training options, allowing you to build your own challenging and varied career within audit.

## **What Qualifications / Qualities are required?**

Within our recruitment process, we look for more than just your academics results. This wider perspective helps us ensure that we are giving you the best opportunity to demonstrate your potential. We assess your application against KPMG's [Global Behavioural Capabilities](#) and combine a number of different factors, and how you perform in our recruitment process to build our confidence in whether you will be a success at KPMG.

As a general rule, you'll be expected to meet the following requirements:

- A minimum of five National 5 qualifications at grades 1-3 which must include Maths and English (or equivalent)
- Equivalent of 104 new UCAS tariff points at Higher/Advanced Higher level.

Key skills required:

- Works cooperatively and can build positive, constructive business relationships
- Takes accountability for delivering high quality, accurate work
- Self-motivated and organises own workload to ensure effective delivery of engagements/projects
- Strives to continually improve
- Curious about businesses and likes working with data
- Forward-thinking and ready to learn.

## **Closing Date:**

This is a rolling programme and places will be filled as suitable candidates are found.

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

**Job Title:** Business Administrator - Modern Apprenticeship

**Contract:** Permanent

**Salary:** £7,098 - £12,000 per annum

**Employer:**

Jarvie Plant was founded in 1960 to provide plant and equipment whilst our clients' own equipment was being repaired. Demand for this service grew steadily along with the reputation for the quality and reliability of the equipment supplied. Trading for over 55 years, we are a family run business who recognises the importance of harnessing and investing in young talent.

**Work Environment:**

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

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

- Data Processing
- Allocating paperwork to the correct sources and ensuring compliance
- Scanning
- Filing and document control.

**What will I learn?**

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

You will also learn more personal qualities such as:

- communication skills, both oral and written
- organisational skills
- interpersonal and customer service skills
- team working skills
- how to work using own initiative within boundaries
- how to work effectively with people across a wide range of levels and responsibilities.

**What Qualifications / Qualities are required?**

- Excellent attention to detail
- Strong organisational skills
- Clear and concise communicator
- Reliable team player
- Ability to anticipate the needs of your team and work on your own initiative
- Multi-tasker, adapting quickly and easily
- Customer focused, genuine enthusiasm for excellent customer service
- Excellent telephone manner
- Confident Microsoft Office user: Word/Excel/Outlook.

**Closing Date:**

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



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

**Job Title:** Business Administrator - Modern Apprenticeship (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:** 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?**

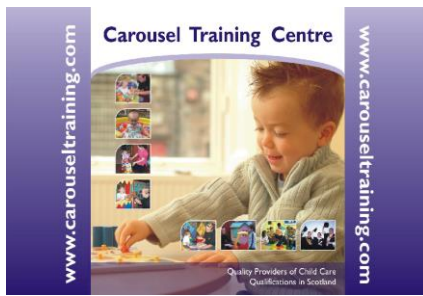
A mechanic apprenticeship last 3 years and during that time you will be in full time employment, meaning that you earn a wage whilst gaining an SVQ Level 3 in Light Vehicle Maintenance and Repair.

**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:** 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:** 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:** 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.