



Edinburgh Guarantee Schools Bulletin

Week beginning Monday 2 September 2019

The Edinburgh Guarantee is here to help you find a job, Modern Apprenticeship, Graduate Apprenticeship or training programme when you leave school.

Each week we will be highlighting the vacancies currently available on our [Jobs Board](#) where you can sign up for [job alerts](#).

You can also visit our [website](#) to see a variety of options available in your Senior Phase and for School Leavers.

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

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

List of current vacancies:

- ✓ User Support Engineer - Modern Apprenticeship - VisitScotland
- ✓ Hairdresser – Modern Apprenticeship - Charlie Miller
- ✓ Administration Assistant – Graduate Apprenticeship – Heriot-Watt University
- ✓ Junior Office Administrator - Modern Apprenticeship – Limelight/Bright Purple Resourcing
- ✓ Trainee Lettings Administrator - Modern Apprenticeship – Limelight/Touchstone Property Management
- ✓ Step into Childcare/Social Care – Employability Fund – Training for Care
- ✓ Trainee Metal Polisher and General Workshop Assistant – Berland's of Edinburgh
- ✓ Business Administrator - Modern Apprenticeship – Microcom/Boyd Insurance
- ✓ Accounts Assistant - Modern Apprenticeship – Microcom/Steedman and Company
- ✓ Business Administration Assistant - Modern Apprenticeship – Limelight/Capital Credit Union
- ✓ Trainee Administrator - Modern Apprenticeship (R100) – Rewards/An architects' practice
- ✓ Chef – Modern Apprenticeship – Leith's at the EICC
- ✓ Property Management – Modern Apprenticeship – Limelight/Chapmans Property Lettings & Management
- ✓ Administrative Assistant - Modern Apprenticeship – CleanTEC
- ✓ Business Administrator - Modern Apprenticeship – Microcom/Capital Credit Union
- ✓ Receptionist/Administrative Assistant - Modern Apprenticeship – Microcom/Blackhall Medical Centre
- ✓ Childcare/Early Years – Modern Apprenticeship – Carousel Training Centre
- ✓ Staff Member – 5 posts – McDonald's
- ✓ Catering Assistant – Employability Fund - Direct Partners/Edinburgh Leisure
- ✓ Playwork Assistant - Employability Fund - Direct Partners/Reputable After School Club (venues across Edinburgh)
- ✓ Soft Play Assistant - Employability Fund – 2 posts - Direct Partners/Edinburgh Leisure
- ✓ Leisure Attendant – Employability Fund – Direct Partners/Edinburgh Leisure
- ✓ 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
- ✓ 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



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: User Support Engineer - Modern Apprenticeship

Contract: Fixed Term - 2 years

Salary: £17,690 per annum

Employer:

VisitScotland is the national tourism organisation for Scotland. Our main aim is to contribute significantly to the advancement of Scottish tourism by giving it a real presence in the global marketplace and benefiting the whole of Scotland.

Work Environment:

The IT Department is responsible for the provision of IT support and services to users throughout the network and receives up to 10,000 calls to the IT Service Desk each year. You will be one of the first points of contact for VisitScotland staff and will be vitally important for the provision of high quality customer facing IT support. You will be based in our head office at Ocean Point, Leith. The position is offered based on a 35 hour week with the opportunity to get involved with out of hours support and travel to our offices across Scotland.

What might a day in this job look like?

- Providing technical support to all VisitScotland IT users as required in any areas relating to the use of Information Technology.
- Responsible for technical and administrative tasks, ensuring core business functionality is maintained in a stable and secure IT environment.
- Delivery and tracking of all IT related activities, assets and user accounts associated with staff movements (leaver, movers and new starts) to ensure they conform to defined SLAs.
- Carrying out project based work, following recognised project methodologies under the guidance/ instruction of the Senior User Support Engineer, to support the ongoing development and maintenance of the VisitScotland IT network.

What will I learn?

The apprenticeship will involve completing an SVQ level 3 within the first year of employment.

What Qualifications / Qualities are required?

- Good working knowledge of computer and network technologies with particular emphasis on Dell desktop and laptop systems and HP Printers.
- Good working knowledge and experience of Microsoft Windows operating systems, particularly Windows 7 and Windows 10.
- Good working knowledge of supporting applications and in particular Microsoft Office 365.
- A driving licence is essential.

Closing Date:

Wednesday 11 September.



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: Administration Assistant – Graduate Apprenticeship

Contract: Fixed Term – 4 years

Salary: £15,842 per annum

Employer:

With a history dating back to 1821, Heriot-Watt University has established a reputation for world-class teaching and practical, leading-edge research, which has made it one of the top UK universities for business and industry. We connect with industry at every level and develop programmes to match their needs – so employers get work-ready industry-fit graduates. Heriot-Watt is also Scotland's most international university, boasting the largest international student cohort.

Work Environment:

Procurement Services provides professional procurement services to the University's academic schools and professional services. Our remit is to get best value for money from the University's annual £100M+ non-pay spend through proactive sourcing, customer relationship management, and professional category and supplier management. We also ensure legally compliant procurement processes are in place for all goods, services and works. The post holder will work as part of the Procurement team and will be responsible for providing administrative support to the Sections' Head of Procurement, Procurement Managers, Procurement & Systems Officer and the Procurement Assistant.

What might a day in this job look like?

The post holder will be responsible for ordering and receipting all Procurement Services purchase orders, creating new supplier requests and amendments on the Oracle i-Procurement system, administering Procurement Services mail, booking catering, travel, training and conferences for Procurement staff and undertake general administration tasks. You will be an integral member of the Procurement Services team, assisting in the implementation of improved working practices and administrative systems and will be required to cover for the Procurement Assistant in periods of absence (and occasionally for the Procurement & Systems Officer).

A full list of duties and responsibilities is available when you click "Apply Now".

What will I learn?

You will undertake study towards a first degree, MA (Hons) Business Management.

What Qualifications / Qualities are required?

The successful candidate will need to be accepted for enrolment onto the Graduate Apprenticeship MA (Hons) Business Management course above, which will be a condition of any offer of employment.

We will expect your covering letter and / or CV to demonstrate how your skills and experience, gained either at work or as part of your studies, makes you suitable for this role and in particular the following areas:

- Educated to SCQF Level 6 or equivalent, including an appropriate qualification in English, or equivalent work experience.
- Demonstrable ability to communicate effectively in English (verbal and written) and deal with customer enquiries.
- Competent in the use of relevant IT packages (e.g. MS Office, particularly Word, Excel and Outlook).
- Well-developed interpersonal skills.
- Demonstrable professional and proactive approach.
- Demonstrable ability to work quickly, flexibly and accurately in a dynamic, changing and pressured environment.

- Demonstrable provision of excellent customer service.
- Attention to detail.
- The ability to work both independently and flexibly as well within a team and across team/section boundaries to strengthen working relationships.

Closing Date:

Friday 6 September.



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: Junior Office Administrator - Modern Apprenticeship

Contract: Permanent

Salary: £12,500 per annum

Employer:

Bright Purple Resourcing are award-winning Technology, Transformation and Change Recruitment Specialists. We have been a leading provider of technology talent to businesses across the UK and further afield for nearly 25 years.

Work Environment:

We are a small/medium sized business with modern, busy and lively offices on Rose Street, Edinburgh. We are fortunate to not only have a great team and a great environment but also stunning views across to the Castle. There's a great sense of community within our culture that embraces hard work and fun. You will work 35 hours per week, 9 am – 5 pm Monday to Friday with some flexibility

What might a day in this job look like?

This is a fantastic opportunity to play an active part in a fast-paced, small support team. Every day is a little different but you will be focused on providing a contract and PES compliance service to the contract team and contractors. You will also provide administrative support to the Finance Department and Management Team.

What will I learn?

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

What Qualifications / Qualities are required?

In the first instance, we are looking for someone who is positive, hardworking, honest and reliable. You'll also have a thirst for learning and want to invest in your future and work towards a rewarding career. If you have this, plus some National 4/5s, we want to hear from you.

Closing Date:

Friday 20 September.

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 Lettings Administrator - Modern Apprenticeship

Contract: Permanent

Salary: £15,000 per annum

Employer:

Touchstone Property Management manages around 20,000 properties across the UK in the private rented sector, with around 1700 properties located in Edinburgh, Lothian and Borders.

Work Environment:

The Edinburgh office, based at Hays Business Centre in Niddrie, has a team of 12 with a mixture of Property Managers and Lettings Managers along with senior managers. Touchstone are part of the Places for People Group, and have a range of benefits and work policies, including free fruit, casual dress policy, 2 hour flexible working per week.

What might a day in this job look like?

The Trainee Lettings Administrator will report directly to the Operations Manager, however will be under the guidance of an experienced Lettings Manager. General tasks will include:

- logging keys in and out
- updating adverts on lettings websites
- arranging viewings
- taking general phone calls into office
- updating utility suppliers and Council Tax department on changes in occupancy
- data administration and general office duties.

What will I learn?

- You will undertake SVQ Level 2 / 3 in Business Administration.
- Working in a fast-paced environment, you will develop prioritisation, communication and teamwork skills, along with knowledge of the Edinburgh lettings market.
- Touchstone encourage and support all staff in obtaining industry recognised ARLA qualifications in Lettings and Property Management.

What Qualifications / Qualities are required?

There are no minimum qualification requirements. However, National 5 or equivalent in English and Business Administration and experience using Word and Excel would be beneficial.

We are looking for someone who is positive, reliable, enthusiastic and self-confident who has the ability to communicate clearly and politely with members of the public and internal and external colleagues.

Closing Date:

Friday 6 September.



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: 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 12 September.

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:

We will continue to accept applications until all places are filled.

Berland's of Edinburgh



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

Job Title: Trainee Metal Polisher and General Workshop Assistant

Contract: Permanent (after trial period).

Salary: National Minimum Wage

Employer:

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

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

Work Environment:

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

What might a day in this job look like?

Some of the daily activities can include:

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

What will I learn?

- You will learn about metal polishing, general restoration and basic electrical work.
- We will instruct you on health and safety and safe working practices.
- It is sometimes hard work and can be dirty but is very rewarding when you look at what you have achieved.

What Qualifications / Qualities are required?

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

Closing Date:

This opportunity will close when a suitable applicant is found.

No previous applicants please.

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:

As one of Scotland's leading independent insurance brokers, Boyd Insurance have been delivering a comprehensive portfolio of insurance and risk management services to businesses for over 40 years.

Work Environment:

You will be working in our office at Chesser Exchange.

What might a day in this job look like?

- Office administration
- Answering/transferring telephone calls
- Producing and processing orders
- Banking
- Credit control
- Arranging dispatch
- Filing and photocopying
- Following up of emails
- Post
- Data entry.

What will I learn?

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

What Qualifications / Qualities are required?

- Good standard of education to National 5 or equivalent
- Highers (desirable not essential)
- Good numerical skills
- Customer service
- Positive outlook
- Team player
- Excellent time keeping
- Ability to problem solve and use your own initiative
- Good planning and communication skills
- Computer systems literate
- Knowledge of current Health & Safety legislation
- A driving licence is desirable but not essential.

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: Accounts Assistant - Modern Apprenticeship

Contract: Permanent

Salary: £10,000 - £11,000 per annum

Employer:

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

Work Environment:

You will be working in our office in the New Town.

What might a day in this job look like?

- Bookkeeping via various software, including FreeAgent, Xero and Kashflow
- Traditional bookkeeping with paper files
- Deciphering data from client papers and spreadsheets
- Compiling VAT returns and accounts
- Applying for UTR codes, VAT registration numbers
- Dealing with external agencies such as HMRC
- Supporting the teams with ad-hoc administration and clerical tasks
- Covering reception and answering calls.

Full training and support will be given to the candidate and we offer continued career development. We support and pay for professional qualification such as AAT and ACCA.

What will I learn?

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

What Qualifications / Qualities are required?

- National 5 Maths
- National 4 English
- Interest in Accountancy
- A high level of attention to detail
- Good communication skills, both written and telephone manner
- Ability to demonstrate the resolve required to deal with clients and agencies in the daily duties of this position
- A mature outlook and the ability to work effectively on your own
- Develop confidence and show you have an ability to think on your feet.

Closing Date:

This opportunity will close when a suitable candidate is found.



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

Job Title: Business Administration Assistant - Modern Apprenticeship

Contract: Fixed Term - 12 months

Salary: £8,120 per annum (£4.35 per hour) 16-17 years old
£11,593 per annum (£6.15 per hour) 18-20 years old

Employer:

Capital Credit Union was established in June 1989 and is one of the largest credit unions in the UK, with more than 25,000 members, and assets of £35 million. Offering a range of ethical financial services, membership is open to anyone living or working in East of Scotland, employed by one of our Select Partners or a member of the trade union community. As a financial co-operative, anyone who opens a savings account with us becomes a member of the credit union. Full membership begins at age 16 with junior memberships also available.

Work Environment:

You will be working in a small team in our office in Stockbridge. Working hours are 36.25 hours per week, Monday to Thursday 9 am – 5 pm and Friday 9 am – 4 pm.

What might a day in this job look like?

Duties that will be carried out will include:

- Assisting with and carrying out processing income received from members, updating members accounts and answering queries about member accounts
- Processing invoices and updating purchase ledger information including filing
- Assisting with and processing and reconciling pre-paid cards, credit cards, petty cash and members cash
- Assisting with and processing payments to members through BACS and Faster Payments
- Assisting credit control including sending notification to members who have missed payments.
- Following up missed payments for credit control by telephone, email and letter
- Assisting with retrieving data to provide management information
- Assisting with statement runs to members
- Filing using manual and electronic means
- Assisting Business Development and Member Services as required.

What will I learn?

- SVQ Level 3 in Business and Administration
- Soft Skills – communication, teamwork, problem solving
- Financial Services office skills, recording, reconciling, using Microsoft Office 365, Sage Accounting.

What Qualifications / Qualities are required?

National 5 in English and Maths.

We are looking for someone who is positive, reliable, enthusiastic, has high attention to detail, enjoys working with numbers, and can communicate effectively in writing and verbally.

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: Trainee Administrator - Modern Apprenticeship (R100)

Contract: Permanent

Salary: £12,000 per annum

Employer:

An architects' practice based in Leith.

Work Environment:

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

What might a day in this job look like?

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

What will I learn?

You will undertake a Business Administration Level 3 Apprenticeship delivered by Rewards Training.

What Qualifications / Qualities are required?

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

Essential Qualities:

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

Please note only candidates being taken 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: Chef – Modern Apprenticeship

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

Salary: Starting salary £240 per week

Employer:

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

Work Environment:

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

What might a day in this job look like?

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

Duties may include:

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

What will I learn?

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

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

What Qualifications / Qualities are required?

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

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

Closing Date:

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

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

Job Title: Property Management - Modern Apprenticeship
Contract: Permanent
Salary: £11,000 to £15,000 per annum, dependent on applicant

Employer:

Chapmans is a small but mighty property lettings and management business based in Roseburn in Edinburgh. We feel we provide a vital service to both our landlords – who need someone they can trust to manage and let their properties – but also to our tenants for whom we are providing a home and a safe and happy place to live. We provide this service to a wide range of landlords – from investors, first time landlords, executives and clients moving to us from other agencies. Our landlords live locally and abroad. Our tenants are diverse and can be students, families, elderly people, executives and just young people moving out of their family homes and living independently for the very first time.

Work Environment:

You will work in a small team based at our office in Roseburn, with 25% of the day spent out and about at properties. We are a happy but busy team and we are all willing to work hard to help each other out. We do regular team training days, weekly team meetings and are always open to doing some fun after work activities. You will work Monday to Friday 9.00am - 5.30pm, and Saturdays as required (paid in addition).

What might a day in this job look like?

Duties that will be carried out will be essential to the smooth running of the team and business. These include but are not limited to the following and we may ask you to take on added responsibilities beyond the job title:

- Dealing with phone based enquiries from potential tenants looking to rent a property as well as landlord and existing tenant enquiries
- Showing prospective tenants around properties and asking for feedback
- Monitoring the email inbox
- Key management (logging keys in and out to contractors)
- Filing, scanning and archiving
- Booking in property visits for the property managers with a view to doing them yourself in the future
- Window displays
- Preparing new properties for let
- Instructing and chasing up Safety Certificates
- Keeping maintenance log up to date and keep all parties informed
- Switching over utility accounts and Council Tax accounts when tenants move in and out
- Assisting the whole team in the smooth running of the business and the delivery of exceptional customer service.

What will I learn?

- SVQ Level 3 in Business and Administration and/or Customer Service
- You will receive superb on the job training which will be a mixture of work shadowing, direct training, on the job learning and self-directed study should you wish to progress further
- Industry related training / qualification – i.e. Microsoft office, opportunities to become an accredited Property Manager over time with a view to really progressing in your career with the business supporting you through further industry qualifications
- Soft skills: First class communication skills (both verbal and written), valuable customer service skills, confidence and competence in showing people around properties, how to assess applicants.

What Qualifications / Qualities are required?

- National 4 English and Maths
- Minimum age of 18 with a full clean driving licence
- Strong verbal communication skills
- We are looking for someone who is well presented, personable, reliable, energetic, keen to learn and get involved, confident and enthusiastic with a desire to deliver outstanding customer service and is a genuine team player.
- You should be curious to explore issues, learn and try and work around situations. An openness to constant learning is essential.
- We would expect you to start working towards your property management qualifications during your apprenticeship as well for really rapid progression.

Please answer the following questions when you submit your CV and cover letter:

- If someone – a friend or colleague – were to describe you, what words would they use?
- What excites you about working in the property market?
- What motivates you to get up in the morning?

Closing Date:

Friday 13 September.



The Complete Cleaning Service.



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

Job Title: Administrative Assistant - Modern Apprenticeship

Contract: Permanent

Salary: £7,917 - £11,193 per annum

Employer:

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

Work Environment:

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

What might a day in this job look like?

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

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

What will I learn?

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

What Qualifications / Qualities are required?

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

Closing Date:

This position will close when a suitable candidate is found.

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

Job Title: Business Administrator - Modern Apprenticeship

Contract: Permanent

Salary: National Minimum Wage

Employer:

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

Work Environment:

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

What might a day in this job look like?

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

What will I learn?

SVQ Level 3 in Business and Administration.

What Qualifications / Qualities are required?

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

Closing Date:

This opportunity will close when a suitable candidate is found.

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

Job Title: 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?

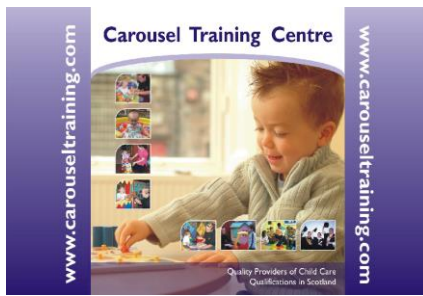
SVQ Level 3 in Business and Administration.

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.



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: 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: 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: 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: 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: 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:

Recruitment Training (Edinburgh) Ltd was established to provide a range of training and assessment in the area of business services, and deliver a variety of vocational qualifications, computer training and testing. Our clients, based in Leith, Newhaven, West End, the Gyle, Newtongrange and Dalkeith, are looking for young people to train in office administrative job roles.

Work Environment:

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

What might a day in this job look like?

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

What will I learn?

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

What Qualifications / Qualities are required?

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

Closing Date:

These vacancies are ongoing until successful candidates are found.



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

Job Title: 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.