



Edinburgh Guarantee Schools Bulletin

Week beginning Monday 28 October 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:

- ✓ Business and Administration - Modern Apprenticeships - The Scottish Government
- ✓ Administrative Assistant - Modern Apprenticeship - Limelight/R3 Repairs
- ✓ Light Vehicle Mechanic - Modern Apprenticeship – GTG/Sighthill
- ✓ Vehicle Parts Assistant - Modern Apprenticeship – Arnold Clark/Seafield
- ✓ Bus and Coach Technician - Modern Apprenticeship – GTG/Leith
- ✓ Step into Childcare/Social Care – Employability Fund – Training for Care
- ✓ Receptionist/Parts Assistant - Modern Apprenticeship – Microcom/Labinjoh Ltd
- ✓ Business Administrator - Modern Apprenticeship – Microcom/Durham Road Medical Group
- ✓ Retail, Hospitality and Tourism – Various employers in Edinburgh City Centre/St James - FUSE
- ✓ Business Administrator - Modern Apprenticeship (R102) – Rewards Training/A recruitment company
- ✓ Trainee Legal Secretary – Modern Apprenticeship – Hindles Ltd
- ✓ Vehicle Parts - Modern Apprenticeship – GTG/Sighthill
- ✓ Trainee Chef - Fierce Beer Co
- ✓ Accounts Administrator - Modern Apprenticeship (R101) – Rewards Training/An independent travel company
- ✓ Hairdresser - Modern Apprenticeship - Emma Wallace Hair Studio
- ✓ Transactions Business Apprenticeship Programme – EY
- ✓ Tax Business Apprenticeship Programme - EY
- ✓ Assurance Business Apprenticeship Programme - EY
- ✓ Hairdresser – Modern Apprenticeship - Charlie Miller
- ✓ Accounts Assistant - Modern Apprenticeship – Microcom/Steedman and Company
- ✓ Chef – Modern Apprenticeship – Leith's at the EICC
- ✓ Property Management – Modern Apprenticeship – Limelight/Chapmans Property Lettings & Management
- ✓ Business Administrator - Modern Apprenticeship – Microcom/Capital Credit Union
- ✓ 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: Business and Administration - Modern Apprenticeships

Contract: Permanent

Salary: £19,314 per annum

Employer:

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

Opportunities available:

- Statistics Website Officer - National Records of Scotland (Ladywell House)

Full job specifications are available when you click Apply Now.

What might a day in this job look like?

Business Administration roles vary but can include booking meetings, organising travel, using electronic filing and finance systems, dealing with internal and external stakeholders, managing diaries, ordering stationery, answering phones and responding to emails. Full training in all aspects of the job role and internal systems will be provided.

What will I learn?

You will work towards an SVQ Level 2 in Business and Administration. Training will be provided by an internal assessor who will work with and support you on a monthly basis. Time will be given to work on your qualification, which includes delivering two presentations.

What Qualifications / Qualities are required?

The recruitment of Modern Apprentices is a fair, open and merit based process (16+) and with permanence from the start of the apprenticeship. Applicants must be unemployed or contracted to work 16 hours or less a week.

We are looking for candidates with the following qualities:

- Motivated, proactive and works to high standards
- Excellent communication, planning and organisational skills
- Ability to manage a varied workload
- Ability to work well in a team or on your own
- Commitment to achieving the SVQ.

Closing Date:

Please see individual job adverts and closing dates when you click Apply Now.



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

Job Title: Administrative Assistant - Modern Apprenticeship

Contract: Fixed Term - 18 months

Salary: National Minimum Wage, ranging from £8,482 - £15,015 per annum (depending on age)

Employer:

R3 Repairs is a repairs and maintenance company based in Haddington, East Lothian. We aim to provide a first class maintenance, repairs and improvement service that offers value for money to our customers in the public and private housing sector and to companies/organisations.

Work Environment:

You will work within a small team based in a busy office environment. Working hours are 37.5 per week, Monday to Friday.

What might a day in this job look like?

This post provides a quality, customer orientated repairs service to our customers with a high level of clerical and administrative support. Key tasks include liaising effectively with key customers, issuing instructions to operatives, assisting in implementing procedures and representing the organisation to a high standard.

Example of job tasks:

- Liaise as required with sub-contractors, suppliers and consultants
- Assist in the scheduling and instruction of planned and cyclical works
- Assist with administering the electronic data transfer system
- Maintain appropriate performance monitoring systems
- Process reports from contractors
- Issue daily reports to clients
- Manage material requests for all clients
- Monitor Customer Satisfaction and prepare reports as required.

What will I learn?

The Modern Apprenticeship placement will be fully work-based in our head office with ongoing support from Limelight Careers to achieve an SVQ Level 3 in Business and Administration.

Training in the use of specialist software packages will be provided, but a basic knowledge of and ability to use Microsoft office packages is desirable.

What Qualifications / Qualities are required?

- A minimum of 3 National 4 or 5s (or equivalent) which must include English and Maths
- The ability to use initiative
- An effective team worker
- The ability to work accurately, paying attention to detail while working in a busy environment
- Enthusiastic and motivated
- Good communication and interpersonal skills.

Closing Date:

Friday 8 November.



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: £4.00 per hour

Employer:

A garage based in the Sighthill area.

Work Environment:

You will be working within the garage workshop.

What might a day in this job look like?

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

What will I learn?

You will train through GTG to SVQ Level 3 in Light Vehicle Maintenance and Repair. Regular assessment and reviews will be undertaken within your own workplace which aims to ensure you have the required skills to successfully complete your apprenticeship.

What Qualifications / Qualities are required?

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

Closing Date:

Friday 15 November.



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 Assistant - Modern Apprenticeship

Contract: Permanent

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:

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

What might a day in this job look like?

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

What will I learn?

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

Thursday 7 November.



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: Bus and Coach Technician - Modern Apprenticeship

Contract: Permanent

Salary: £4.00 per hour

Employer:

A garage based in Leith.

Work Environment:

We have a fantastic opportunity for 16-19 year olds interested in starting a career and gaining a recognised qualification in the motor industry.

What might a day in this job look like?

You will train 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?

You will train through GTG to SVQ Level 3 in Bus and Coach Engineering and Maintenance.

What Qualifications / Qualities are required?

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

Closing Date:

Friday 22 November.



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 21 November.

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.

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/Parts Assistant - Modern Apprenticeship

Contract: Permanent

Salary: Above National Minimum Wage

Employer:

Labinjoh Ltd is a small business, which services and repairs a wide range of new and used cars for private and company users in the area. The objective of our business is to provide a high quality and reliable service to our customers. Car sales also form a small part of our activities.

Work Environment:

Office based in our garage on Stevenson Road, you will work 40 hours per week from 08:30 to 17:30 with a one hour lunch break daily.

What might a day in this job look like?

Reception

Meet visitors and customers at Reception:

- Take name and contact details
- Receive car keys from pre-booked customers
- Note where incoming cars are parked
- Alert staff member to visitor presence if required
- Process payment transactions
- Tag and secure customer car keys.

Telephone

Take telephone messages:

- Redirect calls where appropriate
- Contact customers about completed cars
- Take telephone bookings
- Take telephone payments
- Transfer bookings to job cards.

Parts

Handling:

- Receive and sign for incoming deliveries
- Package and dispatch outgoing orders
- Monitor incoming eBay parts enquiries
- Make parts telephone orders from lists provided.

Stock Control:

- Note low or zero stock reports from staff
- Assist with stock counts
- Store incoming stock orders

Select and issue parts for new jobs
Check stock levels and records
Parts price comparisons.

What will I learn?

You will work towards SVQ Level 3 in Business and Administration. Training will be given on our GDS (Garage Data Systems) internal computer and telephone system. Assistance and training will be provided for Microsoft Word and Excel. The training provides the basics of highly transferable skills in an interesting and friendly environment with permanent employment prospects significantly improved with us or elsewhere.

What Qualifications / Qualities are required?

National 4/5 or equivalent which should include English.

Closing Date:

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

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

Job Title: Business Administrator - Modern Apprenticeship

Contract: Permanent

Salary: £7,098 - £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 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:** Retail, Hospitality and Tourism
- Contract:** All types of contracts available
- Salary:** Dependent on employer
- Employer:** Various employers within Edinburgh city centre.

FUSE is the recruitment hub for vacancies within the city centre and the upcoming Edinburgh St James which opens its doors in 2020. We also provide training and qualifications for those seeking work and progression in their careers within the Retail and Hospitality sectors.

FUSE offers the following services:

- Join the FUSE Talent Bank to help find the right job for you
- Support with creating and updating your CV
- Support completing application forms
- Access to employment and information events
- Use of IT suite for job searching
- Pre-recruitment training opportunities
- Information on access to employability training and support.

You can also keep up to date with developments, vacancies and available training on social media and follow us on [Facebook](#), [Twitter](#), [Instagram](#) and [LinkedIn](#).

Work Environment:

Most of the jobs require a high level of customer interaction and you will work a variety of shifts across the week which can include weekends, dependent on the requirements of the business.

What might a day in this job look like?

Your day will be varied and fast paced with opportunities for personal and career development. A full list of vacancies is available when you click Apply Now.

What will I learn?

- Industry related training
- Soft Skills (e.g. communication, teamwork, problem solving, etc).

What Qualifications / Qualities are required?

Various qualifications - entry level/ experienced/ industry related qualifications. 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: Business Administrator - Modern Apprenticeship (R102)

Contract: Fixed Term - 18 months

Salary: National Minimum Wage

Employer:

A recruitment company in the Loanhead area.

Work Environment:

Our client is a young, vibrant recruitment company that specialises in the engineering and technical sector. They are looking for a recent school leaver to join their friendly administration team.

What might a day in this job look like?

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

- Answering the telephone and assisting clients with queries
- Meeting and greeting clients at reception
- Responsible for mail and stationery supplies
- Updating in-house IT systems
- Managing a diary system
- Setting up meeting rooms
- General administrative duties within the office.

What will I learn?

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

What Qualifications / Qualities are required?

- Ideally we are looking for a good set of National 5s, including Maths and English. Grades in Business Management or IT would also be desirable.
- Hardworking, reliable and enthusiastic to learn.
- Good communication and IT skills.
- 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 through to the next stage will be contacted.

Closing Date:

This vacancy will close once 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: Trainee Legal Secretary – Modern Apprenticeship

Contract: Permanent

Salary: £17,550 per annum

Employer:

Hindles Ltd is a leading firm of European and UK patent and trade mark attorneys. We help our clients establish and protect their own, and attack competitors', worldwide intellectual property rights including patents, trade marks and designs. Our ethos is to provide clear, commercially meaningful advice.

Work Environment:

Based in our office on George Street.

What might a day in this job look like?

The role entails:

- assisting the attorneys in the preparation of correspondence, forms and other documents for patent and trade mark applications
- working with specialist docketing software
- liaising with clients
- diary management
- invoice generation
- audio and copy typing
- filing
- sharing other office tasks such as telephone reception duties and meeting and greeting clients.

All this work needs to be done with accuracy and considerable care and attention.

What will I learn?

We will support the successful candidate in completing an SVQ Level 3 Modern Apprenticeship in Business and Administration. The course takes approximately 12 months to complete, depending on the individual. We would also be looking at a further course after 3 years' employment.

What Qualifications / Qualities are required?

- No previous Intellectual Property experience is necessary.
- Good written English skills, an attention to detail, a good typing speed and some knowledge of Microsoft Office computer software packages are essential.
- The successful candidate must be able to manage their time effectively in a busy working environment.
- Candidates should be reliable, highly-organised, self-motivated and good at working both within a team and independently.

Closing Date:

Thursday 31 October.



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 Assistant - Modern Apprenticeship

Contract: Permanent

Salary: £4.00 per hour

Employer:

A garage based in the Sighthill area.

Work Environment:

We are recruiting for a Parts Apprentice to work within a car show room environment.

What might a day in this job look like?

Parts Apprentices will be trained on sourcing and ordering parts from stock, checking supplier standards and looking at stock requirements. You will be interacting with customers on a daily basis, including identifying customer needs and giving customers advice both on the telephone and face to face

What will I learn?

Parts Apprentices will be trained on all operating systems within the parts department, along with full customer service training and is a 3 year apprenticeship gaining an SVQ Level 3 in Vehicle Parts Distribution.

What Qualifications / Qualities are required?

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

Closing Date:

Thursday 31 October.



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 Chef

Contract: Permanent

Salary: £6.74 (under 21) - £8.31 per hour

Employer:

Having founded our craft brewery in 2015 after years of home brewing and extensive "research", Fierce Beer Co has gone from strength to strength. Which is why in 2019 we opened our second bar, this time in the heart of Scotland's capital, Edinburgh. Situated in the historic Rose Street, we offer a huge range of our own brews as well as great beers from around the world.

Work Environment:

You will be working in a busy kitchen environment within a craft beer concept brasserie.

What might a day look like in this job?

- Provide assistance and support to the running and maintenance of all kitchen operations alongside the Head Chef and Sous Chef.
- Focus on an a la carte premium burger and snacks menu within a craft beer concept brasserie.
- Autonomy regarding specials and creativity is paramount to your development as we look to grow our market share and the potential to expand our offering.

What will I learn?

This is a development role with training provided on the job and a great opportunity for someone keen for exposure in a kitchen environment.

What Qualifications / Qualities are required?

- A positive attitude to learn
- Motivated and passionate about food
- Ability to listen and learn
- Open to new ideas
- Creative and trustworthy
- School leavers and catering/hospitality students will be considered for this post.

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: Accounts Administrator - Modern Apprenticeship (R101)

Contract: Permanent

Salary: National Minimum Wage

Employer:

An independent travel company in the Murrayfield area of Edinburgh.

Work Environment:

The company is looking for a recent school leaver to join its friendly team. The company specialises in business travel, holidays, Scottish tourism and The Scottish Golf Open and other business, so first impressions and a first-class service are important.

What might a day in this job look like?

You will be working within the accounts team and learning to understand the back office system. Duties that will be carried out will include but not be limited to:

- General administrative duties
- Filing, photocopying and scanning documents
- Handling the mail
- Answering the telephone and assisting clients with invoice queries
- Assisting the reservations team by liaising with hotels and suppliers
- Processing financial information such as client invoices
- Facilitating payments and ensuring overdue payments are followed up.

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?

- Ideally, we are looking for a good set of National 5s and above, including Maths and English.
- Hardworking, reliable and enthusiastic to learn.
- Excellent communication skills and IT skills.
- Customer focused work experience would be beneficial but is not essential.
- 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 through to the next stage will be contacted.

Closing Date:

This position will close 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: Hairdresser - Modern Apprenticeship

Contract: Permanent

Salary: £3.90 per hour

Employer:

Emma Wallace Hair Studio is a unisex hair salon which opened in 2014 and has grown from strength to strength.

Work Environment:

You will work alongside a friendly, supportive team in a modern, high end salon on Corstorphine Road. We provide expert in-salon training.

What might a day in this job look like?

Supporting stylists with their day, your duties will include:

- Shampoo clients' hair
- Rinse colours
- Set up trolleys for colour
- Make teas/coffees
- Keep the salon tidy.

What will I learn?

- SVQ Level 1 / 2 / 3 / in Hairdressing
- L'Oréal Colour Education
- Communication, people skills, teamwork, timekeeping, problem solving, using initiative.

What Qualifications / Qualities are required?

- Positive attitude and friendly manner
- Good timekeeping
- Reliable
- Well presented - to look professional for work in salon
- Willing to listen and follow instructions
- Age 16-18.

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: EY Transactions Business Apprenticeship Programme

Contract: Permanent

Salary: Up to £22,000 per annum starting salary

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:

To stay competitive, companies often need to buy, sell, merge or restructure parts of their business. Join the EY Transaction Business Apprenticeship Programme and you'll help organisations stay ahead of the competition while earning a great salary, gaining invaluable work experience and studying for a professional qualification.

Economies are fuelled by competitive organisations who buy, sell, merge or restructure parts of their business with others. Transactions help organisations do all that while making more informed decisions and building better strategies. In Restructuring, we advise organisations – and other affected parties – when they are underperforming or in distress, on the best course of action. Through independent analysis, we help them either get back on track or go through insolvency procedures like administration or receivership.

"Each client you work with is different and unique and therefore you need to be able to problem solve and think outside of the box to come up with the right solution for the client." Rozalie, Transactions Restructuring Business Apprenticeship.

What might a day in this job look like?

As part of our team, you'll get straight to work on real client projects. Over the course of the programme you can expect to contribute to challenging assignments, learn how to make quick, practical decisions and work through problems with conviction in your process. You'll also be:

- solving urgent and important business problems by analysing data and proposing solutions for underperforming businesses
- undertaking an arrange of tasks required to manage a company that is going through an insolvency process
- assisting with solvent and insolvent liquidation processes.

What will I learn?

You'll study to become a qualified chartered accountant through ICAS, and you'll have support from your team, too. At the end of the programme, you'll have gained professional qualifications, lots of practical experience and built a strong network of mentors and peers to help you keep developing.

What Qualifications / Qualities are required?

You'll need a minimum of five Scottish Highers or equivalent by the time the programme starts in September 2020.

Closing Date: Rolling 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: EY Tax Business Apprenticeship Programme

Contract: Permanent

Salary: Up to £22,000 per annum starting salary

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:

Gain real work experience in the business world, take advantage of new tech and build the skills you need to propel your career. You'll create real change by helping local and international businesses find better ways of managing tax, all while studying for a professional qualification with ICAS as part of your apprenticeship so you can progress towards becoming a tax advisor.

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

"The nature of my service line means that I often work on many small projects at a time, which allows me to work on multiple different concepts so no two days are the same." Emma, Tax Business Apprenticeship.

What might a day in this job look like?

You'll develop your understanding of local and international tax laws, and gain a greater breadth of knowledge by:

- working across various specialist tax teams within UK & Ireland or Financial Services
- working directly on tax reporting, technical research and data analysis alongside senior colleagues
- building important relationships with clients.

What will I learn?

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. Over the course of the apprenticeship, you'll build invaluable business skills and knowledge that will ready you for a brilliant career, wherever you set your sights.

You'll also gain a host of transferable skills, and you'll receive on-the-job coaching and support from a careers counsellor to ensure that you reach your potential.

What Qualifications / Qualities are required?

You'll need a minimum of five Scottish Highers or equivalent by the time the programme starts in September 2020.

Closing Date: Rolling 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: EY Assurance Business Apprenticeship Programme

Contract: Permanent

Salary: Up to £22,000 per annum starting salary

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:

Gain real work experience in the business world, take advantage of new tech and build the skills you need to propel your career. You'll create real change by helping businesses publish reliable financial accounts, all while you study for a professional qualification and progress towards becoming a chartered accountant.

Our Assurance teams analyse the data behind our clients' businesses. As external auditors, they help companies and governments publish accurate financial accounts that their clients and industry regulators can rely on.

"The best thing about the role is the variety and that I am not doing the same tasks on a daily basis. It has provided me with the opportunity to take a look at the running behind some of the largest insurance businesses, both in the UK and internationally, and has also involved quite a bit of travel." Jade, Assurance Business Apprenticeship.

What might a day in this job look like?

You'll be working closely with your team auditing a variety of clients across different sectors. The role will include:

- 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's true and fair.

You may also be required to take on more work, and you should be amenable to longer hours and spending a greater amount of time working away from home, particularly during busy season. You can expect to spend a high proportion of your time on client site too.

What will I learn?

You'll study and undertake exams along the way so you'll progress even faster professionally than your university-going friends. At the end of the programme, you'll have gained professional qualifications, a host of transferable skills, lots of practical experience and a network of mentors to help you keep developing. An apprenticeship in assurance gives you a solid grounding, and sets you up, for a career in finance.

What Qualifications / Qualities are required?

You'll need a minimum of five Scottish Highers or equivalent by the time the programme starts in September 2020.

Closing Date: Rolling 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: 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: 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: 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:

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

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

Job Title: Business Administrator - Modern Apprenticeship

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?

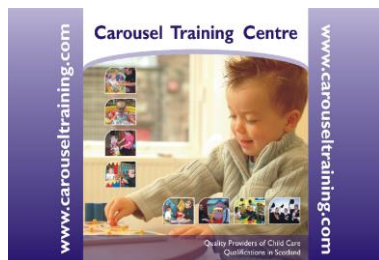
SVQ Level 3 in Business and Administration.

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: 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, or visit our [Facebook](#) page.

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.