



Edinburgh Guarantee Schools Bulletin

Week beginning Monday 10 February 2020

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:

- ✓ Associate - Reception and Front of House Services - Modern Apprenticeship – Limelight/Core-Asset Consulting
- ✓ Business Administration - Modern Apprenticeship – Limelight/The Royal College of Nursing
- ✓ Business and Administration - Modern Apprenticeships - The Scottish Government
- ✓ Administrative Assistant - Modern Apprenticeship - 3 posts – Limelight/Brewin Dolphin
- ✓ Chef - Modern Apprenticeship - 2 posts – Leith's at the EICC
- ✓ Hairdresser - Modern Apprenticeship – Cheynes Hairdressing
- ✓ Avian Technician - Modern Apprenticeship – 2 posts – The University of Edinburgh
- ✓ Business Administrator - Modern Apprenticeship (R106) – Rewards Training/Historic Environment Scotland
- ✓ Step into Childcare/Social Care – Employability Fund – Training for Care
- ✓ Bus and Coach Body Repair - Modern Apprenticeship – GTG/Lothian Buses
- ✓ Bus and Coach Technician - Modern Apprenticeship – GTG/Lothian Buses
- ✓ Vehicle Parts - Modern Apprenticeship – GTG/A car dealership in the Newbridge area.
- ✓ Light Vehicle Technician - Modern Apprenticeship – GTG/A garage in the Granton area
- ✓ Vehicle Parts - Modern Apprenticeship – GTG/A car dealership in the Newbridge area
- ✓ Light Vehicle Technician - Modern Apprenticeship – GTG/A car dealership in the Newbridge area
- ✓ Office Junior - Modern Apprenticeship – Limelight/McDougall McQueen
- ✓ Trainee Auditor – School Leaver Programme – Audit Scotland
- ✓ Business Administrator - Modern Apprenticeship – Microcom/Thorntons Solicitors
- ✓ Operations Apprentice - Modern Apprenticeship – QA/Multrees
- ✓ Finance Assistant - Modern Apprenticeship – QA/Coda Octopus
- ✓ IT Support - Modern Apprenticeship – QA/Hollander International
- ✓ Digital Support - Modern Apprenticeship – QA/ST Microelectronics
- ✓ Software Tester - Modern Apprenticeship – QA/DaXtra Technologies
- ✓ IT Support – Modern Apprenticeship – QA/Sharkey Group
- ✓ IT Department - Modern Apprenticeship – QA/Edinburgh University Students' Association
- ✓ Primary Care Advisor - Modern Apprenticeship – Microcom/St Triduana's Medical Centre
- ✓ Accounts Assistant - Modern Apprenticeship – Microcom/Macklin Motors
- ✓ North Edinburgh Childcare - Childcare Academy - Employability Fund
- ✓ Medical Receptionist - Modern Apprenticeship (R105) – Rewards/Medical Practice EH5
- ✓ Medical Administrator - Modern Apprenticeship (R104) – Rewards/Medical Practice, North West Edinburgh
- ✓ Trainee Administrator - Modern Apprenticeship (R103) – Rewards/Property services company, Liberton
- ✓ Software Engineering - Graduate Apprenticeship – 3 posts – Leonardo
- ✓ Manufacturing Technical – Modern Apprenticeship – 10 posts – Leonardo
- ✓ Manufacturing – Modern Apprenticeship – 10 posts – Leonardo
- ✓ Design Engineering Technical – Modern Apprenticeship – 4 posts – Leonardo
- ✓ Design Engineering – Graduate Apprenticeship – 9 posts – Leonardo
- ✓ Business – Modern Apprenticeship – 6 posts - Leonardo
- ✓ Administrative Assistant - Modern Apprenticeship - Limelight/R3 Repairs
- ✓ 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
- ✓ Accounts Administrator - Modern Apprenticeship (R101) – Rewards Training/An independent travel company
- ✓ Transactions Business Apprenticeship Programme – EY
- ✓ Tax Business Apprenticeship Programme - EY
- ✓ Assurance Business Apprenticeship Programme - EY
- ✓ Hairdresser – Modern Apprenticeship - Charlie Miller
- ✓ Childcare/Early Years – Modern Apprenticeship – Carousel Training Centre
- ✓ 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
- ✓ 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: Associate - Reception and Front of House Services - Modern Apprenticeship

Contract: Permanent

Salary: £13,000 per annum

Employer:

Core-Asset Consulting is a leading financial and professional services recruitment business based in Edinburgh. We supply a range of services across the recruitment spectrum from permanent to contractor hires through to vetting and contract management services.

Our approach is to provide quality and authenticity in everything we do. The success of our model is allowing us to expand at pace, and we seek high quality individuals who thrive in a dynamic environment to join us. In return, we offer a training infrastructure and mentoring culture to support and encourage growth and development. We are dedicated to ensuring our people achieve their potential, promoting a culture of teamwork, personal responsibility, initiative and success.

Work Environment:

Based in our West End office, you will provide front of house and reception services including meeting and greeting visitors and telephone support. Reception cover is required from 8am to 6pm Monday to Friday across a weekly rota system. You will work 40 hours a week Monday to Friday.

What might a day in this job look like?

Key Responsibilities:

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

What will I learn?

- SVQ Level 2 in Business and Administration
- Industry related training.

What Qualifications / Qualities are required?

- Strong customer service skills
- Service orientation - actively looking for ways to help people
- Excellent interpersonal and communication skills, verbal and written
- Good organisational and time management skills
- Ability to work under pressure and to deadlines
- Adopting a proactive approach to work-related activities
- Engaging with peers across all levels to develop effective working relationships
- This Modern Apprenticeship is a government funded qualification for candidates aged between 16-24.

Closing Date:

Wednesday 26 February.

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

Job Title: Business Administration - Modern Apprenticeship

Contract: Fixed Term – 12 Months

Salary: £16,500 per annum

Employer:

At the Royal College of Nursing we're an optimistic organisation. And we've got good reason to be. We all share the same voice when it comes to changing the shape of the health policies of the future. And as the largest trade union of nursing staff and students in the UK – with around 435,000 members – all we can see are the infinite possibilities for a brighter future. Join us and you will too. Plus, we're in The Sunday Times 100 Best Not for Profit Organisations to work for and are accredited with Investors in People Gold Standard.

Work Environment:

We are looking for an enthusiastic person to join our team, providing administrative support to staff and members at the RCN Scotland Edinburgh Office. The hours of work are 09.00 - 17.00 Monday to Friday, although the post-holder will be required to work flexibly in accordance with the needs of the role.

What might a day in this job look like?

Supporting the knowledge and research team, you will be the first point of contact welcoming RCN members and visitors to our library and exhibition, help to run our programme of events and to ensure members can get the most from the services we offer.

You will:

- provide customer service to RCN members and visitors as a first point of contact for the team, including greeting visitors and answering routine enquiries
- support exhibition events and events taking place in workplaces and universities including booking arrangements for venues, communicating with delegates, promotion of events, packing and receiving materials for events, and arranging couriers to transport materials.
- provide administrative support for events at RCN Scotland HQ in Edinburgh including preparing, printing and circulating papers, booking rooms and equipment, ordering catering, and providing relevant support at selected events
- assist with ordering and maintaining publications and materials stock
- provide customer service to members using the Learning Hub library resources
- ensure email, postal and telephone requests are processed in a timely and effective manner
- make travel and accommodation arrangements
- provide reception cover one afternoon a week and when required, greeting visitors, booking taxis and couriers, managing the incoming and outgoing mail.

What will I learn?

As well as studying for your SVQ Level 3 in Business Administration, you will gain great administrative, customer service and event experience whilst working with RCN Scotland.

What Qualifications / Qualities are required?

You should be educated to National 5 or equivalent with good standards of literacy and numeracy.

We are looking for team players who:

- are self-reliant whilst seeking advice and support when required
- are open to sharing knowledge and learning from others
- communicate clearly and concisely
- listen carefully, ask questions and record information accurately
- are helpful, courteous and patient
- develop productive relationships within and outside the team
- offer support and help to colleagues
- plan work to ensure ability to deliver a quality service
- can adapt, plan or reprioritise to respond to urgent needs
- demonstrate the ability to work within tight timescales
- have good time management skills and attention to detail
- are proactive in resolving issues and efficient at solving problems
- are able to use Microsoft Office applications include Word, Excel and Outlook
- respond quickly to requests for information
- demonstrate initiative
- demonstrate a commitment to delivering excellent customer experience.

Closing Date:

Sunday 23 February.



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 Customer Services 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 - 3 posts

Contract: Permanent

Salary: £17,000 per annum

Employer:

Brewin Dolphin is one of the one of the UK's leading wealth management groups with 39 offices throughout the UK and Channel Islands.

Work Environment:

Based in our Edinburgh office, you will be part of a team of around 10-15 people, working in an open plan office environment for around 110 people. Working hours are Monday to Friday 9 am – 5 pm.

What might a day in this job look like?

You will support the team in a range of administrative tasks, while liaising with a range of teams throughout the office to enable completion of tasks required:

- report preparation
- form filling
- diary management
- spreadsheet updating.

What will I learn?

You will undertake SVQ Level 3 in Business and Administration. On completion of the SVQ, industry related training and qualifications are available for those wishing to progress, whether via the Institute of Customer Service or CISI Level 3 Award for Introduction to Investment.

You will become proficient in the MS office suite of programmes (Excel, Word, Outlook) along with our bespoke internal client relationship and document management systems.

Soft skills – communication, teamwork, problem solving.

What Qualifications / Qualities are required?

English and Maths to a good standard, preferably at Higher level.

We are looking for someone who is positive, reliable, enthusiastic, confident, with excellent time keeping, who wants to work in a small team, but be part of the wider office group.

Closing Date:

Wednesday 26 February.

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 - 2 posts

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

Salary: £7.70 per hour

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:

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. Working 40 hours per week, you will be part of a team of 9 staff.

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:

These positions will close when suitable candidates 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: Hairdresser - Modern Apprenticeship
Contract: Permanent
Salary: Modern Apprenticeship National Minimum Wage

Employer:

Cheynes opened their first salon with just one assistant in 1976. Today we have more than 130 superbly trained and motivated staff in five salons throughout Edinburgh. At Cheynes Education, our principal aim is to help visitors to our school to become better, more confident hairdressers. We aim for our courses to stretch the imagination and broaden the outlook of every single participant, sending them back to their salon with a renewed determination to be successful.

Work Environment:

You will be working in one of our friendly Edinburgh salons and attending our training school.

What might a day in this job look like?

Duties will be varied and will include assisting hairdressers in the salon with general housekeeping, shampooing and conditioning, then gradually adding to these duties as your learning progresses. You will also be providing excellent customer care through helping receptionists and making teas and coffees for clients.

What will I learn?

- SVQ Level 2 in Hairdressing which includes all aspects of hairdressing including cutting, colouring, reception and client care
- Our aim is for all education programmes developed by Cheynes Training to go beyond the normal apprenticeship requirements and we encourage all apprentices involved to become the best they can be through our 'Stretch and Challenge' programme.

What Qualifications / Qualities are required?

- enthusiasm!
- a passion for fashion and hair
- a desire to begin your first steps towards a career in hairdressing
- good communication skills and a friendly manner.

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: Avian Technician - Modern Apprenticeship – 2 posts

Contract: Fixed Term Contract – 30 months

Salary: £17,046 per annum

Employer:

The University of Edinburgh offers an exciting, positive, creative, challenging and rewarding place to work. We give you support, nurture your talent, develop and reward success and integrate professional and personal career goals, as well as give your career the benefit of a great and distinguished employer. In addition, our employees benefit from a competitive reward package and a wide range of staff benefits.

Work Environment:

The National Avian Research Facility (NARF) is based at the Easter Bush Campus in Midlothian and the team's primary objective is the provision of exceptional animal husbandry and welfare. Birds are held within two on-campus poultry units and fulfil a vital role as a research tool. Chicks are hatched and reared from eggs incubated on site with close care and monitoring at all stages. Carefully considered breeding programmes allow for the shipment of genetically unique eggs to national and international collaborators. Accurate data recording is crucial for effective scientific research so a keen eye for detail is essential.

We would like two Modern Apprentices to join our small friendly team across both avian units. Your time will be spent within our bio-secure indoor sheds though some office-based work will be required. Close training and supervision will be given with independent tasks allocated as your skills develop. Work can be physically demanding with the potential for exposure to respiratory allergens. Strict adherence to health and safety legislation, risk assessments and correct use of personal protective equipment is essential.

What might a day in this job look like?

Daily activities can vary greatly. Essential husbandry tasks such as welfare checks and feeding take place first thing in the morning. Daily egg collection coupled with weekly incubation and hatching. Arranging birds into breeding cohorts, administering vaccinations and assisting with research projects on a regular basis.

What will I learn?

- Modern Apprenticeship in Life Sciences from Fife College
- Applied Science HNC
- Management of avian eggs to adults
- Animal welfare and ethics
- Basic research and data recording skills
- Effective communication, team working, organisation, problem solving and responsibility.

What Qualifications / Qualities are required?

Essential:

- National 5 in Maths, English, Biology and Chemistry
- Working understanding of IT packages or similar e.g. Excel, Microsoft packages
- An interest in animals and their welfare
- Enthusiastic, adaptable and keen to learn
- Reliability and punctuality are crucial in ensuring good welfare practices
- A willingness to participate in a Modern Apprentice programme.

Desirable:

- Higher Biology or Chemistry.

Closing Date:

Tuesday 18 February.



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 (R106)

Contract: Fixed Term - 2 years

Salary: £18,250 per annum

Employer:

Historic Environment Scotland are the lead body for Scotland's historic environment; a charity dedicated to the advancement of heritage, culture, education and environmental protection. We're at the forefront of researching and understanding the historic environment and addressing the impact of climate change on its future. We investigate and record architectural and archaeological sites and landscapes across Scotland and care for more than 300 properties of national importance.

Work Environment:

Based in our headquarters at Longmore House, Salisbury Place, you will learn about various aspects of business administration and be given a full understanding of the expectations of work in this area.

What might a day in this job look like?

This post is one of five Business Support Assistants working within the Directorate's Business Support Team. There will also be the opportunity to work with other teams in Heritage Directorate on a similar basis. The Business Support Team co-ordinates the statutory consents process, deals with all Directorate enquiries and correspondence and co-ordinates the general administration of the Directorate, including travel, training and finance.

What will I learn?

- SVQ Level 3 in Business and Administration.
- Communication Skills: handling central Heritage Directorate internal and external enquiries via phone, email and mail.
- Digital skills: using our IT systems such as our Heritage Management System, travel booking and car hire systems, processing financial transactions using Integra, and using spreadsheets and other systems as required.
- Organisational skills: providing timely business support to staff at all levels of the business to enable the delivery of our work.
- Teamwork: working closely with members of the Business Support Team, Heritage Directorate and across the organisation.
- Attention to detail: accurately logging incoming work on our workflow system (the Heritage Management System), following financial procedures, and contributing to documents such as desk instructions.
- Heritage Sector knowledge: building up knowledge of Historic Environment Scotland and the wider sector.

What Qualifications / Qualities are required?

The successful applicant will:

- demonstrate a basic knowledge and experience of IT, preferably having examples of using Microsoft packages
- show they can communicate effectively, verbally and in writing
- demonstrate that they can follow instructions accurately
- show how they have contributed the success of a team or worked well with other people
- show a commitment to and understanding of personal Learning and Development.
- 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:

Tuesday 11 February.



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 Wednesday 4 March.

Work Environment:

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

What might a day in this job look like?

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

What will I learn?

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

What Qualifications / Qualities are required?

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

Closing Date:

Monday 2 March.



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

Job Title: Bus and Coach Body Repair - Modern Apprenticeship

Contract: Permanent

Salary: £5.20 per hour

Employer:

Lothian Buses are an award-winning transport operator which connects Edinburgh and the Lothians with over 70 services and more than 700 buses which run day and night throughout the year. Our easy-access fleet is among the most modern and environmentally-friendly in the UK and includes the city's first zero-emission electric buses.

Work Environment:

You will be based in a body shop in Leith.

What might a day in this job look like?

You will be involved in learning all aspects of repairing accident damaged vehicles, including chassis alignment techniques, panel repair and replacement, welding and preparing vehicles for painting.

- Assessing a vehicle to establish the extent of the damage
- Based on the initial assessment, deciding whether to repair or replace bodywork
- Removing damaged panels and trims
- Stripping and refitting trim and panel interior
- Refitting new/repaired panels.

What will I learn?

You will train through GTG to SVQ 3 Bus and Coach Engineering and Maintenance: Body Cladding at SCQF Level 6.

Regular assessment and reviews will be undertaken within the apprentice's own workplace which aims to ensure they have the required skills to successfully complete their apprenticeship.

What Qualifications / Qualities are required?

You must have to expect to gain National 4 or above in Maths, English and a Science or Craft subject. Accredited equivalents will also be accepted.

Closing Date:

Friday 28 February.



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: £5.20 per hour

Employer:

Lothian Buses are an award-winning transport operator which connects Edinburgh and the Lothians with over 70 services and more than 700 buses which run day and night throughout the year. Our easy-access fleet is among the most modern and environmentally-friendly in the UK and includes the city's first zero-emission electric buses.

Work Environment:

You will be based in a workshop in Leith.

What might a day in this job look like?

You will train in all aspects of Bus and Coach 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 English, Maths and either a Science or Craft subject. Accredited equivalents will also be accepted.

Closing Date:

Friday 28 February.



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

Job Title: Vehicle Parts - Modern Apprenticeship

Contract: Permanent

Salary: £3.90 per hour

Employer:

A car dealership in the Newbridge area.

Work Environment:

You will be based within the parts department.

What might a day in this job look like?

You will be involved in giving customer advice, ordering required parts, components or accessories and updating computer systems.

- Receiving and dispatching parts
- Dealing with customer enquiries
- Sourcing parts for customers and technical staff.

What will I learn?

You will train through GTG to SVQ Level 3 in Vehicle Parts Distribution.

Basic motor vehicle technology will be a part of the course as well as telephone and sales techniques.

Regular assessment and reviews will be undertaken within the apprentice's own workplace which aims to ensure they have the required skills to successfully complete their apprenticeship.

What Qualifications / Qualities are required?

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

Closing Date:

Saturday 29 February.



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

Job Title: Light Vehicle Technician - Modern Apprenticeship

Contract: Permanent

Salary: £3.90 per hour

Employer:

A garage in the Granton area.

Work Environment:

You will be based within the garage workshop.

What might a day in this job look like?

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.

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 the apprentice's own workplace which aims to ensure they have the required skills to successfully complete their 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 Craft subject. Accredited equivalents will also be accepted. It is essential that you are literate, numerate, reliable and keen to learn.

Closing Date:

Saturday 29 February.



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

Job Title: Vehicle Parts - Modern Apprenticeship

Contract: Permanent

Salary: £3.90 per hour

Employer:

A car dealership in the Newbridge area.

Work Environment:

You will be based within the parts department.

What might a day in this job look like?

You will be involved in giving customer advice, ordering required parts, components or accessories and updating computer systems.

- Receiving and dispatching parts
- Dealing with customer enquiries
- Sourcing parts for customers and technical staff.

What will I learn?

You will train through GTG to SVQ Level 3 in Vehicle Parts Distribution.

Basic motor vehicle technology will be a part of the course as well as telephone and sales techniques.

Regular assessment and reviews will be undertaken within the apprentice's own workplace which aims to ensure they have the required skills to successfully complete their apprenticeship.

What Qualifications / Qualities are required?

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

Closing Date:

Saturday 29 February.



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

Job Title: Light Vehicle Technician - Modern Apprenticeship

Contract: Permanent

Salary: £3.90 per hour

Employer:

A car dealership in the Newbridge area.

Work Environment:

You will be based within the garage workshop.

What might a day in this job look like?

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 the apprentice's own workplace which aims to ensure they have the required skills to successfully complete their 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:

Saturday 29 February.



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

Job Title: Office Junior - Modern Apprenticeship

Contract: Permanent

Salary: National Minimum Wage

Employer:

McDougall McQueen are well established solicitors and estate agents with 8 offices across Edinburgh and the Lothians.

Work Environment:

Based in our branch office in Penicuik, you will work 35 hours per week.

What might a day in this job look like?

Your duties will include:

- Screening incoming calls
- Greeting clients
- Management of post and email
- Booking couriers and travel requirements
- Filing
- Photocopying
- Some secretarial duties.

What will I learn?

- SVQ Level 2 Business and Administration
- Communication
- Teamwork
- Filing / paper management
- Technology skills
- Time management.

What Qualifications / Qualities are required?

This position would be suited to someone who is keen to develop their skills and progress within an office environment. We are looking for our Office Junior to be positive, friendly and approachable, with the following skills:

- Knowledge of administration duties
- Good IT skills and knowledge of Microsoft Office
- Good communication and organisation skills.

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: Trainee Auditor – School Leaver Programme

Contract: Fixed Term – 5 years

Salary: £17,385 per annum

Employer:

Audit Scotland is Scotland's public-sector auditor, responsible for ensuring that the Scottish Government and public-sector bodies are held to account for the proper, efficient and effective use of public money. We employ around 300 exceptional professionals from different backgrounds who believe that public money should be spent wisely. We know our important work makes a real difference to the lives of Scotland's people and you'll be a valued part of our audit team.

Work Environment:

As part of our commitment to deliver work of the highest quality and to adopt the best professional standards and practices, we offer a Professional Qualification Scheme (PQS) for Trainee Auditors. This scheme includes on the job work experience together with financial and study leave support, under the terms detailed in this policy. The PQS will support Trainee Auditors during their training period and equip them with the necessary skills and experience to become effective financial and/or performance auditors upon qualification.

What might a day in this job look like?

Over the duration of the programme, you will likely work within a number of different audit teams and you may be exposed to a wide range of audits in local and central government, the National Health Service and other sectors.

Placements to local audit teams will be agreed by Audit Scotland's senior management and are aimed at helping to build experience within the professional field of audit. You will determine a clear set of objectives for each placement in agreement with your line manager, which will then be agreed with team managers.

As a school leaver, you will also join up with our graduate trainees and have peer support while you learn the job and engage with your studies.

What will I learn?

If you feel university is not for you and you want to enter the world of work while training for a professional accounting qualification, then join us on our five-year school leaver programme. You will earn a competitive salary while gaining vital on-the-job experience as an auditor and studying towards your ICAS qualification with peer support.

What Qualifications / Qualities are required?

You should meet the following criteria:

- achieved or expected to achieve good results in Higher English and Maths or equivalent by summer 2020 (any job offer would be conditional on achieving the required results)
- good communication and interpersonal skills
- self-awareness and confidence to work using initiative
- ability to work well as part of a team
- ability to analyse information and think laterally and creatively
- disciplined and organised with good project management skills.

Closing Date: Sunday 15 March.

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

Job Title: Business Administrator - Modern Apprenticeship

Contract: Permanent

Salary: £7,917 - £14,942 per annum

Employer:

Thorntons Solicitors are one of Scotland's largest and most respected full-service legal and property firms, delivering high quality, practical advice together with exceptional client care. We provide a full range of services for individuals and families, businesses, public sector organisations and charities.

Work Environment:

Working within a busy team environment, you should have the ability to integrate well with your colleagues and manage your own workload confidently and effectively.

What might a day in this job look like?

You will undertake a variety of duties including, but not limited to:

- supporting with the daily collection, distribution and preparation of mail
- scanning, photocopying and filing
- providing typing support
- providing reception cover
- organising, booking, preparing and clearing meeting rooms
- arranging catering for meetings and events
- providing ad-hoc administrative cover across the business and any other administrative duties as required.

What will I learn?

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

What Qualifications / Qualities are required?

National 5s which should include English

You should be enthusiastic, punctual and well-presented, demonstrating a 'can do' attitude at all times and using your own initiative wherever necessary. This role requires excellent attention to detail and excellent oral and written communication skills. Basic IT skills are an essential requirement, in addition to having a desire to learn new IT skills.

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: Operations Apprentice - Modern Apprenticeship

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

Salary: £15,268 per annum

Employer:

Multrees supports transformational change through a range of outsourced investment services to wealth managers, private banks, family offices and advisory businesses.

Work Environment:

Office based in the EH1 area. The role is to assist the Treasury and Tax teams with general administrative support. One of the functions of the Treasury Team is the administration of customer ISAs, principally the checking and processing of application forms and subscriptions.

What might a day in this job look like?

- Assist the tax team with administrative tasks, such as ISA and regulatory return composition.
- Identify and resolve all anomalies and differences that arise. Escalate any potential client money issues to direct line manager.
- Adhere to procedures while also focusing on improving efficiencies within the established tasks.
- Liaise with third party suppliers (such as banks) regarding processing and query resolution.
- Comply with operational risk and regulatory control policies and procedures, logging and monitoring risk events where appropriate.
- Responsible for challenging systems and processes to ensure that they are fit for purpose and cost effective.

What will I learn?

You will undertake SVQ Level 3 Business and Administration, with progression onto Providing Financial Services.

What Qualifications / Qualities are required?

- Strong communicator - both verbal and written
- Strong planning and organisational skills
- Strong analytical and interpretative skills
- Ability to work under pressure and meet strict time scales and targets.

Closing Date:

Friday 14 February.



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: Finance Assistant - Modern Apprenticeship

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

Salary: £10,000 - £12,000 per annum

Employer:

Coda Octopus is a global leader and specialist in underwater technologies including being the patent holder for the real time 3D sonar, the Echoscope®. Its team of experts design innovative solutions for tasks including subsea surveys, marine construction, ROV operations, dredging and port security.

Work Environment:

Office based in the EH12 area. We are looking for a long-term member of staff and therefore offer continuous training and fantastic progression opportunities.

What might a day in this job look like?

This role will offer a great deal of variety and will suit someone who is a good communicator and competent numerically.

- Using Sage for invoicing and purchase ledger
- Moving onto sales ledger
- Assisting with purchasing of office consumables, equipment etc
- Assisting with general office duties including answering incoming calls, filing, photocopying, and setting up meeting rooms
- Meeting and greeting any visitors to the office.

What will I learn?

You will undertake SVQ Level 3 Business and Administration. There will be future career progression and training available for professional qualifications if desired.

What Qualifications / Qualities are required?

We are looking for a bright and energetic apprentice who ideally has accountancy, maths or business management subjects from school who would be looking for a career within finance.

Closing Date:

Friday 14 February.



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

Job Title: IT Support - Modern Apprenticeship

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

Salary: Up to £15,000 per annum

Employer:

Hollander International has a range of auto parts inventory software and services that enable car breakers to run and manage their dismantling operation more efficiently.

Work Environment:

Office based in the EH11 area. We are looking for a candidate to sit within a small team on our UK support desk.

What might a day in this job look like?

- Form part of our Service and Support team, being the first line of call for our UK and EU clients
- Handle client calls and requests in an efficient and timely manner
- Offer 1st and 2nd line support analysis of customer issues
- Troubleshooting of software issues (application and Windows)
- Troubleshooting of hardware issues (Servers, Client PCs, Printers, Android Handhelds)
- Assist in the setup of hardware for sites (Servers, Android Handhelds and Printers).

What will I learn?

You will undertake SCQF Level 6 IT Systems and Networking.

What Qualifications / Qualities are required?

We would expect the candidate to have excellent verbal and written communication skills (English) and be able to demonstrate a blend of passion and performance for delivering excellent customer service.

- Understanding of basic networks, routers, port forwarding, Anti-Virus and Malware applications
- A strong understanding of Windows Vista, Windows 7 and Windows 10
- Work well individually and as part of a team
- Understanding of service team requirements and call logging software.

Closing Date:

Friday 14 February.



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

Job Title: Digital Support - Modern Apprenticeship

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

Salary: £13,000 per annum

Employer:

ST Microelectronics is a global semiconductor company offering one of the industry's broadest product portfolios.

Work Environment:

Office based in the EH3 area.

What might a day in this job look like?

- Email and setting out detailed documents, data inputting into CRM databases and Excel spreadsheets
- Organising meetings on Outlook
- Raising and processing purchase requisitions using internal finance system
- Updating, amending and processing controlled documents digitally.

What will I learn?

You will undertake SCQF Level 6 Digital Applications Support.

What Qualifications / Qualities are required?

- Good computer literacy, including use of Microsoft Office Packages (Excel, Word and PowerPoint)
- Experience in using electronic communication e-mail, setting out detailed documents and data inputting into databases and spreadsheets
- Good standard of numeracy and literacy
- Have a consistent approach to high quality work
- Be self-motivated and demonstrate ability to work using their own initiative
- Strong communication skills, oral and written
- Must be able to multi-task, prioritise and manage time effectively.

Closing Date:

Friday 14 February.



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: Software Tester - Modern Apprenticeship
Contract: Fixed Term - 12 months with potential to be made permanent
Salary: £10,000 per annum

Employer:

DaXtra Technologies was founded in Edinburgh in 2002 to develop intelligent recruitment software solutions for the staffing industry. We automate the entire employment application process, helping recruitment companies quickly source the best available job seekers.

Work Environment:

Office based in the EH21 area. The successful apprentice will help the development team to maintain their reputation for high client satisfaction, constantly striving to provide the very best software solutions and services to their client base of very well-known brand names.

What might a day in this job look like?

This is an ever-changing role where you will constantly be on the go, challenged and working very hands on with the software products this company develops. Your duties will include:

- Ensuring software is documented and tested
- Performing web testing
- Recording and monitoring defects
- Liaising with the software development team to verify issues that may arise during testing
- Ensuring that all defined quality procedures are followed throughout the life-cycle of each project.

What will I learn?

You will undertake SCQF Level 6 in Software and Web Development.

What Qualifications / Qualities are required?

A passion for technology and software development is essential for this role.

Closing Date:

Friday 28 February.



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

Job Title: IT Support - Modern Apprenticeship

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

Salary: £11,000 - £12,000 per annum

Employer:

Sharkey Group specialises in delivering excellence across a wide spectrum of fit-out, refurbishment and new-build construction projects. Based on a strategy of organic growth, they operate across the UK for a range of clients in sectors that include Commercial Office, Hotel and Leisure, Frameworks and Public Sector.

Work Environment:

Office based in the EH21 area. During this IT apprenticeship, you will initially be focused on the service request work stream but will transition into wider service desk functions.

What might a day in this job look like?

- Resolution of 1st Line support issues
- Network patching and asset management
- Mobile phone provisioning Network, hardware and software audits
- Assisting colleagues with IT support issues.

What will I learn?

You will initially complete SCQF Level 6 IT Systems and Networking then move on to gain Level 8 Diploma.

What Qualifications / Qualities are required?

- A determined attitude to support day to day IT operations
- An interest in technology
- Must have a driving licence or be taking lessons
- Confident, Motivated and ambitious
- The ability to quickly analyse and make appropriate judgements, and adapt to change
- Proficient computer user, with strong experience in Microsoft desktop and server products.

Closing Date:

Friday 28 February.



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

Job Title: IT Department - Modern Apprenticeship

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

Salary: £17,046 per annum

Employer:

Edinburgh University Students' Association is an award-winning organisation, which exists to provide diverse services, representation, and welfare support to the community of over 50,000 students at the University of Edinburgh.

Work Environment:

Office based in the EH8 area. This is a great opportunity based within the IT team to be able to learn a variety of skills to ensure a great start to an IT career.

What might a day in this job look like?

Your duties will include:

- Receive and record all calls from users, dealing directly with simple requests and complaints
- Provide initial assessment of all incidents, making a first attempt at incident resolution and escalating to second and third line of support where appropriate
- Maintaining an accurate, up to date and complete log of all knowledge and information
- Assist in user acceptance of any new systems and technologies
- Liaise with external providers where needed to ensure continued service delivery
- To assist in providing help desk cover along with other IT staff.

What will I learn?

You will undertake SCQF Level 6 IT Systems and Networking.

What Qualifications / Qualities are required?

We are looking for self-motivated and enthusiastic individuals who are eager to learn and would thrive working in a busy IT team.

Closing Date:

Friday 28 February.

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

Job Title: Primary Care Advisor - Modern Apprenticeship

Contract: Permanent

Salary: £13,468 per annum

Employer:

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

Work Environment:

You will be working in an office based environment.

What might a day in this job look like?

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

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

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

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

Please see job spec on the website for full information.

What will I learn?

SVQ Level 3 in Business and Administration.

What Qualifications / Qualities are required?

National 5 or equivalent which should include English.

Closing Date:

This opportunity will close when a suitable candidate is found.

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

Job Title: Accounts Assistant - Modern Apprenticeship

Contract: Permanent

Salary: £8,170 per annum

Employer:

Macklin Motors offers the highest standards in sales and servicing for new cars, used cars and commercial vehicles, operating throughout our local dealerships across Scotland. Within our new car range, we offer electric cars and hybrid cars, whilst our used car range includes nearly new cars, used electric cars and used hybrid cars. We also offer car servicing, car MOT, priority service plans and more within our aftersales department.

Work Environment:

You will be office based at our Hyundai Edinburgh West dealership on Calder Road.

What might a day in this job look like?

- Accounts Team Support and Communication: Provide a positive and active support function to facilitate the accounts/admin team in their achievement of targets.
- Data Management: Accurately manage and input data into the Kerridge system and provide accurate information to Management.
- Document Management: Accurately manage and co-ordinate the distribution of documents within the Dealership.

What will I learn?

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

What Qualifications / Qualities are required?

- National 5 English
- IT literate and good knowledge of Microsoft packages
- Attention to detail and accuracy
- A positive and enthusiastic attitude.

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:** Childcare Academy - Employability Fund
- Contract:** 30 hours per week - up to 26 weeks
- Salary:** Young person's allowance of £55 per week

Employer:

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

Work Environment:

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

What might a day in this job look like?

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

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

What will I learn?

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

What Qualifications / Qualities are required?

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

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

- Wednesday 12 February at 11am
- Tuesday 25 February at 1pm.

Closing Date:

This opportunity will close when all spaces have been filled.



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

Job Title: Medical Receptionist - Modern Apprenticeship (R105)

Contract: 30 hours per week

Salary: £6.15 per hour

Employer:

A GP Medical Centre in Edinburgh EH5.

Work Environment:

The medical centre is a busy, fast paced and demanding working environment where the ability to multi-task is essential. With a round 10,000 patients, no two days are the same which can be challenging but also very rewarding. You will work 30 hours per week, Monday to Friday, 9am – 3.30pm including a 30 minute unpaid break.

What might a day in this job look like?

The role involves use of IT systems, answering the phones to take appointments and queries, face to face interaction with patients, dealing with carers and employees from other external organisations, processing of documentation.

What will I learn?

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

What Qualifications / Qualities are required?

- A strong set of National 5s or equivalent which should include English/Maths, ideally Highers also but not essential.
- We are looking for someone with an interest in the GP/Healthcare sector and administration work.

Other desired qualities and skills include:

- Confident communication and social skills
- Good IT and keyboard skills
- Willing to learn
- Good team player
- A mature attitude
- 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: Medical Administrator - Modern Apprenticeship (R104)

Contract: Fixed Term - 12 months (with the possibility of extension after the apprenticeship)

Salary: £8.21 per hour

Employer:

Our client is a large and busy medical practice located in North West Edinburgh. It comprises of around 25 members of staff and a patient list of around 9000. They would like to give a school leaver the opportunity to work with them, learning a range of duties within administration which will give an introduction to working within a medical environment, developing your skills along the way.

Work Environment:

You will provide a high quality administrative and reception service to the patients, GPs, Practice Manager, other members of staff and visitors. You will work 37.5 hours per week, Monday to Friday 10:30 am - 6:30 pm.

What might a day in this job look like?

In this role you will be performing a range of key tasks, some of which are listed below.

Reception:

- Booking appointments and managing requests for house calls
- Greeting patients on arrival and ensuring they are checked in for their appointment
- Dealing with queries and explaining practice procedures
- Registering new and temporary patients
- Accurately issuing repeat prescriptions and recording in pharmacy book if necessary
- Dealing with requests for test results and liaising with clinicians where necessary
- Dealing with EMIS tasks and completing or re-directing tasks promptly
- Checking clinical email and directing messages to the appropriate person and/or patient record
- Securing building and operating alarm system at the beginning and/or end of the day
- Ensuring waiting room and reception areas are kept tidy and leaflets and posters are up-to-date.

Secretarial:

- Creating referrals in electronic referral system (SCI Gateway)
- Audio typing of letters and referrals as directed by clinicians
- Typing and updating documents as directed by clinicians and the Practice Manager
- Processing requests for access to clinical records and for medical reports
- Managing invoices and payments for private work.

Coding and summarising:

- Coding information from clinical correspondence to the patient record
- Processing lab results and managing recalls for regular tests
- Importing and exporting medical records
- Summarising medical records for newly registered patients and coding to patient record.

General:

- General administrative duties e.g. filing, photocopying, faxing
- Attending staff meetings and training sessions
- Understanding rules relating to patient confidentiality and ensuring these are applied at all times
- Providing cover for absent colleagues when required.

What will I learn?

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

What Qualifications / Qualities are required?

- A minimum of National 5 in Maths and English, or Higher Grades
- Interest in working in a medical environment
- Interest in working with the general public
- Ability to communicate effectively by telephone and face-to-face
- Strong written communication skills
- Friendly and helpful manner
- Ability to remain calm when under pressure
- Accuracy and attention to detail
- Ability to complete tasks and meet deadlines
- Numeracy skills
- Good organisational skills
- Ability to plan and prioritise own workload
- Computer literacy and ability to adapt to new computer systems
- 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: Trainee Administrator - Modern Apprenticeship (R103)

Contract: Permanent

Salary: £12,000 per annum

Employer:

The employer is a property services company in the Liberton area.

Work Environment:

You will be based in a small team, supporting them with all aspects of administration. This is a fantastic opportunity for a school leaver.

What might a day in this job look like?

- Answering the phone and dealing with enquiries
- Keeping a record of incoming and outgoing keys
- Creating property reports and surveys
- Raising purchase orders and creating invoices
- Updating internal spreadsheets
- Filing, photocopying and printing
- Responsible for petty cash
- Timesheets
- Managing accounts using the accountancy software Xero.

What will I learn?

You will be given a full induction into your role and on the job training, as well as working towards your Business and Administration Modern Apprenticeship at SCQF Level 6.

What Qualifications / Qualities are required?

- Ideally, we are looking for a minimum of National 5s including Maths and English
- Someone who has undertaken some work experience
- Accuracy and attention to detail
- Hardworking, reliable and eager to learn
- Applicants must be aged 16-19 due to funding restrictions
- Applicants who are care experienced or disabled are eligible to apply up to the age of 29.

Please note only candidates being taken 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: Software Engineering - Graduate Apprenticeship – 3 posts

Contract: Four years, starting in autumn 2020

Salary: Competitive starting salary

Employer:

Leonardo is an international leader in electronic and information technologies for defence systems, aerospace, data, infrastructures, land security and protection and sustainable 'smart' solutions. We are globally renowned and are continually expanding, offering exciting opportunities to talented people who want to work at the forefront of our technology. Across our technical, engineering and business functions you can look forward to working with highly skilled professionals that are passionate about their work.

Work Environment:

Leonardo's four year Software Engineering Apprenticeship scheme in Edinburgh is looking for people who understand the importance of communication, who are able to work well as part of a team and also on their own initiative. You will have the drive and commitment to work through difficult problems to find the right engineering solutions.

Leonardo values their people and we reward commitment with a competitive remuneration and flexible benefits package including:

- Competitive starting salary
- Annual incremental pay increases
- 33 days' holiday and flexible working arrangements
- Pension scheme (Contributory).

A career in the defence industry rewards over 162,000 people and generates a £22billion turnover. This opportunity affords you the chance to be part of a community, working with some of the most talented engineers in the UK on some of the most exciting projects around.

What might a day in this job look like?

Study will include standard classroom sessions, computer lab sessions, online blended learning modules, and work-contextualized industrial projects. You will:

- Learn to design high integrity software
- Practice the full software lifecycle
- Attain a BSc (Hons) Software Development for Business degree.

What will I learn?

You will study for completion of a BSc (Hons) in Software Engineering on a day release basis whilst working. You should gain the academic requirements for Incorporated Engineer as part of the way to gaining Chartered Engineer status.

You will learn to programme and how to design, integrate and test high-integrity software through a combination of University teaching and work-based learning. You will be given experience of all stages of the software development lifecycle and an awareness of other engineering departments who support the software engineers.

You must be interested in software and have a technical aptitude in software development, maybe gained through a hobby or designing an App/website. At the end of the programme, you will work as a highly qualified member of our

Software community developing software for technically advanced avionics systems such as the radar for the Typhoon jet.

Note: This Apprenticeship assumes the candidate has very little software knowledge and is not suitable for candidates who already have a computing or software degree.

What Qualifications / Qualities are required?

You must have (as a minimum) the following qualifications:

5 Higher Grades (or equivalent): BBBBC

- Mandatory: Mathematics
- Preferably including Physics and Computing

AND

Standard Grades (1-3) / National 5: (A-C) in English
(or equivalent qualifications to Highers / Standard Grades).

Other needs:

- Have a minimum of 5 years, permanent residency in the UK
- Successfully complete SC security clearance.

Closing Date:

Friday 13 March.



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

Job Title: Manufacturing Technical - Modern Apprenticeship – 10 posts

Contract: Four years, starting in autumn 2020

Salary: Competitive starting salary

Employer:

Leonardo is an international leader in electronic and information technologies for defence systems, aerospace, data, infrastructures, land security and protection and sustainable 'smart' solutions. We are globally renowned and are continually expanding, offering exciting opportunities to talented people who want to work at the forefront of our technology. Across our technical, engineering and business functions you can look forward to working with highly skilled professionals that are passionate about their work.

Work Environment:

Leonardo's four year Manufacturing Technical Apprenticeship provides a wealth of learning and development opportunities including an HNC in Engineering systems, SVQ Level 2 (PEO) and SVQ Level 3 (Engineering technical support). Working with world-leading specialists, you will increase your technical skills and capability, and develop your academic and practical understanding of the engineering lifecycle.

Leonardo values its people and we reward commitment with a competitive remuneration and flexible benefits package including:

- Competitive starting salary
- Annual incremental pay increases
- 3 performance related pay reviews in the two years following your apprenticeship
- 33 days' holiday and flexible working arrangements
- Pension scheme (Contributory)
- Cycle to Work initiative
- Free gym membership.

A career in the defence industry rewards over 162,000 people and generates a £22billion turnover. Come and be a part of a community and work with some of the most talented engineers in the UK on some of the most exciting projects around.

What might a day in this job look like?

You will undertake a series of three-month rotational placements in the methods of testing industry leading radar and laser systems – covering Electronic Testing; Laser Testing; Radar Testing; Industrial Engineering; Test Solutions.

During the rotational placements you will learn how to test complex electrical and mechanical systems to ensure they are safe and reliable. An example of this is when you undertake a placement in our state-of-the-art environmental test facility where you will be testing systems under various environmental conditions including altitude, temperature, humidity and vibration. In other departments you will be office based, looking at our manufacturing processes and how they can be refined to reduce cost, or improve build quality. The rotational placement plan will truly give you a flavour of all aspects of engineering verification and test.

You will be working within cutting-edge facilities and there may also be opportunities for travel between the company's UK sites and to meet with colleagues, customers and suppliers.

What will I learn?

Years 1 and 2:

During your first five months you will be attending college full-time to complete an SVQ Level 2. Once back on-site, you will conduct rotational placements where you will gather real work evidence such as written logs describing day-to-day tasks completed and highlighting the key engineering competencies you have demonstrated. The SVQ Level 3 will require you to complete a folder of this evidence, demonstrating your development into a well-rounded technician/engineer through on-the-job training and are gaining the essential practical skills to succeed. During this time, you will also be attending college on day release to gain the academic qualifications required by the Apprenticeship framework.

Years 3 and 4:

Having gained broad experience across Leonardo, you will undertake a final placement and further your academic study to HNC level. These activities will be focused on your area of specialism and the on-the-job training will enable you to gather the final evidence required for the SVQ. Beyond the programme there may be the opportunity for you to further your academic achievements based on your talents and capability and needs of the business.

What Qualifications / Qualities are required?

You must have (as a minimum) the following academic qualifications:

- 3 x Higher Grades (or equivalent):
- Mandatory: Mathematics (A-C) and Physics (A-C) or Engineering Science (A-C)
- Plus another Higher subject, preferably a technological subject e.g. Graphic Communication, Product Design, Craft & Design, Tech Studies, Computing etc. (A-C)
- Standard Grades (1-3) / National 5: (A-C) English.

Other needs:

- A minimum of 5 years' permanent residency in the UK
- Successfully complete SC security clearance.

We value:

- Ability to achieve high performance
- Want continuous improvement
- Develop customer focus
- Able to work together
- Demonstrate self-awareness and confidence
- A passion for technical analysis, judgement and problem-solving.

Closing Date:

Friday 13 March.



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

Job Title: Manufacturing – Modern Apprenticeship – 10 posts

Contract: Three years, starting in autumn 2020

Salary: Competitive starting salary

Employer:

Leonardo is an international leader in electronic and information technologies for defence systems, aerospace, data, infrastructures, land security and protection and sustainable 'smart' solutions. We are globally renowned and are continually expanding, offering exciting opportunities to talented people who want to work at the forefront of our technology. Across our technical, engineering and business functions you can look forward to working with highly skilled professionals that are passionate about their work.

Work Environment:

Leonardo's three year Manufacturing Apprenticeship provides a wealth of learning and development opportunities including an NC in Engineering Systems, SVQ Level 2 (PEO) and SVQ Level 3 (Engineering technical support). Working with world-leading specialists, you will increase your technical skills and capability, and develop your academic and practical understanding of the diverse world that is manufacturing and supply chain.

Leonardo values its people and we reward commitment with a competitive remuneration and flexible benefits package including:

- Competitive starting salary
- Annual incremental pay increases
- 3 performance related pay reviews in the two years following your apprenticeship
- 33 days' holiday and flexible working arrangements
- Pension scheme (Contributory)
- Cycle to Work initiative
- Free gym membership.

A career in the defence industry rewards over 162,000 people and generates a £22billion turnover. Come and be a part of a community and work with some of the most talented engineers in the UK on some of the most exciting projects around.

What might a day in this job look like?

You will undertake a series of three-month rotational placements – covering Mechanical Assembly, Electromechanical Assembly, Electro Optic Assembly, Environmental Facility, Material Supply and Logistics, Master Production Scheduling, Industrial Engineering and Machine Shop – that will springboard you into the world of manufacturing and teach you how to build and test industry-leading radar and laser systems. You'll experience how we manage the flow of material through our supply chain and how we ensure the process is as efficient as possible.

You will be working within cutting-edge facilities and there may also be opportunities for travel between the company's UK sites and to meet with colleagues, customers and suppliers.

What will I learn?

Years 1 and 2:

During your first five months you will be attending college full-time to complete an SVQ Level 2. Once back on-site, you will conduct rotational placements where you will gather real work evidence such as written logs describing day-

to-day tasks completed and highlighting the key engineering competencies you have demonstrated. The SVQ Level 3 will require you to complete a folder of this evidence, demonstrating your development into a well-rounded technician/engineer through on-the-job training and are gaining the essential practical skills to succeed. During this time, you will also be attending college on day release to gain the academic qualifications required by the Apprenticeship framework.

Year 3:

Having gained broad experience across Leonardo, you will undertake a final placement, with on-the-job training being more focused on a particular discipline.

What Qualifications / Qualities are required?

You must have (as a minimum) the following academic qualifications:

- 4 Standard Grades (1-3) / National 5 (A-C) or National 4 (or equivalent)
- Mandatory: Mathematics and English
- Plus another two subjects, preferably technological subjects e.g. Graphic Communication, Product Design, Craft & Design, Tech Studies, Computing, Woodwork, Metalwork etc.

Other needs:

- A minimum of 5 years' permanent residency in the UK
- Successfully complete SC security clearance.

We value:

- Ability to achieve high performance
- Want continuous improvement
- Develop customer focus
- Able to work together
- Demonstrate self-awareness and confidence
- A passion for technical analysis, judgement and problem-solving.

Closing Date:

Friday 13 March.



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

Job Title: Design Engineering Technical - Modern Apprenticeship – 4 posts

Contract: Four years, starting in autumn 2020

Salary: Competitive starting salary

Employer:

Leonardo is an international leader in electronic and information technologies for defence systems, aerospace, data, infrastructures, land security and protection and sustainable 'smart' solutions. We are globally renowned and are continually expanding, offering exciting opportunities to talented people who want to work at the forefront of our technology. Across our technical, engineering and business functions you can look forward to working with highly skilled professionals that are passionate about their work.

Work Environment:

Leonardo's four year Design Engineering Technical Apprenticeship provides a wealth of hands-on learning and development opportunities. Working with world-leading specialists, you will increase your technical skills and capability, and develop your academic and practical understanding of the engineering design lifecycle by deploying the methods of designing electrical and mechanical systems.

Leonardo values its people and we reward commitment with a competitive remuneration and flexible benefits package including:

- Competitive starting salary
- Annual incremental pay increases
- 3 performance related pay reviews in the two years following your apprenticeship
- 33 days' holiday and flexible working arrangements
- Pension scheme (Contributory)
- Cycle to Work initiative
- Free gym membership.

A career in the defence industry rewards over 162,000 people and generates a £22billion turnover. Come and be a part of a community and work with some of the most talented engineers in the UK on some of the most exciting projects around.

What might a day in this job look like?

You will undertake a series of three-month placements – covering Mechanical, Electronic, Systems, Software and Quality Engineering – that will train you in the design and development of industry-leading radar and laser systems. A placement in any of these areas will involve learning how to design electronic or mechanical components using Computer Aided Design and analysis tools or working in a laboratory-based role developing and testing cutting-edge PCB and Mechanical assemblies. We help develop your communication and problem solving skills, working in a team as well as with our customers and suppliers. You will be working at the forefront of technology in world leading facilities and there may be opportunities for travel between the company's UK sites to meet with colleagues, customers and suppliers.

What will I learn?

Years 1 and 2:

Through rotational placements you will gather real work evidence such as written logs describing day-to-day tasks completed and highlighting the key engineering competencies you have demonstrated. The SVQ Level 3 will require you to complete a folder of this evidence, demonstrating your development into a well-rounded technician/engineer

through on-the-job training and are gaining the essential practical skills to succeed. During this time, you will also be attending college on day release to gain the academic qualifications required by the Apprenticeship framework.

Years 3 and 4:

Having gained broad experience across Leonardo, you will undertake a final placement and further your academic study to HND Level. These activities will be focused on your area of specialism and the on-the-job training will enable you to gather the final evidence required for the SVQ. Beyond the programme, there may be the opportunity for you to further your academic achievements based on your talents and capability and needs of the business.

What Qualifications / Qualities are required?

You must have (as a minimum) the following academic qualifications:

3 Higher Grades (or equivalent):

- Mandatory: Mathematics (A-C) and Physics (A-C) or Engineering Science (A–C)
- Plus another Higher subject, preferably a technological subject e.g. Graphic Communication, Product Design, Craft & Design, Tech Studies, Computing etc. (A-C)
- Standard Grades (1-3) / National 5: (A-C) English

Other needs:

- A minimum of 5 years' permanent residency in the UK
- Successfully complete SC security clearance.

We value:

- Ability to achieve high performance
- Want continuous improvement
- Develop customer focus
- Able to work together
- Demonstrate self-awareness and confidence
- A passion for technical analysis, judgement and problem-solving.

Closing Date:

Friday 13 March.



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

Job Title: Design Engineering - Graduate Apprenticeship – 9 posts

Contract: Four years, starting in autumn 2020

Salary: Competitive starting salary

Employer:

Leonardo is an international leader in electronic and information technologies for defence systems, aerospace, data, infrastructures, land security and protection and sustainable 'smart' solutions. We are globally renowned and are continually expanding, offering exciting opportunities to talented people who want to work at the forefront of our technology. Across our technical, engineering and business functions you can look forward to working with highly skilled professionals that are passionate about their work.

Work Environment:

Leonardo's four year Design Engineering Graduate Apprenticeship scheme in Edinburgh is looking for people who understand the importance of communication, who are able to work well as part of a team and also on their own initiative. You will have the drive and commitment to work through difficult problems to find the right engineering solutions.

Leonardo values their people and we reward commitment with a competitive remuneration and flexible benefits package including:

- Competitive starting salary
- Annual performance related pay increases
- 33 days' holiday and flexible working arrangements
- Pension scheme (Contributory).

A career in the defence industry rewards over 162,000 people and generates a £22billion turnover. This opportunity affords you the chance to be part of a community, working with some of the most talented engineers in the UK on some of the most exciting projects around.

What might a day in this job look like?

During the first two years of your employment, you will be required to spend up to one day a month at University. You will:

- Learn how to design, manufacture and support advanced avionic equipment
- Develop Engineering knowledge, skills and behaviours
- Practice the full engineering lifecycle.

What will I learn?

You will study at the University of Strathclyde for completion of a BEng (Hons) in Engineering: Design and Manufacture through a mixture of work based learning, distance learning and day release at University. On completion you should have met the requirements for Incorporated Engineer as part of the way to gaining Chartered Engineer status.

We need people who understand the importance of our customers and are ready to commit to working in the business, whilst also committing to a four year degree programme. At the end of the programme, you will work as a highly qualified member of our Engineering community in a discipline such as electronics, mechanical, test, support and systems engineering.

Note: This Apprenticeship assumes the candidate has little professional engineering experience is NOT suitable for candidates who already have an engineering degree.

What Qualifications / Qualities are required?

You must have (as a minimum) the following qualifications:

4 Higher Grades (or equivalent): BBBB

- Mandatory: Mathematics
- Mandatory: Physics or a Technology subject
- Preferred: English and another STEM subject

AND

- Standard Grades (1-3) / National 5: (A-C) in English (or equivalent qualifications to Highers / Standard Grades).

Other needs:

- A minimum of 5 years' permanent residency in the UK
- Successfully complete SC security clearance.

Closing Date:

Friday 13 March.



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

Job Title: Business – Modern Apprenticeship – 6 posts

Contract: Two years, starting in autumn 2020

Salary: Competitive starting salary

Employer:

Leonardo is an international leader in electronic and information technologies for defence systems, aerospace, data, infrastructures, land security and protection and sustainable 'smart' solutions. We are globally renowned and are continually expanding, offering exciting opportunities to talented people who want to work at the forefront of our technology. Across our technical, engineering and business functions you can look forward to working with highly skilled professionals that are passionate about their work.

Work Environment:

Leonardo's two year Business Apprenticeship scheme provides a variety of experiences through placements in business-related disciplines, working on real projects alongside specialists in the world of business. Placements you may cover include Commercial, Finance, Procurement, Manufacturing & Supply Chain, Project Planning, Bid Management and Sales & Marketing. The final positions will be in our Project Support Group within the Radar and Advanced Targeting Sector in Edinburgh.

What might a day in this job look like?

During the three-month placements, you will be working within cutting edge facilities, learning how the various business areas operate, discovering how projects are run, managed and delivered, and having opportunities to liaise with customers and suppliers. There may also be opportunities for travel between the company's UK and international sites.

Leonardo values its people and we reward commitment with a competitive remuneration and flexible benefits package including:

- Competitive starting salary
- Annual incremental pay increases
- 3 performance-related pay reviews in the two years following your apprenticeship
- 33 days' holiday and flexible working arrangements
- Pension scheme (Contributory)
- Cycle to Work initiative
- Free gym membership.

A career in the defence industry rewards over 162,000 people and generates a £22billion turnover. Come and be a part of a community and work with some of the most talented business professionals in the UK on some of the most exciting projects around.

What will I learn?

During your apprenticeship, you will complete the Higher National Certificate (HNC) in Business and required Core Skills on a day release basis, as well as undertake the Scottish Vocational Qualification (SVQ) Level 3 in Business and Administration.

Year 1:

Through a series of rotational placements, you will gather real work evidence such as reflective accounts which describe day-to-day tasks you have completed and highlight the key business competencies demonstrated. The SVQ

will require you to gather this evidence which demonstrates your development into a well-rounded business person through on-the-job training, gaining the essential practical skills needed to succeed.

Year 2:

Following completion of several placements, you will enter a final placement, becoming more focused on one particular discipline. This targeted learning allows you to build on your skills and knowledge and develop into a valuable member of the department.

What Qualifications / Qualities are required?

You must have (as a minimum) the following academic qualifications:

2 Higher Grades or equivalent:

- Mandatory: (A-C) Mathematics OR (A-C) English
- Mandatory: (A-C) Business subject (examples: Business Studies, Project/Business Management, Finance, Accounts etc.)

2 Standard Grades / National 5:

- Mandatory: (1-3) English and Maths (or equivalent qualifications to Highers/Standard Grades).

Other needs:

- A minimum of 5 years' permanent residency in the UK
- Successfully complete SC security clearance.

We Value:

- Ability to achieve high performance
- Want continuous improvement
- Develop customer focus
- Able to work together
- Demonstrate self-awareness and confidence
- A passion for technical analysis, judgement and problem-solving.

Closing Date:

Friday 13 March.



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

Job Title: 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 28 February.

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: 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: 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.

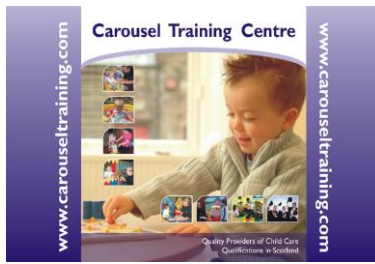
What Qualifications / Qualities are required?

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: 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: 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: 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.