



Edinburgh Guarantee Schools Bulletin

Week beginning 12 December 2016

Welcome to the Edinburgh Guarantee Schools Bulletin. Each week we will be highlighting the opportunities currently available through the Edinburgh Guarantee.


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

Would you like to:

- ✓ find out about available opportunities for you?
- ✓ understand Edinburgh's job market?
- ✓ explore your options on leaving school?
- ✓ find out where to get help to get into employment, education, or training?

For answers to these questions, please visit our website www.edinburghguarantee.org where you should Register, complete your Member Profile, sign up for Job Alerts and apply for the Current Opportunities advertised in this bulletin.

If you would like to speak to one of the Edinburgh Guarantee team to find out more about any of the opportunities, please call Susie on 529 3257 or Sheena on 529 3525 or email edinburghguarantee@edinburgh.gov.uk.

The Edinburgh Guarantee has a  page so now we can talk to you even more.

 us for information about jobs and events.



The Edinburgh Guarantee
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Government Organisation

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We will provide regular posts notifying you of jobs, Modern Apprenticeships and training opportunities available through the Edinburgh Guarantee.

<http://www.edinburghguarantee.org/young-people/>

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2 hrs · 🌐

For anyone who isn't sure what to ask at an interview!



The Smartest Interview Questions You Could Ever Ask
These thoughtful questions — straight from hiring managers — will give you the



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: Kindergarten Assistant - Modern Apprenticeship

Contract: 2 years – 30 hours per week

Salary: Modern Apprenticeship National Minimum Wage

Employer: Rowanberry Mini Kindergarten

Work Environment:

You would be working with a childminder caring for 10 - 12 children. Half of the children are under school age so there will only be 5 pre-schoolers most mornings at first. They have recently renovated a cottage to provide holistic and meaningful experiences for a mixed aged group of children in a child led kindergarten type environment. The service on offer is already proving popular and they now need an assistant to be able to meet demand. This is an excellent opportunity for a young person who loves children and animals, spending time outdoors and would like an opportunity to develop a career in this area.

What might a day in this job look like?

This childcare business operates from a home. There are pros and cons of working with a childminder. There is greater freedom to really offer child-led activities. They have the use of a 7 seat car so can do trips, many of which will be into the woods for nature play. There will also be some domestic duties within the family home such as cleaning and keeping all areas tidy.

The Childminder will be doing school pick-ups and drop offs so there will be times when you will be left alone with between one and three children. You will not be required to do nappy changes. You will prepare snack together with the children.

You will learn something about Steiner and Froebel methods as the Childminder has been a Steiner teacher and more recently has completed Froebel training. There will be more cleaning involved in operating from domestic premises, including cleaning of the car but all this will be shared so that you have the right hands on experience to complete your course.

You would be encouraged to follow your passions and dance or do yoga with the children or arts and crafts or climb trees or tell stories with silly voices if that is what you are into. Children enjoy being with adults much more if they are having fun too.

What will I Learn?

You will work towards SVQ Level 2 in Childcare and Education to become a qualified Nursery Assistant progressing on to SVQ Level 3 in Childcare and Education to become a qualified Nursery Nurse.

What Qualifications / Qualities are required?

- Candidates should have at least a National 4 in English and Maths.
- Looking for someone who is positive, reliable and caring with a natural love of children.

Closing Date:

Sunday 18 December.



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: Glazier – Modern Apprenticeship
Contract: Permanent, Monday - Friday 8:00am - 4:00pm
Salary: National Minimum Wage

Employer:

An Edinburgh based glazing specialist with over 30 years of experience in the market.

Work Environment:

You will be working with a successful team offering great quality services and products to new and existing clients.

What might a day in this job look like?

You will be required to:

- Prepare products for storage
- Assemble products
- Check quality of products
- Store goods into suitable packaging
- Maintain a clean and tidy workshop
- Follow the correct Health and Safety procedures at all times.

What will I Learn?

This is a fantastic opportunity for you to gain a Vocational Qualification in Fabrication of Glass Supporting Systems.

What Qualifications / Qualities are required?

Skills required:

- Excellent communication skills
- Computer Literate
- The ability to cut glass when required
- Must be able to lift heavy goods

Personal qualities:

- Reliable
- Strong leadership AND team working qualities
- Punctual
- Well organised
- Positive, flexible attitude

Closing Date:

This position will be closed 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: Warehousing and Cleaning Operative – Modern Apprenticeship

Contract: Permanent, Monday - Friday, 9:00am - 5:00pm.

Salary: National Minimum Wage

Employer:

A well established and respected Restoration and Specialist Cleaning company in Edinburgh.

Work Environment:

You will be working in a fast paced and busy warehouse in Edinburgh.

What might a day in this job look like?

Duties will include:

- To undertake site procedures
- Maintain a clean and tidy workshop/warehouse
- Cleaning properties damaged by fire and flood
- Removing storage from houses and returning to warehouse (good fitness levels is an advantage)
- Following the correct Health and Safety procedures at all times.

What will I Learn?

You will undertake an SVQ in Warehousing and Storage.

What Qualifications / Qualities are required?

Skills required:

- Excellent communication skills
- Computer Literate
- Driving Licence essential.

Personal qualities:

- Reliable
- Strong leadership AND team working qualities
- Punctual
- Well organised
- Positive, flexible attitude.

Closing Date:

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



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

Job Title: Business Administrator - Modern Apprenticeship (R038)

Contract: Permanent

Salary: National Minimum Wage

Employer:

A large and rapidly expanding GP surgery in the Corstorphine area of Edinburgh.

Work Environment:

This is an exciting opportunity for a recent school leaver to join an extremely busy GP practice. They would like to give a school leaver the opportunity to work with them in learning a range of duties which will give the successful applicant an introduction to working with the public and on a number of IT systems.

What might a day in this job look like?

You will be trained in duties within various aspects in the practice. The main duties will include:

- registering new patients and removing patients who leave the practice
- assisting with the administration of prescriptions
- scanning and recording information on patient records
- assisting with identifying patients to call for specific appointments and clinics and producing invite letters
- copying patient notes and files
- dealing with patient queries
- making phone calls to clinics and hospitals
- helping with booking patients in for appointments
- coding of patient conditions onto patient records
- helping with one off projects, e.g. the annual flu clinic
- photocopying, filing and amalgamation of documents and records
- a variety of administrative and clerical tasks.

What will I Learn?

You will undertake an SVQ Level 3 in Business and Administration and have the opportunity to improve your IT skills through the use of Microsoft IT Academy.

Through continuous self-development you will also improve your communication skills, ability to manage timescales and prioritise your workload.

What Qualifications / Qualities are required?

Ideally we are looking for National 4 or 5 or equivalent including Maths and English. Other personal attributes desired include:

- Confident in speaking to members of the public face to face and on the telephone – good social skills
- Good IT and keyboard skills
- Willing to learn

- Able to use initiative and move from one task to another
- Good team player
- A mature attitude
- Ideally someone who has undertaken some form of holiday or weekend job while at school
- He or she must observe complete confidentiality
- The successful candidate cannot be registered as a patient with the practice.

Closing Date:

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

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

Job Title: Business Administrator - Modern Apprenticeship

Contract: Permanent

Salary: £6,000 - £12,000 per annum

Employer:

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

Work Environment:

Office based in Stockbridge, Edinburgh.

What might a day in this job look like?

Under the direction of the Head of Member Services, the post holder will:

- assist in answering written, telephone and face-to-face enquiries of members, such as explaining services and disclosing account information, all within Members Service standards
- understand our security procedures
- understand and follow Treating Customers Fairly principles with every member interaction
- prepare standard letters and the issue of relevant information
- process and maintain both written and computer transactions
- use systems accurately and promptly process all enquires through to member's satisfaction
- assist in the upkeep of all computerised transactions
- handle incoming and outgoing mail, and sorting mail accordingly including the receipt of cheques
- assist in the preparation of treasury tasks, such as writing cheques, preparing BACS transmissions and sorting /filing of invoices.

What will I Learn?

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

What Qualifications / Qualities are required?

You should have National 4/5 or equivalent which should include English, Maths and Administration subjects.

Closing Date:

Tuesday 20 December.



THE UNIVERSITY of EDINBURGH



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

Job Title: HR Administrative Assistant - Modern Apprenticeship

Contract: 18 months

Salary: £15,421 per year (Grade 1)

Employer:

An exciting opportunity exists for an Apprentice HR Administrative Assistant to join the University of Edinburgh HR Services (UHRS) Business Support Team. The team undertake tasks which enable the smooth running of HR Services and its Directorate and the delivery of departmental strategic objectives.

Work Environment:

Working in a busy department as part of a small team of administrators you will be based in Chambers Street in Edinburgh city centre.

What might a day in this job look like?

Typical duties will include:

- photocopy and collate documents as instructed such as training handouts, committee papers and letters.
- data entry and filing as required.
- book rooms using the room booking system, organise catering and other requirements such as equipment with the support of your manager.
- prepare HR meetings rooms daily.
- become responsible for office stationery and supplies – monitoring stock levels, placing orders and checking invoices.
- assist with paper or electronic information issued from UHRS and/or returned to UHRS.
- after training, become the first point of contact for telephone and email enquiries passing onto the relevant person/team.
- monitor and update the Staff Discount Scheme.
- assist Executive Assistant with UHRS events and meetings. For example note taking, helping draft agendas, organise speakers, etc.
- cover for other administrative staff as required.
- undertake a range of duties and projects as part of personal and professional development that will include study for formal qualifications, on-the-job training and attendance at relevant learning events.

What will I Learn?

- SVQ Level 3 in Business and Administration.
- Soft skills e.g. communications, organisation, interpersonal, customer service, using own initiative, teamwork, problem solving, etc.

What Qualifications / Qualities are required?

We are looking for a proactive, friendly and committed individual to join our team. You should also meet the following criteria:

- Aged 16 or over
- Minimum of four National 5 qualifications including Maths and English
- We are looking for someone who is enthusiastic, willing to learn, shows initiative, is punctual and self-motivated.
- Experience and familiarity with basic software packages (e.g. Microsoft office) and the ability to pick up new ones.

- Attention to detail, excellent communication and time management skills are essential.
- Problem solving (with guidance) and team working skills are desirable.
- Experience of providing administrative support is desirable.

Closing Date:

Tuesday 3 January 2017.



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 Support Assistant
- Contract:** 6 month trial period leading to fixed term contract
- Salary:** Above National Minimum Wage
- Employer:**

Technical Academy Scotland is an innovative specialist provider of technical and engineering courses designed for those currently working within the Built Environment. We are located in the heart of the city on Princes Street.

Work Environment:

You will be office based, working in a small team in an extremely fast paced environment.

What might a day in this job look like?

- Can you juggle lots of different things and multitask while appearing as cool as a cucumber?
- Do you enjoy a challenge and a variety of daily tasks?
- Do you get annoyed when someone doesn't know the correct use of apostrophes, the correct use of their, there and they're and basically you are a stickler for grammar and punctuation?
- Do you like to get things right the first time?
- Are you always willing to lend a helping hand to your colleagues?
- Would you like to work in an extremely fast paced environment?

Your workload will change to meet the needs of the business and will be different every day. Your duties will include:

- writing emails
- filling in forms
- scanning and photocopying documents
- storage maintenance - portfolios/files
- filing
- maintaining and organising office premises
- running errands outside the office - Post Office, accountants, arranging lunch for meetings, etc.

What will I Learn?

You will improve your communication skills, teamwork, problem solving skills and learn all about our business.

Job specific training will be discussed with the successful candidate and we will agree what the most relevant qualification will be.

What Qualifications / Qualities are required?

A minimum of 3 National 5s which should include English, Maths and a science subject.

Our ideal candidate would also have the following skills:

- Pay attention to detail
- Ability to multitask
- Good customer service skills

- Strong administrative skills
- Able to manage your own time and of others
- Always punctual
- Good work ethic
- Critical thinking
- Ability to work to tight deadlines
- Excellent verbal and written communication skills
- Ability to maintain and update work programmes
- Good IT skills are very important – especially in Microsoft Excel (Intermediate User)
- Excellent planning and organising ability.

Closing Date:

Tuesday 3 January 2017.

Interviews will take place week commencing 9 January 2017 and we intend for the successful candidate to start with us on Monday 16 Jan 2017.

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: Financial Administrator - Modern Apprenticeship

Contract: Fixed Term to end October 2017

Salary: £8.25 per hour

Employer:

Morton Fraser is a thriving, top ten Scottish law firm, delivering clear advice to businesses, the public sector, families and individuals. We believe in open lines of straightforward communication, and that the best relationships are built on clarity, trust and understanding. Our clear and straight talking approach coupled with care and attention to detail are what sets us apart. Find out more about our great [total reward package](#) or find out more about working life at Morton Fraser please visit us [here](#).

Work Environment:

We operate from city centre locations and modern open plan work spaces. We aim to attract a diverse employee base and we value the wide variety of experience and skills that people bring to the business.

What might a day in this job look like?

- Provide assistance with new business and annual reviews to include obtaining policy information, preparing illustrations and assisting advisor/paraplanner with issue of reports.
- Maintain client factfind information.
- Provide ongoing administrative support to the team as required (drafting letters, finance forms, mandates, filing etc).
- Open and distribute the team's mail.
- Prepare all fee notes, drafting narrative as fully as possible.
- Ensure all commission received is allocated to the correct account and statements are received and scanned to appropriate file.
- Maintain spreadsheet detailing all Life Policies held by firm.
- Attend to safe custody audit checking twice a year, updating records and reporting to clients as required.
- Place deals with broker, ensuring proper records of instruction are kept.
- Deal with contract notes - ensure necessary controls are updated, relevant cash room forms are completed and ensure contract notes are issued to client in line with FCA requirements.
- Prepare information for CASS reports.

What will I Learn?

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

What Qualifications / Qualities are required?

Experience within a similar role in Financial Services is desired but not essential.
Attention to detail and a high level of accuracy are vital.
Strong IT skills.

This position requires the job holder to be self-sufficient and able to prioritise their own workload. They should be interested in keeping up to date with FCA /Compliance regulations and carry out their work to the highest standard.

Closing Date:

Wednesday 14 December.

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: Permanent

Salary: £6,000 - £12,000 per annum

Employer:

Pagan Osborne are award-winning solicitors and estate agents offering comprehensive legal, financial and property support.

Work Environment:

You will be based in our Morningside office.

What might a day in this job look like?

- Provide reception duties
- Handle incoming telephone calls
- Meet and greet clients
- Make appointments
- Meeting room co-ordination and set up
- General office administration, including but not limited to opening, closing and archiving files.

What will I Learn?

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

What Qualifications / Qualities are required?

- Naturally helpful with an enthusiastic, can-do attitude
- Organised and able to prioritise
- Hardworking with a willingness to learn
- Able to work in a professional environment and handle confidential details
- Comfortable with face to face and telephone interaction
- IT literate using Microsoft Office (Word, Excel and Outlook)
- Able to work individually and as part of a team.

Closing Date:

Tuesday 20 December.



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 Lab Technician

Contract: Permanent, Part Time (with potential for Full Time)

Salary: National Minimum Wage

Employer:

Specsavers aims to deliver the highest standard of service and expertise. All of the stores are locally owned by professional opticians whose priority is to offer the best in eye care.

Work Environment:

You will be working in a small team of lab technicians in our glazing lab at the Cameron Toll store. You will be using the latest ordering, glazing and tinting equipment.

What might a day in this job look like?

You will receive all the development and training needed to prepare prescriptions to the highest standards using the latest computer-controlled equipment. It's all about providing an excellent glazing service that helps the store to maximise sales and profitability. One day you could be repairing spectacles and the next, you could be glazing and tinting lenses.

What will I Learn?

- Develop your soft skills, including communication, problem solving and time management.
- Work as part of a team.
- Receive on-site training as well as classroom training at the group training labs.

What Qualifications / Qualities are required?

We are looking for someone who:

- pays close attention to detail
- is good with people and able to work effectively as part of a team
- is well organised
- presents a professional image to customers at all time
- will take a hands-on approach and work hard to learn new skills.

Closing Date:

Friday 16 December.

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 10 week work placement on Employability Fund training allowance of £55 per week plus travel expenses. 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 SVQ2 in Sport and Operational Services or an SVQ2 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.

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+.

Applicants must have full availability over the duration of this programme which starts in January 2017.

Closing Date:

Tuesday 20 December.



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

Job Title: Trainee Quantity Surveyor/Estimator

Contract: Full Time/Permanent

Salary: National Minimum Wage

Employer:

Founded in 1978, Clark Contracts Ltd is a privately owned construction, refurbishment and maintenance main contractor working across all sectors. Delivering contracts up to £10m in value across 5 divisions: Construction, Fit Out, Small Works, Maintenance and Bespoke Joinery Workshop, Clark Contracts employs over 260 staff with offices in the East and West of Scotland. The proportion of business derived from repeat customers each year has averaged 76% over the past ten years and 72% of customers class the main contractor as 'Impressive' or 'First Class'.

Work Environment:

You will be office based in the west of the city.

What might a day in this job look like?

- Assisting a team of surveyors within the company.
- Working closely with Contracts Management and Estimating departments.
- Taking an active role in Clark Contracts Supply Chain Management Initiative to ensure relationships are developed with subcontractors.
- Additional duties as required.

What will I Learn?

- Industry related training / qualification
- Working alongside Quantity Surveyors/Estimators in our Edinburgh office and also attending College/University one day a week.
- You will either attend college to complete HNC/HND Quantity Surveying or attend University and complete Quantity Surveying BSc (Hons).

What Qualifications / Qualities are required?

- A minimum of 4 Highers to undertake the BSc OR National 4/5 to undertake the HNC/HND which should include English and Maths.
- Comfortable in ability to solve problems by acting on own initiative.
- IT literate with a good knowledge of Microsoft Word and Excel.

This is an entry level role for a recent school leaver and Clark Contracts will fund your university fees throughout your course.

Closing Date:

The job 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 (R035)

Contract: Permanent

Salary: National Minimum Wage

Employer:

Solicitor, Edinburgh city centre.

Work Environment:

You will be based in a small team supporting them with all aspects of administration. This company has an excellent history of employing young people and developing them in Modern Apprenticeship roles.

What might a day in this job look like?

Duties will include:

- spending time on reception
- meeting and greeting clients
- answering the telephone
- creating business documents and letters
- managing the post
- updating the company website
- sending and receiving emails
- general administration.

What will I Learn?

The company is fully supportive of an SVQ Level 3 Business and Administration.

What Qualifications / Qualities are required?

We are looking for at least National 5 or equivalent in English and ideally Administration or Business Management. You should be positive, enthusiastic and looking forward to starting your career.

Closing Date:

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



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

Job Title: Business Administrator - Modern Apprenticeship (R036)

Contract: Permanent

Salary: National Minimum Wage

Employer:

Solicitor, central Edinburgh.

Work Environment:

You will be based in a small team supporting them with all aspects of administration. Your working hours will be 9am - 5pm Monday to Friday with an hour for lunch. You will receive generous public holidays and 20 days holiday per annum rising by one day per year of service up to a maximum of 25 days.

What might a day in this job look like?

Duties will include:

- spending time on reception
- meeting and greeting clients
- answering the telephone
- filing, photocopying, scanning
- managing the post
- sending and receiving emails
- general administration.

The job will also entail being trained up on court running.

What will I Learn?

The company is fully supportive of an SVQ Level 3 Business and Administration.

What Qualifications / Qualities are required?

We are looking for at least National 5 or equivalent in English and ideally Administration or Business Management. You should be positive, enthusiastic and looking forward to starting your career.

Closing Date:

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



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

Job Title: Business Administrator - Modern Apprenticeship (R037)

Contract: One Year Fixed Term

Salary: £6.70 per hour

Employer:

A large and rapidly expanding GP surgery in Edinburgh.

Work Environment:

This is an exciting opportunity for a recent school leaver to join an extremely busy GP practice with 13,000 patients. They would like to give a school leaver the opportunity to work with them in learning a range of duties which will give the successful applicant an introduction to working with the public and on a number of IT systems.

What might a day in this job look like?

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

- registering new patients and removing patients who leave the practice
- assisting with the administration of prescriptions
- scanning and recording information on patient records
- assisting with identifying patients to call for specific appointments and clinics, and producing invite letters
- copying patient notes and files
- dealing with patient queries
- making phone calls to clinics and hospitals
- helping with booking patients in for appointments
- coding of patient conditions onto patient records
- a variety of administrative and clerical tasks
- helping with one off projects, e.g. the annual flu clinic
- photocopying, filing and amalgamation of documents and records.

What will I Learn?

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

What Qualifications / Qualities are required?

We are looking for at least National 5 or equivalent in English and ideally Administration or Business Management. You should be positive, enthusiastic and looking forward to starting your career. Other personal attributes desired include:

- Confident in speaking to members of the public face to face and on the telephone – good social skills
- Good IT and keyboard skills
- Willing to learn
- Able to use initiative and move from one task to another
- Good team player
- A mature attitude

- Ideally someone who has undertaken some form of holiday or weekend job while at school
- He or she must observe complete confidentiality
- The successful candidate cannot be registered as a patient with the practice.

Closing Date:

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

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

Job Title: Business Administrator - Modern Apprenticeship

Contract: Permanent

Salary: £6,000 - £12,000 per annum

Employer:

UK Response is a plumbing company based in Leith.

Work Environment:

Office based.

What might a day in this job look like?

- Aid and set up face to face appointments and provide a welcoming point of contact to deal with enquiries from clients
- Receive incoming calls and maintain recording system
- Open and distribute incoming mail and record and process outgoing mail and to receive, check and sign for delivery of goods
- Efficient use of PC skills and use of Microsoft Office package to include word processing, spreadsheets, publications and PowerPoint presentations
- Email system will be used for sending and retrieving messages and appointments as well as maintaining diary systems
- Accurately record information and data into bespoke databases and use document management system to input, access and retrieve information
- Deal with internal queries and requests on a day to day basis.

What will I Learn?

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

What Qualifications / Qualities are required?

You should have National 5 or equivalent in English and Maths. We are looking for someone who is positive, reliable and hardworking.

Closing Date:

Tuesday 20 December.

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

Job Title: Trainee Quantity Surveyor

Contract: Permanent

Salary: We offer a competitive salary and benefits package and all course fees will be paid.

Employer:

Morrison Construction Scotland is part of Galliford Try, one of the UK's leading housebuilding and construction groups. Employing over 5,550 staff across the UK, our involvement in some of the UK's most high profile and innovative projects ensures our employees benefit from unrivalled opportunities and career progression.

Work Environment:

Reporting to the Project Quantity Surveyor, you will have responsibility for assisting with the day to day commercial activities on a single large project or a number of smaller schemes. You will liaise with Head Office, Estimating, Buying and Production staff to ensure accurate site records are reported by the site teams.

What might a day in this job look like?

This position offers you the opportunity to join a strong team and play a key role in our Building Central division. You will assist the Quantity Surveyors and support business requirements on allocated contracts while maximising quality of service and profitability to the business. Your main duties will include:

- timely and accurate production of material delivery sheets
- preparing detailed, accurate and orderly stock lists and applying relevant rates from orders or price books
- preparing detailed, accurate and orderly measurements in accordance with relevant measurement standards and preparing accounts using relevant rates
- preparing daywork sheets from daily records and pricing sheets using relevant daywork rates.
-

What will I Learn?

- You will attend college or university with a view to working towards a BSc or HND in Quantity Surveying
- You will have the opportunity to work on a number of projects across the central belt, in a fast paced environment where each day brings new challenges
- A structured on-boarding induction and mentoring programme to support your development.

What Qualifications / Qualities are required?

You should meet the following criteria:

- an S6 school leaver (summer 2017) who is interested in a career as a Quantity Surveyor
- a minimum of Higher Maths and English
- looking to attend college or university with a view to working towards a BSc or HND in Quantity Surveying
- a committed, enthusiastic and 'can do' attitude.

Closing Date:

Friday 16 December.



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 (R034)

Contract: Permanent. 9am - 5pm Monday to Friday with an hour for lunch

Salary: £10,000 - £14,000 per annum

Employer:

Solicitor and estate agent in central Edinburgh.

Work Environment:

You will be based in a friendly team supporting them with all aspects of administration and reception duties. You will receive 20 days holiday and 10 public holidays.

What might a day in this job look like?

Duties will include:

- Supporting both areas of the business, legal and property department
- spending time on reception
- answering the telephone
- meeting and greeting clients
- creating business documents and letters
- managing the post
- sending and receiving emails
- general administration.

What will I Learn?

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

What Qualifications / Qualities are required?

Ideally we are looking for at least Higher English and possibly Administration or Business Management. However a good set of National 4 and 5 or equivalent will be considered.

We are looking for someone who is positive and enthusiastic and looking forward to starting their career.

Closing Date:

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

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

Job Title: Apprentice Hairdresser – Modern Apprenticeship

Contract: Full time, fixed term – 36 months

Salary: Modern Apprenticeship National Minimum Wage

Employer:

From origins that began in a gent's hairdressing salon in 1965, Charlie Miller Hairdressing salons have led the way at every level with consistent style, quality and creativity. With a string of industry accolades to its name, the company holds a total number of 14 British Hairdressing Awards, more than any other salon outside London.

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
- incorporating our Charlie Miller message
- support of the salon
- product knowledge
- the tools of your trade
- shampooing and blow drying
- cutting all types and lengths of hair
- colouring knowledge
- men's hairdressing.

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
- self-motivation and positivity
- awareness of fashion
- a passion for hairdressing and a desire to begin their first steps towards an exciting career in hairdressing.

Closing Date:

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



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

Job Title: Administrator - Modern Apprenticeship (QA9661)

Contract: 12 – 14 months

Salary: £10,000 - £14,000 per annum depending on experience

Employer:

This company advises on a wide range of financial planning, including life cover, investments and savings, pensions and retirement planning and inheritance tax planning. Their clients include individuals as well as small businesses and they have been helping grow and protect their clients' wealth and save them tax along the way, for over 25 years.

Work Environment:

EH8 - office based.

What might a day in this job look like?

- Answering telephones
- Opening mail
- Assigning mail to the correct person
- Updating back office systems
- Using Microsoft Office
- Processing new business from start to finish
- Dealing with all general office administration.

What will I Learn?

- SVQ Level 3 in Business and Administration
- Microsoft Office Specialist (MOS)
- One optional day from the QA Professional Development catalogue
- Core Skills Level 2.

What Qualifications / Qualities are required?

You must have or expect to gain 5 National 5s or equivalent including Maths and English.

Closing Date:

The job will be closed when a satisfactory level of suitable applications have been received.



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: Media Account Executive - Modern Apprenticeship (QA9629)

Contract: 12 – 24 months

Salary: £10,000 - £14,000 per annum

Employer:

DigitasLBI (DLBi) is a global marketing and technology agency that transforms businesses for the digital age helping brands embrace the creative and technological changes revolutionising all aspects of their business.

Work Environment:

EH6 - office based.

What might a day in this job look like?

- Supporting the various discipline teams on their day-to-day tasks with the guidance of your reporting line or individual channel specialists
- Contributing to client brainstorms and idea generator sessions
- Assisting in the day-to-day client tasks – e.g. reports, presentations, desk research as well as liaising with the rest of the channels to deliver truly integrated media plans and solutions
- Working with technology providers and media owners to learn about advertising opportunities and new products
- Assisting in media New Business tasks as and when required
- Build an understanding of the clients' business (their brand, their customers, the issues they face, the markets they operate in, key developments)
- Demonstrate an understanding of the importance of client relationships
- Create a positive impression of DLBi when interacting with people outside of the agency
- Understand their team role in delivering client value
- Build an understanding from a client's perspective of all DLBi propositions and how they add value.

What will I Learn?

- SCQF Level 6 Digital Marketing, with potential progression to level 8.
- Adobe Photoshop
- CF6
- Video Editing
- SEO
- Web Design
- Social Media
- Email Marketing.

What Qualifications / Qualities are required?

You must have or expect to gain 5 National 5s or equivalent including Maths and English.

Closing Date:

The job will be closed when a satisfactory level of suitable applications have been received.



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: Facilities Administration Assistant - Modern Apprenticeship (QA9621)

Contract: 12 - 14 months

Salary: £10,000 - £14,000 per annum depending on experience

Employer:

This is a professional body for more than 20,000 world class business men and women who work in the UK and in more than 100 countries around the world. Their members have all achieved the internationally recognised and respected CA qualification (Chartered Accountant). They are an educator, examiner, regulator and thought leader.

Work Environment:

EH12 - office based.

What might a day in this job look like?

- Assisting with management of all on-site facilities
- On reception duties and customer service
- Responsible for complying with company's health and safety
- Organising and setting up of meeting rooms
- Undertaking banking deposits and collections
- Assisting with all printing requirements
- Responsible for incoming/outgoing post
- Assisting with all general administration duties.

What will I Learn?

- SVQ Level 3 in Business and Administration
- Microsoft Office Specialist (MOS)
- One optional day from the QA Professional Development catalogue
- Core Skills Level 2.

What Qualifications / Qualities are required?

You must have or expect to gain 5 National 5s or equivalent including Maths and English. You should also meet the following criteria:

- excellent communications skills
- customer service focused
- good telephone manner
- good organisational skills
- IT literate with experience of MS office.

Closing Date:

The job will be closed when a satisfactory level of suitable applications have been received.



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: Learning and Development Administrator – Modern Apprenticeship (QA9597)

Contract: 12 months

Salary: £11,000 per annum

Employer:

This is a leading retail organisation with well known high street brands. With 350 retail outlets across the UK, it has been trading for over 150 years and is very community orientated.

Work Environment:

Based in the west of the city, you will be working within the HR department assisting the team with all areas of administration.

What might a day in this job look like?

This is a really exciting opportunity to work within a very busy and fast paced learning and development team in the head office of a large retail organisation. Your duties will include:

- general administration duties including filing, faxing, photocopying and answering any internal calls regarding new starts and training
- inputting data in a highly accurate manner into internal systems to assist with new starters, updating employee information etc
- pool car management, booking in cars for MOTs etc
- printing out induction packs and collating new starter information
- printing and ordering of course materials
- booking out rooms for training courses.

What will I Learn?

- SVQ Level 3 in Business and Administration
- Microsoft Office Specialist (MOS)
- One optional day from the QA Professional Development catalogue
- Core Skills Level 2.

What Qualifications / Qualities are required?

You must have or expect to gain 5 National 5s or equivalent including Maths and English.

Closing Date:

The job will be closed when a satisfactory level of suitable applications have been received.



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

Job Title: Office Administrator - Modern Apprenticeship (QA9571)

Contract: 12 months

Salary: £16,000 - £19,000 per annum

Employer:

An established e-learning provider working with over 300 clients within the UK and has recently ventured into international territory. They provide various companies within the hospitality industry with an online Learning and Development platform that can be tailored to the needs of their business.

Work Environment:

EH3 - office based.

What might a day in this job look like?

Your duties will include:

- supporting all client enquiries on a daily basis through email and telephone for both Flow and PLH Online
- meeting and greeting clients that come in to the office
- ordering stationery
- responsibility for organising the boardroom calendar and setting up for meetings
- supporting all teams on a daily basis with any ad-hoc duties as required.

What will I Learn?

- SVQ Level 3 in Business and Administration
- Microsoft Office Specialist (MOS)
- One optional day from the QA Professional Development catalogue
- Core Skills Level 2.

What Qualifications / Qualities are required?

You must have or expect to gain 5 National 5s or equivalent including Maths and English.

Closing Date:

The job will be closed when a satisfactory level of suitable applications have been received.



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 (QA9427)

Contract: 12 months

Salary: £180 - £250 per week

Employer:

A technical IT company founded in 1999 providing custom solutions, infrastructure and development consultancy and managed services to a diverse range of clients from major financial institutions to small businesses.

Work Environment:

EH1 - office based.

What might a day in this job look like?

- Dealing with administration support duties including photocopying, faxing, binding, sorting and filing all company documents
- Screening calls and taking detailed, accurate messages where necessary assisting with administration duties when required
- Assisting Office manager with regular Health and Safety checks
- Dealing with stationery, office supplies and first aid inventories to ensure all stock is up to date, ordering more where necessary
- Managing and distributing all incoming and outgoing post
- Assisting with keeping website and other social media sites up to date
- Assisting our marketing team updating contact lists on the company database
- Dealing with office cover during holidays
- Dealing with ad-hoc secretarial duties for Company Directors
- Covering reception/answering telephone calls during the office opening hours
- Undertaking any administrative task as reasonably requested
- Assisting with updating Carer/Client information on IT system as and when required
- Maintaining stock levels of PPE (aprons and gloves) and relevant paperwork for Carers and Field Care Supervisors in the branch office.

What will I Learn?

- SVQ Level 3 in Business and Administration
- Microsoft Office Specialist (MOS)
- One optional day from the QA Professional Development catalogue
- Core Skills Level 2.

What Qualifications / Qualities are required?

You must have or expect to gain 5 National 5s or equivalent including Maths and English.

Closing Date:

The job will be closed when a satisfactory level of suitable applications have been received.



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 Service - Modern Apprenticeship (QA9182)

Contract: 12 - 24 months

Salary: £19,000 per annum

Employer:

Registers of Scotland is the non-ministerial government department responsible for compiling and maintaining 17 public registers. These relate to land, property and other legal documents.

Work Environment:

EH8 - office based.

What might a day in this job look like?

- Handle incoming calls to the IT service desk, listen to the customer and find out the issues in order to prioritise them accordingly.
- Troubleshoot and resolve basic queries, aiming to resolve the issues at first contact where possible.
- Direct calls to appropriate team members for resolution where necessary
- Ensure excellent customer service is offered at all times.

What will I Learn?

- SCQF Level 6, with progression to Level 8, Diploma for Information Technology and Telecommunication Professional
- Microsoft Certified Professional (MCP) in Windows 7/8 Configuration
- Interconnecting Cisco Networking Devices Part 1.

What Qualifications / Qualities are required?

You must have or expect to gain 5 National 5s or equivalent including Maths and English.

Closing Date:

The job will be closed when a satisfactory level of suitable applications have been received.



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, 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) with Direct Partners.

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.

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: Operations Management Programme - Apprenticeship

Contract: 2 years

Salary: £20,000 per annum plus regional allowances and the potential to increase after one year of the programme based on performance and an increase on completion of the programme.

Employer:

Royal Mail is the UK's designated Universal Postal Service provider, supporting customers, businesses and communities around the country. We are the only company delivering a 'one-price-goes-anywhere', six days a week service to more than 29 million addresses across the UK. General Logistics Systems (GLS), our European parcels business, operates one of the largest parcel delivery networks in Europe.

Work Environment:

Do you think you have what it takes to excel in logistics with Royal Mail? If yes, then you could be the apprentice we're looking for! This scheme offers the opportunity to set yourself up for a successful career in Logistics which is a growing and exciting sector to be in right now. You will be able to combine earning and learning so developing on the job to become an excellent operations manager and the opportunity to study for a Logistics Foundation Degree will provide the theory and a professional qualification.

What might a day in this job look like?

You'll complete up to three placements, involving management roles in Distribution, Processing and Air, to learn about everything there is to know, from managing people and performance to developing a collaborative and performance culture. All while ensuring a top quality service is provided for our customers. We'll give you management responsibility from the day you start, giving you time to learn the ropes before heading up a team of 25 to 40 people. We'll enhance your budding management skills and supplement your day-to-day learning with leadership development and raise your strategic awareness. By the time you complete the scheme, we'll assess you to evaluate whether you are ready to manage one of our shifts or sites and in the future, lead an area, or plant within the business.

What will I Learn?

- Gain relevant qualifications, such as a Certificate of Professional Competence and a Foundation degree in Logistics.
- Be supported by experienced buddies, mentors and managers who will guide you through your apprenticeship.
- Gain invaluable experience and develop the fundamental skills required to pursue a career in logistics.

What Qualifications / Qualities are required?

- You must have a minimum of five National 5s at grade C or above (including Maths, English and Science), plus two Highers at Grade C or above.
- You're eligible to work in the UK and able to start work in September 2017.
- You're willing to relocate for each placement.
- Are driven, passionate, resilient and show initiative.
- Enjoy working in a team and have an ability to build relationships, command respect and lead others.
- Have exceptional communication skills and a strong self-belief.
- Are open to change and new ideas.
- Have a flair for analysing data.

Closing Date:

12 noon on Friday 31 March 2017.



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: Fleet Advanced Vehicle Technician - Apprenticeship

Contract: 3 years

Salary: £11,818 - £18,692 per annum dependent on age and location.

Employer:

Royal Mail is the UK's designated Universal Postal Service provider, supporting customers, businesses and communities around the country. We are the only company delivering a 'one-price-goes-anywhere', six days a week service to more than 29 million addresses across the UK. General Logistics Systems (GLS), our European parcels business, operates one of the largest parcel delivery networks in Europe.

Work Environment:

Our fleet is one of the largest in the UK with circa 45,000 vehicles. Meeting the challenge of maintaining our vehicles takes the combined efforts of a crew of specialist engineers. This is why we're always looking for people with a flair for mechanics and engineering to join our Vehicle Maintenance Apprentice Programme.

What might a day in this job look like?

Not only is this an excellent opportunity to start your career and earn a good salary and professional qualifications, this role also offers you the chance to enter an exciting industry and learn the skills required to set you on course to become an automotive expert.

As our vehicle maintenance apprentice, you'll service and repair light vehicles, including cars and vans, working on all the systems within the vehicle. Day-to-day, you could be replacing simple parts or solving complex faults using diagnostic methods and equipment, learning everything there is to know on the job. Our workshops also offer maintenance services for other companies' fleets, so you will get the opportunity to gain experience repairing a wide range of vehicles. We'll give you responsibility from day one and will support you every step of your apprenticeship.

What will I Learn?

- Work towards your NVQ Level 3 in Vehicle Maintenance and Repair
- Be supported by experienced mentors and managers who will guide you through your apprenticeship
- Gain invaluable experience and develop the fundamental skills required to pursue a career in automotive retail
- Receive first-class training focused on light goods vehicles with the potential to work on heavy goods vehicles too.

What Qualifications / Qualities are required?

- Must have a minimum of three National 5s at grade C or above (including Maths, English and Science)
- You must be eligible to work in the UK and able to start work in September 2017
- Interested in the way vehicles operate and have some mechanical skills
- Enjoy researching, analysing and solving problems
- Work well in a team environment
- Have excellent written and verbal communication skills
- Care about delivering a first-class service.

Closing Date:

12 noon on Friday 16 December.

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: Customer Service/Reception – Employability Fund

Contract: 12 Week Work Placement. Successful applicants may secure a job and progress towards a Modern Apprenticeship in Customer Service/Business Administration.

Salary: Training allowance of £55 per week. Travel expenses for the duration of the work placement may be available.

Employer:

The Secret Beauty Garden is a soothing beauty boutique in the heart of Edinburgh.

Work Environment:

The salon has a nice, friendly team so you will be well looked after and supported during your work placement.

What might a day in this job look like?

- Meeting and greeting clients, taking jackets and offering refreshments.
- Booking and rescheduling clients via phone, email and text.
- Stock taking and ordering of stationery to ensure we never run out of anything.
- Inputting information of customer forms into database.
- Updating emails on our mailing list.
- Ensuring booking system is correct and double checking for any errors/duplicate bookings.
- Creating spreadsheets and filling existing spreadsheets out (procedures are written out and full training will be given on how to do both)
- Keeping reception clean, tidy and uncluttered.
- Helping therapists set up and clean rooms when they are busy.
- Daily jobs given by other members of staff when needed.

What will I Learn?

You will learn how to be an effective member of a Beauty Services team working in a Customer Service and administrative environment. You will gain experience in reception duties and customer interaction and learn how to effectively manage customer bookings.

You will work towards a Certificate of Work Readiness (CWR). On successful completion of the programme, candidates will be invited to interview with the employer. Successful candidates, following interview, can progress to an SVQ in Customer Service or Business Administration.

What Qualifications / Qualities are required?

Ideally the employer is looking for an individual who is capable of multi-tasking, organised, hardworking, reliable, punctual, happy, friendly, thoughtful, has a nice manner with the clients and is willing to learn and wants to excel in all areas within the job role. Common sense and initiative are also important.

Qualifications from school are not important; the employer is more focused on finding someone with a good attitude and willingness to learn.

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: Administration & Marketing Assistant – Employability Fund

Contract: 12 week work placement after which successful applicants may secure a job and progress towards a Modern Apprenticeship in Business Administration.

Salary: Training allowance of £55 per week. Travel expenses for the duration of the work placement may be available.

Employer:

Direct Partners is a Training Provider supporting youth employment through modern apprenticeships and pre employment programmes.

Work Environment:

Based in a friendly office environment in the West End, you will work as part of a small team providing assistance in administration and marketing tasks.

What might a day in this job look like?

Duties will include:

- answering phones, taking messages and directing calls
- phoning contacts to update their contact details
- updating, expanding and organising databases on Excel
- help with creating content for the company's social media sites
- help with updating the company's website
- assistance with printing documents as required

What will I Learn?

You will learn how to be an effective member of the team working in an office environment.

You will work towards a Certificate of Work Readiness (CWR). On successful completion of the programme, candidates may progress to a job in an administrative environment. Successful candidates, following interview, can then progress to an SVQ3 in Business Administration.

What Qualifications / Qualities are required?

The employer is looking for someone who is organised and methodical as well as enthusiastic, friendly and polite.

We are looking for a confident individual who feels comfortable using the telephone to deal with inbound and outbound enquiries. This is a large part of the job, so a good telephone manner is essential.

Closing Date:

We will continue to accept applications until 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: Grant Thornton School Leaver Programme

Contract: 5 years, 37.5 hours per week

Salary: Competitive

Employer:

At Grant Thornton we are more than just accountants but we look at developing business advisors that can help the ever-changing businesses in today's dynamic world. With our motto as 'instinct for growth', we especially look at helping those businesses who have growth potential and to which we can add value to their activities.

Work Environment:

You will be based out of our Edinburgh office, with some time spent out visiting client sites.

What might a day in this job look like?

Our school leavers join us on a five year programme where you'll balance client work with study and revision for professional exams. It's a challenging few years and you'll need to be dedicated and focused on passing exams and working with clients. We have various opportunities available in the following areas:

Audit:

From the outset, you'll spend most of your time on site with clients, across a variety of sectors, as part of an audit team, to get a real insight into how they work. Assignments range from a few days to eight weeks. It can be pretty challenging since you'll be studying and doing hands-on audit work, examining company accounts, carrying out audit tests, attending stock takes and completing audit files. You could also specialise in public sector audit, where you'll deal with government departments, public services and local authorities.

Advisory:

As part of our advisory team, you will be involved in advising businesses on a daily basis as they start up, expand or undertake new projects. You will work across a wide range of clients and areas such as corporate finance and transaction advisory to keep your work varied and enable you to develop your skills.

Tax:

Working within our tax department will involve giving tax advice to businesses which is of huge importance to allow them to comply with the relevant laws. Our clients look for our advice to give them solutions to their tax problems and worries and enable them to operate their businesses in the most efficient way possible.

Full job descriptions are available when you click 'Apply Now'.

What will I Learn?

You'll kick-off your career with us at your orientation at a unique location in the UK. As well as immersing yourself in our vision and purpose, you'll also take part in key technical workshops so that you can hit the ground running on your first day on the job. There'll also be plenty time for celebrating the start of your career with us and opportunity to get to know your peers and fellow colleagues.

Being a trainee at Grant Thornton means becoming professionally qualified too - to be great business advisers our trainees need to have the technical knowledge to back up their insight. You spend time at college as well as our dedicated training facility, Bradenham Manor, where you'll get intensive training to help consolidate your learning and help you pass exams. We support you by covering the costs of all exams and you get paid study leave too.

What Qualifications / Qualities are required?

Here at Grant Thornton, we believe in recruiting the best people to fit in with our organisation's culture and CLEARR values (more information on our values can be found on our [website](#).)

Although we do look at academic performance, we have no minimum requirements for our accelerated school leaver programme.

Some things we will look for include:

- motivation and drive (we want you to be keen to learn and to fulfil your potential with us)
- good communication skills
- good teamwork skills
- good literacy and numeracy skills
- a genuine interest in joining our company and working in accountancy.

Closing Date:

This job 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: Manufacturing Craft - Modern Apprenticeship

Contract: 3 years

Salary: Competitive starting salary

Employer:

Leonardo is a global company working at the forefront of engineering and technology. We design and manufacture industry leading products for airborne and space applications for customers across the globe. We employ more than 4,000 people across the UK with sites in Basildon, Bristol, Edinburgh, Luton and Southampton. We are continually expanding and are delighted to offer a range of exciting opportunities through our Manufacturing Craft Apprenticeship Programme working at the forefront of technology within world leading engineering teams.

Work Environment:

You will be working within world class facilities. Dependent on your role, you may be working in an office or lab environment or a combination of both. There may also be opportunities to travel between the different sites and to meet with customers and suppliers.

What might a day in this job look like?

Through a mixture of work placements and college modules you will develop the key engineering skills and knowledge to work effectively in a high technology manufacturing company. Over the 3 year apprenticeship you will learn about:

- Mechanical Assembly
- Electromechanical assembly
- Electro optic assembly
- Environmental Facility
- Material Supply and Logistics
- Master Production Scheduling
- Industrial Engineering
- Machine shop
- Support.

What will I Learn?

We have created a programme that not only increases your technical skills and capability through hands on experience working with specialists in their field but also develops your academic and practical understanding of the diverse world that is Manufacturing & Supply Chain.

You will study to completion of the National Certificate (NC) and required Core Skills on a day release basis, as well as undertaking the Scottish Vocational Qualification (SVQ) whilst you are at work.

What Qualifications / Qualities are required?

Academic requirements:

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

- Four National 5s (A-C):
 - Mandatory: Mathematics or Physics and English
 - PLUS one Technological subject e.g. Graphic Communication, Product Design, Craft and Design, Tech Studies, Computing, Woodwork, Metalwork etc.
 - PLUS any one other subject.

Personal Qualities:

- 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.

Other requirements:

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

Closing Date:

Thursday 23 February 2017.



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

Contract: 4 years

Salary: Competitive starting salary

Employer:

Leonardo is a global company working at the forefront of engineering and technology. We design and manufacture industry leading products for airborne and space applications for customers across the globe. We employ more than 4,000 people across the UK with sites in Basildon, Bristol, Edinburgh, Luton and Southampton. We are continually expanding and are delighted to offer a range of exciting opportunities through our Technical Apprenticeship Programme working at the forefront of technology within world leading engineering teams.

Work Environment:

You will be working within world class facilities. Dependent on your role, you may be working in an office or lab environment or a combination of both. There may also be opportunities to travel between the different sites and to meet with customers and suppliers.

What might a day in this job look like?

Through a mixture of work placements and college modules you will develop the key engineering skills and knowledge to work effectively in a high technology manufacturing company. Over the 4 year apprenticeship you will learn about:

- Electronic Test
- Laser Test
- Radar Test
- Industrial Engineering
- Production Engineering
- Test Solutions
- New Product Introduction.

What will I Learn?

We have created a programme that not only increases your technical skills and capability through hands on experience working with specialists in their field but also develops your academic and practical understanding of the diverse world that is Manufacturing & Supply Chain. You will study to completion of the Higher National Certificate (HNC) and required Core Skills on a day release basis, as well as undertaking the Scottish Vocational Qualification (SVQ) whilst you are at work.

What Qualifications / Qualities are required?

Academic Requirements:

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

- 2 Higher Grades (or equivalent):
 - Mandatory: Mathematics (A-C) or Physics (A-C)
 - Plus another Higher subject, preferably a Technological subject e.g. Graphic Communication, Product Design, Craft and Design, Tech Studies, Computing etc. (A-C)
- And National 5 (A-C) English.

Personal Qualities:

- 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.

Other requirements:

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

Closing Date:

Thursday 23 February 2017.



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 Technician - Modern Apprenticeship

Contract: 4 years

Salary: Competitive starting salary

Employer:

Leonardo is a global company working at the forefront of engineering and technology. We design and manufacture industry leading products for airborne and space applications for customers across the globe. We employ more than 4,000 people across the UK with sites in Basildon, Bristol, Edinburgh, Luton and Southampton. We are continually expanding and are delighted to offer a range of exciting opportunities through our Design Engineering Apprenticeship Programme working at the forefront of technology within world leading engineering teams.

Work Environment:

You will be working within world class facilities. Dependent on your role, you may be working in an office or lab environment or a combination of both. There may also be opportunities to travel between the different sites and to meet with customers and suppliers.

What might a day in this job look like?

Through a mixture of work placements and college modules you will develop the key engineering skills and knowledge to work effectively in a high technology manufacturing company. Over the 4 year apprenticeship you will learn about:

- Manufacturing and Supply Chain
- Mechanical Engineering
- Electronic Engineering
- Systems Engineering
- Software Engineering
- Quality Engineering.

What will I Learn?

We have created a programme that not only increases your technical skills and capability through hands on experience working with specialists in their field but also develops your academic and practical understanding of the diverse world that is engineering. You will study to completion of the Higher National Diploma (HND) and required Core Skills on a day release basis, as well as undertaking the Scottish Vocational Qualification (SVQ) whilst you are at work.

What Qualifications / Qualities are required?

Academic requirements:

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

- 3 Higher Grades (or equivalent):
 - Mandatory: Mathematics (A-C) and Physics (A-C)
 - Plus another Higher subject, preferably a Technological subject e.g. Graphic Communication, Product Design, Craft and Design, Tech Studies, Computing etc. (A-C)
- And National 5 (A-C) English.

Personal Qualities:

- 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.

Other requirements:

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

Closing Date:

Thursday 23 February 2017.



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.

CHRISTMAS VACANCIES NOW AVAILABLE!!

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.

For daily vacancy updates visit our [Facebook](#) page or our [Vacancies](#) page.

Work environment:

The work environment is dependent on which opportunity you apply for, eg, 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.

What will I Learn?

- Soft skills such as communication, teamwork and problem solving
- Some company and industry specific/ related training etc.

What Qualifications / Qualities are required?

- Various qualifications - entry level/ experienced/ industry related opportunities are available.
- You must be reliable, willing to learn, highly motivated, have good interpersonal and communication skills and the ability to work as part of a team.

Closing Date:

We recruit all year round.



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

Job Title: Assistant Nursery Practitioner - Modern Apprenticeship

Contract: Full time

Salary: National Apprenticeship Wage or above

Employer:

Various employers in Edinburgh. We are currently looking for staff for the following locations:

- Crewe Road Nursery
- Little Monkeys Nursery, Cramond
- Gingerbread After School Club.

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.

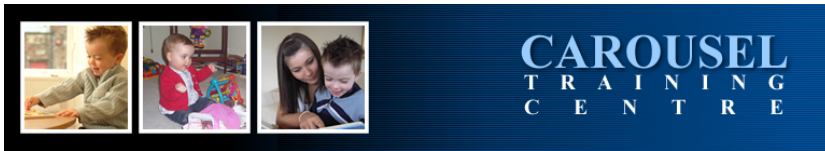
What Qualifications / Qualities are required?

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: Nursery Nurse – 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 and expected to work as part of a team to provide a quality programme of activities and learning for children as young as babies to 5 years old. You will help children develop their physical, intellectual, language and social skills through play and work and partnership with parents and staff.

What might a day in this job look like?

You will help the children learn and develop their physical, intellectual, language and social skills through organised play. You will care for them whilst away from their family, giving support where required. Other duties will include feeding, caring, developing and planning of activities. Domestic duties are required to ensure a safe environment for the children.

What will I Learn?

You will train towards an SVQ Social Services (Children and Young People) at SCQF Level 7. You will attend a workshop for theory one day every 4 weeks and an assessor will visit the workplace on a monthly basis to observe and assess your practical competence.

What Qualifications / Qualities are required?

In order to be eligible for the Modern Apprenticeship Programme, applicants must be aged between 16 to 19 years old.

No experience is required but you must have or expect to achieve 3 National 4 or 5 (one of which should be English).

Candidates must have good interpersonal and communication skills, be highly motivated and reliable.

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: Audit Assistant

Contract: Fixed term (1st year) potentially moving onto a training contract

Salary: £15,500 per annum

Employer:

Scott-Moncrieff is one of Scotland's leading independent firms of chartered accountants and business advisors advising high calibre clients working across all sectors in Scotland and beyond and offering expert business insights at every opportunity. Our expertise encompasses financial assurance, risk management, improving performance and taxation. We have recently launched our new strategic plan and are looking to grow our business over the next five years. We are focused on supporting and growing our own talent and we want ambitious and enthusiastic individuals to join us in shaping our future.

Work Environment:

You will be primarily based in our Edinburgh office with ample opportunities to be seconded around different departments within the firm including Business Advisory and Tax.

What might a day in this job look like?

- You will have a varied day assisting graduate and seniors (in office and on site)
- Liaising with other departments to collect information
- Ensuring up-to-date knowledge
- Technical research when required.

What will I Learn?

- Bookkeeping skills
- Audit skills and an understanding of audit testing
- An understanding of audit files and the different sections of these
- How to use the software and hardware used by Scott-Moncrieff
- Time management and communication skills
- Teamwork and problem solving.

In addition the firm will be dedicated to your development and will support you through your studies to help you gain a recognised professional qualification (the same as a graduate would receive) after a successful 1st year.

- 1 year work experience (online bookkeeping course)
- 2 year funded AAT apprenticeship programme
- Opportunity to progress to ICAS, ACCA or CIPFA.

What Qualifications / Qualities are required?

We are looking for a driven, focused individual who is ready to be challenged. Our school leaver opportunities are an alternative route to university and will help kick start your career. You must have the following qualifications to be considered for the position:

- A minimum of National 5 in Maths and English
- At least 3 Highers from 5th year.

Closing Date:

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



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

Job Title: 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 on the west side of 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. If you secure a job, you can then progress to an 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.

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. The programme is expected to start mid August.

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.

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: Kitchen Assistant – Employability Fund

Contract: This is a 12 week work placement on Employability Fund training allowance of £55 per week plus travel expenses. Successful applicants will secure a job and progress to Modern Apprenticeship.

Salary: Employability Fund Training Allowance of £55 per week plus travel expenses may be available.

Employer:

Elior are an award winning hospitality employer based at Murrayfield Rugby Stadium.

Work Environment:

This is a very structured and disciplined environment where tasks are allocated from the Head Chef. This can be a very demanding, physically hard working environment; however, it can also offer high levels of job satisfaction. You will work as part of a highly effective team where everyone takes personal responsibility for their own tasks to ensure the award winning levels of service are maintained. You will be required to comply with strict health and safety / kitchen protocols.

What might a day in this job look like?

You will be expected to arrive early ready to start your shift. This is a fast moving, varied and demanding environment. You will have a list of tasks to complete. These will include:

- cleaning / pot washing
- carrying out tasks in line with company training/policies and procedures
- food preparation
- process and accept deliveries
- carry out internal monitoring/checks
- serving food to customers.

What will I Learn?

You will learn how to be an effective member of the team working in a professional kitchen/catering environment. You will also work towards a Certificate of Work Readiness (CWR) with Direct Partners.

What Qualifications / Qualities are required?

The employer is looking for someone who genuinely wants to work towards becoming a 'chef of the future' and who can understand and follow instructions.

If you are driven, have ambition and the ability to train on-the-job then you can take advantage of this excellent development programme.

If you are prepared to work hard, follow the training you are given and support your team you can progress within this industry.

Closing Date:

We will continue to accept applications until suitable candidates are found.