



## Edinburgh Guarantee Schools Bulletin

### Week beginning 3 October 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](http://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](mailto: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  
A positive destination for all

**Edinburgh Guarantee**  
Government Organisation

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ABOUT >

- 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:** Associate Security Operations Analyst

**Contract:** Permanent – Monday-Friday, 9am-5.30pm

**Salary:** £15,000 - £17,000 per annum

**Employer:**

Founded in 2008, ECS has quickly established itself as a fast growing IT consultancy and services company for enterprise clients. We deliver a high quality of service that customers can trust and depend upon. We provide services in the following areas:

- Networks
- IT Consultancy
- Data Centre
- IT Security
- End User Computing
- Programme Delivery
- Cloud Services.

**Work Environment:**

You will be working as part of a team of experienced SOC (Security Operations Centre) Analysts within various large organisations.

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

- Support SOC security alert detection and analysis capabilities by performing standardised tasks across multiple technologies.
- Maintain communication mechanisms and channels in preparation for security incidents.
- Generate reports and distribute appropriately.
- Create and interpret regular and ad hoc security reports.
- Continuous focus on service improvement.

**What will I Learn?**

- You will gain exposure to the complex world of IT security and have the opportunity to work with experienced ECS consultants to build your knowledge within the security field.
- With access to industry recognised qualifications and a comprehensive training programme you will be able to develop your security skills and learn more about the threats that companies face from external malicious attacks and how these are combatted.
- You will have a focus on continual learning in order to develop your career which will open up promotion opportunities enabling you to work with enterprise level organisations on a consultative basis to provide expertise around the general IT security environment.

**What Qualifications / Qualities are required?**

We are looking for someone with Highers in English and a computing-related subject (e.g. Information and Communications Technology or Computing Science).

Other qualities we are looking for include:

- A good team player
- Familiar with/likes using computers
- Willing to learn new skills
- Good communication skills (oral and written)
- Friendly and positive personality (a 'can-do attitude).

**Closing Date:**

This post 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.***

**Job Title:** Hairdresser – Modern Apprenticeship

**Contract:** 39 hours per week

**Salary:** £4.00 per hour

**Employer:**

Sesh Hairdressing has built a fantastic reputation over the last 10 years. Following recent staff promotions, we are now looking to recruit a hardworking, creative and enthusiastic young person to become part of our artistic team.

**Work Environment:**

Based at our bright modern salon in Leith, you will work as part of our small team in a friendly but busy environment. You will be mentored by a senior stylist and will learn all aspects of the industry.

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

No two days are the same. You will be welcoming clients, washing hair, supplying refreshments to clients and maintaining the presentation of the salon at all times. You will also have the time to ask questions and learn from other staff members.

**What will I Learn?**

How to deal with clients and various support tasks including:

- Industry related training SVQ Level 2 and 3 in Hairdressing.
- Dealing with enquiries and other customer service related skills.
- Soft skills such as communication and teamwork.

**What Qualifications/Qualities are required?**

No experience is required, but you must have the following qualities:

- A great attitude and genuine interest in hairdressing.
- Polite, reliable, punctual and pay attention to detail.
- Willing to learn and work hard.
- Good communication skills and the ability to listen and follow instructions.
- Ability to work as a part of a team.

**How to Apply**

Apply through the Edinburgh Guarantee website.

**Closing Date:**

Friday 7 October.



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## 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:** Trainee General Retail Assistant – 2 posts

**Contract:** 6 month trial period, leading to full time permanent if successful

**Salary:** Age 16-17 - £4 per hour, age 18-20 - £5.30 per hour (salary increases with ability)

**Employer:**

Margiotta Food and Wine has been offering the best food and wine to Edinburgh for over 50 years and we believe it is that experience which ensures we are Scotland's leading independent grocer.

**Work Environment:**

You will be based in one of our 6 convenience stores in Edinburgh.

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

Duties will include:

- serving customers
- filling shelves
- taking in deliveries
- cleaning
- creating displays
- checking product dates
- ensuring that the shop is kept to a high standard.

You will never be asked to make the tea!

**What will I Learn?**

As you will be working with some of the leading retailers in Edinburgh, you will learn all the best retail practices and acquire the necessary skills which will be transferable to any retail environment. You will also learn excellent customer service skills and how to resolve difficult situations.

**What Qualifications / Qualities are required?**

You don't need any academic qualifications to join us but you do need to be willing to work hard and keen to learn new skills.

Our team are smart and presentable at all times. You will be representing Margiotta when you meet customers, so we are looking for people who take pride in their appearance.

**Closing Date:**

Sunday 23 October.



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

**Job Title:** Sandwich Artist – Modern Apprenticeship

**Contract:** Full-Time

**Salary:** National Minimum Wage

**Employer:**

At Subway we are committed to providing a wide range of great tasting, healthier food choices while reducing our environmental footprint and creating a positive influence in the communities we serve around the world. We are looking for someone creative to join our team.

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

Some of your main duties will include:

- Customer service
- Regularly inspecting equipment and fixtures, inside and outside the store to ensure they are in proper working order and good condition.
- Acting as an excellent role model, to the team, complying fully with the Subway and SUBWAY® Store standards.

**What will I Learn?**

- You will complete a Food and Beverage Modern Apprenticeship at Level 2 with the support of First4skills.
- You will work through the University of Subway online modules; this will aid you with the skills and knowledge to become a great sandwich artist.

**What Qualifications / Qualities are required?**

No formal qualifications required but we are looking for someone with:

- lots of enthusiasm
- good communication skills
- passion and a willingness to learn
- good time keeping and who is reliable.

**Closing Date:**

Monday 31 October.



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

**Job Title:** Kitchen Team Member- Modern Apprenticeship

**Contract:** Full-Time

**Salary:** £6,037-£10,452 per year

**Employer:**

At Pizza Hut Restaurants we have a passion for creating memorable experiences which stay with our guests long after they leave the restaurant. Every member of our restaurant team makes our guests feel welcomed, valued and creates a sense of fun, so each visit is a special one.

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

- Ensuring each and every guest receives great food each time they visit.
- Preparing ingredients and menu items ensuring recipes and presentation standards are followed.
- Monitor the quality of food coming into and leaving the kitchen.
- Undertake assigned cleaning jobs both daily and weekly.
- Being part of a 'one restaurant one team' mindset.
- All Health and Safety/Food Hygiene Regulations are adhered to.

**What will I Learn?**

- Preparing ingredients and following recipes.
- Food Safety including how to take temperatures of food and to store food safely including cross contamination.
- How to use a thermometer.
- Awareness of food allergies.
- Stock rotation.
- Stock check.
- Health and Safety in the work place.
- How to work effectively as a team under pressure.
- How to prioritise your work.

On joining Pizza Hut you can expect to receive world class training, work within a great culture of recognition which genuinely celebrates everyone's achievements, as well as fantastic opportunities to progress your career further. Why wait, apply today!

**What Qualifications / Qualities are required?**

No formal qualifications required but we are looking for someone with:

- a basic understanding of English and Maths
- lots of enthusiasm
- a lively and positive personality
- the ability to work at a face pace
- the desire and willingness to work hard and do a great job
- a genuine interest in working as a chef in our kitchens

**Closing Date:**

Friday 28 October.



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

**Job Title:** Guest Server- Modern Apprenticeship

**Contract:** Full-Time

**Salary:** £6,037-£10,452 per year

**Employer:**

At Pizza Hut Restaurants we have a passion for creating memorable experiences which stay with our guests long after they leave the restaurant. Every member of our restaurant team makes our guests feel welcomed, valued and creates a sense of fun, so each visit is a special one.

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

- Ensuring each and every guest receives a great experience each and every time.
- Discovering the desire of our guests and therefore maximising sales opportunities.
- Accurately taking orders, offering expert knowledge of the menu, drinks are served on time and ensuring the food always looks tasty and appetising.
- Checking back on guests, showing interest and care.
- Delivering a smiling send off to complete the guest's experience.
- Being part of a 'one restaurant, one team' mind set.
- All Health and Safety/Food Hygiene Regulations are adhered to.

**What will I Learn?**

On joining Pizza Hut you can expect to receive world class training, work within a great culture of recognition which genuinely celebrates everyone's achievements as well as fantastic opportunities to progress your career further.

Other skills you will learn will be:-

- Customer Care Skills
- Communication
- Numeracy
- Problem Solving - e.g. dealing with customers queries

On joining Pizza Hut you can expect to receive world class training, work within a great culture of recognition which genuinely celebrates everyone's achievements, as well as fantastic opportunities to progress your career further. Why wait, apply today!

**What Qualifications / Qualities are required?**

No formal qualifications required but we are looking for someone with:

- a willingness to undertake a Modern Apprenticeship Food and Beverage qualification in Hospitality at level 2
- a basic understanding of English and Maths
- lots of enthusiasm and a positive outlook
- the desire and willingness to work hard and do a great job
- a genuine interest in working as a chef in our kitchens

**Closing Date:**

Friday 28 October.



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

**Job Title:** Artisan Baker - Modern Apprenticeship

**Contract:** Permanent after trial

**Salary:** Modern Apprenticeship National Minimum Wage for the first year

**Employer:**

At the Breadwinner we're passionate about baking. Since 1973 our master craftsmen bakers have been baking in Edinburgh - kneading and shaping dough by hand. We prefer to use traditional, simple methods and allow time to naturally enhance our products, rather than adding anything that would change the quality or flavour of our breads. We're proud of our heritage - and work hard to supply breads, cakes and pastries that are locally made, freshly baked and full of flavour.

**Work Environment:**

You will be working in a small team within a busy wholesale artisan bakery at South Gyle.

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

- Learn and apply food hygiene and safety practices, personal hygiene, equipment and work place cleaning, stock rotation systems, and the systematic and preventative approach of Hazard Analysis and Critical Control Point (HACCP) in food production process.
- Learn about the main ingredients used in baking and how to use and store them.
- Weigh ingredients according to recipes and calculate the amounts needed for a given yield (output).
- Follow recipes and processes for making baked goods.
- Use and clean specialised machinery (mixers, dough breaker, oven etc) after each use as required.
- Use specialist tools (rolling pin, piping bags etc) for producing products.
- Understand and conduct proper fermentation for yeasted products.
- Hand divide, shape breads and buns and baking goods.
- General cleaning of equipment and work place area as required.
- Reflective practice on all aspects of the job, while constantly striving to achieve high quality and regularity of products.

**What will I Learn?**

You will complete a 3-4 year apprenticeship which will include practical on the job training working closely with some of the best bakers in Scotland. This training will be supplemented by SQA accredited SVQs.

**What Qualifications / Qualities are required?**

- Qualifications aren't important – we are looking for someone who will be dedicated to learning the skills required to become a fully qualified baker.
- We are looking for a motivated young person with a passion for bread and baking who strives to achieve high standards and pays attention to detail.
- You should have good communication and problem solving skills, be numerate, hardworking, organised and enjoy working in a team.

If you are successful in the first round of interviews, you may be invited along to spend some time in the bakery to see what working there would really be like.

**Closing Date:**

Sunday 9 October.



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

**Job Title:** Audit Assistant

**Contract:** 2 years

**Salary:** Competitive

**Employer:**

RSM is a leading global provider of audit, tax and consulting services to middle market leaders. As an integrated team, we share skills, insight and resources, as well as a client-centric, collaborative approach that's based on a deep understanding of our clients' businesses.

**Work Environment:**

You will be working in our busy Edinburgh office.

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

In Audit (Assurance), our employees carry out independent checks to match a company's financial statements with their current financial situation. Companies with a turnover of up to £20million per annum tend to form the majority of the client base. Our client base is diverse, providing the opportunity to learn about different types of organisations from varying industry sectors.

Aside from the statutory audit of the financial statements of companies, the department handles specialist work such as the audits of pension schemes, charities and grant claims, as well as 'special work' such as due diligence and other transaction-related projects.

**What will I Learn?**

- Our Trainees play a key role in supporting the work described above and gain tremendous experience to provide top quality career development.
- You will benefit from on the job training from more senior members of the team, as well as joining peers on internal training courses that will develop you as an individual.
- You will become involved in client work very quickly, initially working as part of a larger team – perhaps taking responsibility for specific audit tests or aspects of the audit file.
- The depth of services and clients you will be exposed to early in your career will provide you with a jump start into the varied world of accountancy.
- We will expose you to the skills you require to become a true trusted advisor to your clients in the future.
- While gaining real hands on experience your development in the role will be optimised by training from the company's highly regarded dedicated team.
- As well as internal training and on-the-job mentoring you will have the opportunity to train towards the AAT qualification, with support provided post-qualification ensuring you are well equipped to enjoy a successful and satisfying career with the business.

**What Qualifications / Qualities are required?**

We are looking for people who:

- enjoy working as part of a team
- can communicate clearly
- are curious about how businesses work

- are comfortable with numbers (although being a maths genius is not necessary)

If this is you then a career at RSM is waiting for you!

**Closing Date:**

Wednesday 30 November.

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

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

**Contract:** Fixed Term - 12 Months

**Salary:** £160 per week

**Employer:**

The Electrical Distributors Association (EDA) was formed in 1998, having been previously known as the Electrical Wholesalers Federation and represents the electrical wholesale distribution industry within the UK. Our members account for around 80% of the industry.

**Work Environment:**

You will be based at one of our Electrical Wholesaler Branches during your placement at Scott Coppola, Edinburgh, EH6 5NX. You will be working as part of a team in a busy office.

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

- Managing information for some of our top customers
- Processing invoices
- Answering phone calls
- Filing and photocopying documents
- Updating internal spreadsheets
- Team work

**What will I Learn?**

- Develop your communication skills
- Teamwork
- Problem Solving
- Product knowledge of electrical goods
- Level 2 Business Administration

**What Qualifications / Qualities are required?**

- National 5 English and Maths
- Positive outlook
- Reliable
- Enthusiastic
- Punctual and organised
- Keen to work and learn

**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:** Warehouse Apprentice – Modern Apprenticeship

**Contract:** Fixed Term - 12 Months

**Salary:** £150-£160 per week

**Employer:**

The Electrical Distributors Association (EDA) was formed in 1998, having been previously known as the Electrical Wholesalers Federation and represents the electrical wholesale distribution industry within the UK. Our members account for around 80% of the industry.

**Work Environment:**

You will be based at one of our Electrical Wholesaler Branches during your placement at Scott Coppola, Edinburgh, EH6 5NX. You will work as part of a busy team.

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

- Checking goods in
- Picking and packing customers' orders
- Booking in stock from suppliers
- Putting stock away on the shelves
- Keeping the warehouse clean and tidy
- Arranging returns to suppliers of faulty goods
- Deadline with couriers
- Loading vans
- Gaining and keeping up to date with product knowledge

**What will I Learn?**

- Develop your communication skills
- Teamwork
- Problem Solving
- Product knowledge of electrical goods
- Level 2 Warehouse & Storage

**What Qualifications / Qualities are required?**

- National 5 English and Maths
- Positive outlook
- Reliable
- Enthusiastic
- Punctual and organised
- Keen to work and learn

**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:** Business Administrator - Modern Apprenticeship

**Contract:** Permanent

**Salary:** To be confirmed

**Employer:**

Succession Group delivers rich and rewarding experiences for private and corporate clients. We are the fastest growing Wealth Planning brand in the UK, with 20 offices and more than 200 staff nationwide.

**Work Environment:**

Based in the office in Leith, you will provide 'front of house' services including managing the visitors' diary, meeting arrangements and switchboard activity. You will be the main point of contact for the day to day central stock and ordering systems.

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

- Meeting and greeting clients and visitors to the company.
- Answering the phone and redirecting callers to the appropriate recipient.
- Managing meeting room bookings and providing support to meetings.
- Collect, open and distribute post.
- Liaise with site reps. for the collation, submission and approval of routine orders for stationery, general office supplies.
- Ensuring that the telephone and email directories are kept up to date.
- Maintaining email distribution lists.
- Maintain and manage stocks of core stationery items and collate group wide orders for branded stationery.
- Maintain site and group health and safety records including collation of training, accident reports, DSE assessments, PAT testing, fire safety assessments etc.
- Provide general administrative support to the Head of Facilities.
- Collation of various facilities management data and information on spreadsheets, including phone and utilities usage, invoice values and consumption of items such as stationery, paper etc.
- Maintain the inventory list for all sites for furniture, general and IT equipment.
- Participate in supervision.

**What will I Learn?**

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

**What Qualifications / Qualities are required?**

You should have National 4 / 5 or equivalent in English and Maths. We are looking for someone who is positive, reliable and hardworking.

**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 (R030)

**Contract:** Permanent

**Salary:** £13,000 per annum

**Employer:**

A large insurance company.

**Work Environment:**

Working for a large insurance company in Edinburgh who have a strong history of employing school leavers as administration apprentices, you will be based in the administration team supporting them with all aspects of helping process insurance claims.

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

- Validate the accuracy of information / data
- Undertake data input / intake of new claims notifications
- Assign new claims expeditiously
- Codify incoming paper and digital communications initiated from a variety of media e.g. email, fax, post
- Allocate paper and digital communications to correct records
- Create and dispatch outgoing paper and digital communications expeditiously
- Receive incoming telephone calls and deal with enquiries promptly
- Make outgoing telephone calls in association with claims needs
- Validate client reports
- Produce repair estimates for recovery purposes
- Maintain archiving of settled paper files
- Maintain a clear and organised work environment
- Perform tasks, duties and responsibilities autonomously
- Undertake any other tasks, duties or responsibilities as instructed.

**What will I Learn?**

The company is fully supportive of an SVQ Level 3 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 has a positive and enthusiastic nature, with strengths in building and maintaining a good working relationship.

**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 (R031)

**Contract:** Permanent

**Salary:** National Minimum Wage

**Employer:**

A body workshop company based in North East Edinburgh.

**Work Environment:**

This national company is looking for a recent school leaver to join them as a Modern Apprentice in a Trainee Administration role in their Edinburgh office. You will be providing a hugely important role, supporting the rest of the team with day-to-day administration aspects of the business. This is a great working environment for someone looking for their first job.

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

Based on reception, your duties will include:

- meeting and greeting customers
- ensuring any missed calls are replied to
- updating customers on the progress of their cars
- updating the history trail on the computer system
- managing the daily post
- banking and petty cash
- keeping reception area tidy
- general administration.

**What will I Learn?**

You will undertake an SVQ Level 3 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 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 (R032)

**Contract:** Permanent

**Salary:** £10,000 per annum / National Minimum Wage

**Employer:**

Food and drink specialist company.

**Work Environment:**

Working for a food and drink specialist company at South Gyle, you will be based in a busy and professional team supporting them with all aspects of administration.

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

Duties will include:

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

You will also support a number of central departments within the business with administration tasks, e.g. Marketing, IT and Finance.

**What will I learn?**

The company is fully supportive of an SVQ Level 3 Business Administration. To ensure your IT skills are up-to-date, you will also have the opportunity to complete courses in Microsoft IT Academy.

Through your own continuous personal development, you will also improve various skills including your written and verbal communication skills and time management.

**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 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:** 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:** Business Skills for Craft - Modern Apprenticeship

**Contract:** Initially 12 months, with potential for ongoing employment. 32 hours per week with work days and times are negotiable.

**Salary:** National Minimum Wage

**Employer:**

Applied Arts Scotland is a craft development organisation run by makers for makers working professionally in Scotland. It is the lead partner in this pilot project as part of a programme of shared apprenticeship for the creative and craft sectors.

**Work Environment:**

Based in the Drill Hall, Dalmeny Street, this is an exciting opportunity for a young person keen to begin their career in the craft sector, working with two different creative businesses, Carla Edwards, Jewellery Designer and Mairi Brown, Textile Designer.

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

- Working closely with each of the businesses on day to day tasks as well as specific projects.
- Assisting with planning and delivery of trade and retail fairs.
- Assisting in the preparation of exhibitions.
- Assisting in the manufacture of resin jewellery including techniques such as casting, sanding, drilling, soldering.
- Assisting in the manufacture of garments and corsetry including pattern cutting, sewing and fitting from mock up to finished pieces.
- Promotion of activities via social media, website and e-newsletters, including product photography and editing.
- Researching funding opportunities and assist in making applications.
- Day to day administrative duties, updating online systems, stock management.

**What will I Learn?**

You will work towards a Modern Apprenticeship qualification in Business Skills for Craft. You will be involved in all aspects of the day to day running of these two small craft businesses and will gain experience and an understanding of batch production, product development, product photography for the web, event preparation, customer services, online sales and promotion.

**What Qualifications / Qualities are required?**

This pilot project is targeted at those groups currently under-represented in Modern Apprenticeships. We particularly wish to hear from applicants who are disabled, long term unemployed, ethnic minority groups, refugees, lone parents and carers and those who have been in care. We are keen to support those requiring support with language, literacy and numeracy or those who have needed additional school support.

- Each day will be different and we are looking for someone who is self motivated, reliable and flexible. You will have an enthusiasm for learning and a passion for creative thinking and working with your hands.
- You will need good communication skills, an ability to get on well with a variety of people and be able to focus and work consistently through a given task.
- Strong IT skills including a working knowledge with Microsoft Office and Excel, and familiarity with social media platforms would be advantageous.
- You will need you to have some ability on a sewing machine but training will be given.
- You will be required to undertake a sewing test at interview.

- Please be aware that this role requires good manual dexterity,
- As this is an entry level apprenticeship, this position would be best suited to a school or college leaver.
- No specific qualification grades are required; however it may be beneficial to have an interest in Art and Design.
- Good time management, team working and enthusiasm are required with the ability to work under supervision as well as using own initiative.
- Open to ages 16 – 24 years of age, with priority given to 16-19 age group
- Successful applicant must be resident in Scotland.

**Closing Date:**

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



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

**Job Title:** Housekeeping Modern Apprenticeship

**Contract:** Full time, permanent (following successful 3 month probationary period)

**Salary:** £7.00 per hour

**Employer:**

Apex Hotels is a family owned Scottish company based in Edinburgh, London, Glasgow and Dundee. We operate with a mission to provide chic and stylish destination properties in key markets across the UK.

**Work Environment:**

You will be working in a busy hotel in the heart of Edinburgh. Customer service is the primary focus for all members of the Apex Hotel team.

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

Working as a Room Attendant in the Housekeeping department, you will maintain standards of cleanliness within all areas of the hotel. Your responsibilities include:

- Cleaning the guest bedrooms and bathroom facilities.
- Responsible for cleaning a set number of rooms each day to Apex Company Standards.
- Reporting any damaged items to the supervisor
- Attending to guest's requests and maintaining security.

**What will I Learn?**

- On completion of your probationary period, you will begin working towards the Housekeeping SVQ.
- You will follow the standards as set out on the SQA framework and will have an in-house assessor supporting you on your journey to make sure that you understand all the key aspects of your role.
- We will provide you with experiences, master-classes and workshops to enhance your learning and development.

**What Qualifications / Qualities are required?**

You don't need to have any formal qualifications. What we are looking for is:

- Enthusiasm.
- Excellent personal presentation.
- Excellent organisational and time management skills with the ability to prioritise tasks and retain exceptional attention to detail.
- Courteous and professional at all times aiming to achieve high levels of standards.
- Friendly and approachable.
- Go the extra mile for our guests.
- Provide highly consistent good service and you will lead by example.

**Closing Date:**

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



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

**Job Title:** Food and Beverage Modern Apprenticeship

**Contract:** Full time, permanent (following successful 3 month probationary period)

**Salary:** £7.00 per hour

**Employer:**

Apex Hotels is a family owned Scottish company based in Edinburgh, London, Glasgow and Dundee. We operate with a mission to provide chic and stylish destination properties in key markets across the UK.

**Work Environment:**

You will be working in a busy hotel in the heart of Edinburgh. Customer service is the primary focus for all members of the Apex Hotel team.

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

Working as a Food and Beverage Assistant, you will not only provide a warm welcome to our guests, your responsibilities will also include:

- Welcome guests to their table in a polite and friendly manner.
- Take and deliver customer orders.
- Prepare the restaurant for service.
- Follow cash handling procedures.
- Manage guest queries in a timely and efficient manner.
- Ensure cleanliness of work areas at all times.

**What will I Learn?**

- On completion of your probationary period, you will begin working towards the Food and Beverage SVQ.
- You will follow the standards as set out on the SQA framework and will have an in-house assessor supporting you on your journey to make sure that you understand all the key aspects of your role.
- We will provide you with experiences, master-classes and workshops to enhance your learning and development.

**What Qualifications / Qualities are required?**

You don't need to have any formal qualifications. What we are looking for is:

- Excellent communication and organisation skills.
- A strong team player.
- A passion for customer service.
- Able to act on your own initiative.
- Follow instructions.
- Friendly and approachable.
- Go the extra mile for our guests.
- Provide highly consistent good service and you will lead by example.

**Closing Date:**

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



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

**Job Title:** Investment Specialist Support Trainee

**Contract:** This is a one year fixed term contract starting end of September 2016

**Salary:** Competitive

**Employer:**

Kames Capital is a specialist investment management business. From Edinburgh and London we manage £58 billion on behalf of UK and international clients including wealth managers, financial advisers, family offices, pension funds, financial institutions, government agencies and individuals. We have investment capabilities in Fixed Income, Equities, Property and Multi-asset. Investment management is all we do, so we have no competing priorities or distractions. We aim to deliver superior investment performance with an appropriate level of risk. We seek to build trusting relationships by providing industry-leading levels of service.

**Work Environment:**

The role is based in our Edinburgh office.

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

The Investment Specialist team's job is to support our fund managers and communicate our fund range. We explain what investors might expect from a Kames fund, how our funds are structured and how our funds have dealt with and are dealing with political, economic or specific events. We are a bridge between regular fund reporting and the sales teams and take on many specific requests for information for clients. We are actively involved in understanding and winning new business opportunities supporting our direct sales team.

Activities will include:

- Presentation production – creating and maintaining presentation content
- Research – internet research content for press and website articles
- Data Analysis - collecting and manipulating data on funds and markets
- Administration – monitor team mailbox and manage requests, minute taking in team meetings

In addition to the duties and responsibilities listed, the job holder may be required to perform other duties assigned by his/her manager from time to time so long as such duties are within the scope and ability of the job holder.

**What will I Learn?**

This is an excellent opportunity for a school leaver to gain an introduction to the Asset Management industry. The role is part of Kames Capital's Investment 2020 programme which was created to make the industry more accessible to school leavers. The successful candidate will gain first hand insight into the industry while making a real contribution to the success of the business.

The Investment 2020 Training Programme includes:

- Induction training
- A programme of events throughout your contract at one of the member firm's offices
- Opportunity to start a foundation qualification with the Chartered Institute of Securities and Investment (CISI)
- Regular feedback from your HR and/or line manager
- Access to Investment 2020 online resources including training and careers information.

We recognise that any new employee needs support and training opportunities to thrive. From the moment you join Kames Capital, your continuing professional development will be a fundamental part of your role.

More information on Investment 2020 can be found at <http://www.investment2020.org.uk/>.

**What Qualifications / Qualities are required?**

- National 5s and ideally a minimum of 3 Highers or equivalent
- An interest in economics (UK and worldwide) would be desirable
- Enthusiastic and keen to get involved and support the existing team members
- Good working knowledge of word processing and presentation software - Word, Excel and PowerPoint
- Use imagination to graphically explain information and support our existing presentations team
- Excellent communication and interpersonal skills along with the ability to work as part of a team.

**Closing Date:**

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



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

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

**Contract:** Permanent

**Salary:** £6,000 - £12,000 per annum

**Employer:**

Electric Center is the brightest electrical wholesaler in the country with over 90 branches all providing a better, brighter service for customers.

**Work Environment:**

You will work in a small but very busy office based environment.

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

- Receive incoming calls and maintain recording system
- Open and distribute incoming mail and record and process outgoing mail
- 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 receiving messages 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 work towards an SVQ Level 2 / 3 Business and Administration.

**What Qualifications / Qualities are required?**

You should have National 4 / 5 or equivalent in English and Maths and be positive, reliable and enthusiastic.

**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:** 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:** Audit Assistant

**Contract:** Fixed term (1<sup>st</sup> 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 1<sup>st</sup> 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 5<sup>th</sup> 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:** Business Administrator - Modern Apprenticeship (R029)

**Contract:** Permanent

**Salary:** National Minimum Wage

**Employer:**

An established chartered accountancy in Edinburgh city centre.

**Work Environment:**

You will be working for a chartered accountancy which is very supportive of the Modern Apprenticeship programme. You will be based in a small team supporting them with all aspects of administration.

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

- Meeting and greeting clients and other members of the public
- Typing documents in Word
- Updating Excel spreadsheets
- Filing
- Franking outgoing mail and sorting incoming mail
- Photocopying and scanning documents
- Maintaining stationery supplies
- Email and diary management using Outlook.

**What will I Learn?**

You will undertake an SVQ Level 3 Business and Administration.

**What Qualifications / Qualities are required?**

Ideally we are looking for National 4 or 5 or equivalent including Maths and English.

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

**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:** Chef – Modern Apprenticeship  
**Contract:** 12 months fixed term  
**Salary:** Modern Apprentice National Minimum Wage

**Employer:**

Marriott International's flagship brand with more than 500 global locations is advancing the art of hosting so that our guests can travel brilliantly. As an apprentice chef with Marriott Hotels, you will help keep this promise by delivering premium choices, sophisticated style, and well-crafted details. With your skills and imagination, together we will innovate and reinvent the future of travel.

**Work Environment:**

You will be working in a busy kitchen in the Edinburgh Marriott Hotel on Glasgow Road. It will be hot and fast paced. If you think you can take the heat then apply now!

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

Key duties:

- Preparing ingredients for cooking, including portioning, chopping and storing food
- Washing and peeling fresh fruits and vegetables
- Weighing, measuring and mixing ingredients
- Preparing and cooking food according to recipes, quality standards, presentation standards and food preparation checklist
- Preparing cold foods
- Operating ovens, stoves, grills, microwaves and fryers
- Testing foods to determine if they have been cooked sufficiently
- Monitoring food quality while preparing food
- Setting-up and breaking down work station
- Serving food in proper portions onto proper receptacles
- Washing and disinfecting kitchen area, tables, tools, knives and equipment
- Checking and ensuring the correctness of the temperature of appliances and food.

**What will I Learn?**

- You will learn all aspects of working in a busy kitchen
- You will develop your team working skills and meet new people
- You will develop your culinary skills and techniques
- You will learn about Marriott International and the services they provide.

**What Qualifications / Qualities are required?**

- Keen interest in becoming a chef
- Can take the heat of a busy kitchen
- Works well with others
- Good communication skills (it can get pretty loud in the kitchen!)

**Closing Date:**

This opportunity will close when a suitable candidate has been found. Please mention in your application that you saw the advert on the Edinburgh Guarantee website.



***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:** Food and Beverage Associate
- Contract:** Permanent - Part and full-time opportunities available
- Salary:** National Minimum Wage

**Employer:**

Marriott International's flagship brand with more than 500 global locations is advancing the art of hosting so that our guests can travel brilliantly. As a Food & Beverage Associate with Marriott Hotels, you will help keep this promise by delivering premium choices, sophisticated style, and well-crafted details. With your skills and imagination, together we will innovate and reinvent the future of travel.

**Work Environment:**

You will be working in a busy and vibrant kitchen and restaurant areas in the Edinburgh Marriott Hotel on Glasgow Road.

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

We are looking for someone who will work to high standards throughout the day – we want you to clean as you go! Your duties will include:

Set up:

- Setting up stock
- Maintaining work areas
- Inspecting the cleanliness and presentation of all china, glass and silver.

During service:

- Clear and lay tables throughout and after service.

Closing:

- Storing reusable goods
- Breaking down goods
- Cleaning all equipment and areas
- Returning equipment
- Locking fridges
- Restocking items
- Turning off the lights and locking the doors
- Completing the daily cleaning checklist.

**What will I learn?**

- You will learn all aspects of working in a busy kitchen and restaurant
- You will develop your team working skills and meet new people
- You will learn about Marriott International and the services they provide
- You will develop full product knowledge of all menu items during each service
- You will learn how to promote sales and achieve maximum sales potential for both food and beverages.

**What Qualifications / Qualities are required?**

- Keen interest in the hospitality industry
- Willing and able to cope with working in a busy environment
- Works well with others
- Good communication skills.

**Closing Date:**

This opportunity will close when a suitable candidate has been found. Please mention in your application that you saw the advert on the Edinburgh Guarantee website.



***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:** Room Attendant  
**Contract:** Permanent, Full-time  
**Salary:** National Minimum Wage

**Employer:**

Marriott International's flagship brand with more than 500 global locations is advancing the art of hosting so that our guests can travel brilliantly. As a Room Attendant with Marriott Hotels, you will help keep this promise by delivering premium choices, sophisticated style, and well-crafted details. With your skills and imagination, together we will innovate and reinvent the future of travel.

**Work Environment:**

You will be working in a busy team of room attendants in the Edinburgh Marriott Hotel on Glasgow Road.

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

Key duties:

- Responding to requests from guests and other departments
- Welcome and acknowledge all guests you see in passing
- Assisting guests with disabilities
- Filling your cart with supplies and taking it to your assigned area
- Replacing supplies in rooms (e.g. mini shampoos, shower caps, biscuits, tea/coffee, etc)
- Replacing dirty linens and towels with clean items
- Making beds and folding towels
- Cleaning bathrooms
- Removing rubbish and room service items
- Checking that all appliances are present in the room and in working order (e.g. iron, hairdryer, etc)
- Straighten desk items, furniture and appliances
- Dust, polish and remove marks from walls and furnishings
- Hoover carpets/clean hard floors and check for any damage/wear and tear.

**What will I Learn?**

- You will learn about the hospitality industry
- You will develop your people skills
- You will learn about Marriott International and the services they provide.

**What Qualifications / Qualities are required?**

- Keen interest in the hospitality industry
- Works well with others
- Good communication skills
- Organised approach to work.

**Closing Date:**

This opportunity will close when a suitable candidate has been found. Please mention in your application that you saw the advert on the Edinburgh Guarantee website.



***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 (QA8294)

**Contract:** 12 – 24 months

**Salary:** £10,000 per annum

**Employer:**

We offer a variety of legal services to businesses and individuals and pride ourselves in offering a down to earth, pragmatic approach when dealing with all of our clients. We have offices in Glasgow and Edinburgh and our lawyers represent clients throughout Scotland. We have a number of lawyers who are accredited by the Law Society of Scotland as specialists in different areas, delivering outstanding legal advice that adds value to everything we do.

**Work Environment:**

EH2 - office based.

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

- To manage the office's filing requirements:
  - Ensuring office filing is carried out on a daily basis, filing all correspondence and files in their correct location for all fee earners.
  - Continuation files are opened if required.
  - Sort, create inventory and archive paper files.
  - Maintain database and co-ordinate offsite file storage.
  - Locate files from archive storage within the building as required by fee earners.
  - To implement firm scanning policy.
  - To review archive files on a regular basis to ensure the firm's archive destruction policy is maintained.
- To index and file all title deeds, with the ability to retrieve quickly when required, liaising with Glasgow as necessary to ensure the same system is used throughout.
- To frank, fold and bag mail and recorded deliveries to take to the Post Office and DX office for onward despatch by pre-determined deadlines.
- To deal with processed banking and deposit at the bank.
- To photocopy documents as requested.
- To reproduce plans, colouring as required to ensure it accurately reflects the original.
- Prepare and maintain meeting rooms and provide/arrange hospitality.
- To carry out local deliveries as required.
- To produce letters, reports, presentations and other documents (from Audio-tapes and hand-written drafts), to the standard determined by the author, adhering to deadlines that meet the requirements of the fee earner.

**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?**

We are looking for an individual who can be flexible and provide administrative support for a busy office. 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 (QA8033)

**Contract:** 12 – 14 months, 8:30am - 4:30pm, Monday – Thursday, 8:30am – 3:30pm Friday

**Salary:** £6,000 - £10,000 dependent on experience

**Employer:**

This is a busy and growing company in the construction industry that provides a full range of services from property renovations and construction projects throughout Edinburgh, the Lothians and Fife.

**Work Environment:**

EH16 - office based.

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

- Support with general administration duties
- Assist with payroll for trades workers
- Produce invoices and remittance advices
- Answer telephone.

**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 4s or 5s or equivalent including Maths and English.

An awareness of customer care would be advantageous.

- Team Player
- Good verbal and written communication skills
- Attention to detail
- Quick and eager learner
- Professional phone manner
- Ability to listen and communicate
- Reliable
- Self-starter
- Good Computer literacy (Word, Excel, Outlook etc.)
- Good communication skills
- Presentable.

**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:** Hairdresser – Modern Apprenticeship

**Contract:** Permanent – up to 40 hours per week

**Salary:** £4.00 per hour. This will be reviewed regularly and will be based on performance.

**Employer:**

Juniper Salon is a well established hairdresser based in Juniper Green. With a number of well trained and friendly staff, including a qualified nail technician, the salon really is at the heart of the community and offers a full range of salon services to their clients.

**Work Environment:**

Based at our bright modern salon in Juniper Green, you will work as part of a small team in a friendly but busy environment.

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

No two days are the same and you will learn all aspects of working in a busy salon:

- Shampooing, scalp massage and taking colour off
- Welcoming and helping look after clients by taking their coats and getting refreshments
- Keeping the salon clean, tidy and safe
- You will also have the time to ask questions and learn from other staff members.

**What will I Learn?**

- You will work towards and complete SVQ Level 2 and 3 in Hairdressing
- How to deal with customers and respond to enquiries
- Soft skills such as communication, teamwork and problem solving.

**What Qualifications/Qualities are required?**

You don't need any qualifications or experience, but you must have the following qualities:

- a passion for hair, beauty and fashion
- polite, reliable, punctual and pay attention to detail
- always willing to learn and work hard
- good communication skills and the ability to listen and follow instructions
- ability to work as a part of a team.

Previous applicants need not re-apply.

**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:** 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, 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 and 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, Edinburgh

**Work Environment:**

You will work as part of a small team in a friendly office environment. You will provide the team with 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:** Hairdresser – Modern Apprenticeship

**Contract:** Permanent - 35 hours per week

**Salary:** Minimum wage - £3.87 per hour. You will have the opportunity to earn bonuses based on performance and your wage will be reviewed regularly.

**Employer:**

Natisse is a bright, modern salon close to the city centre offering a full range of hairdressing services. Our clients span all ages and we have a great reputation for being friendly and relaxed but with an eye on the latest trends.

**Work Environment:**

Based at our bright modern salon in Edinburgh, you will work as part of a small team in a friendly but busy environment.

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

No two days are the same. You will be welcoming clients, washing hair, supplying refreshments to clients and maintaining the presentation of the salon at all times. You will also have the time to ask questions and learn from other staff members.

**What will I Learn?**

How to deal with clients and various support tasks including:

- industry related training SVQ Level 2 and 3 in Hairdressing
- dealing with enquiries and other customer service related skills
- soft skills such as communication and teamwork.

**What Qualifications/Qualities are required?**

No experience is required, but you must have the following qualities:

- a great attitude
- polite, reliable, punctual and pay attention to detail
- willing to learn and work hard
- good communication skills and the ability to listen and follow instructions
- ability to work as a part of a team.

**Closing Date:**

This position will close when a successful 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:** Business Administrator - Modern Apprenticeship (R025)

**Contract:** Permanent

**Salary:** National Minimum Wage

**Employer:**

A legal company based in Edinburgh.

**Work Environment:**

Working for a solicitor in the east of Edinburgh, you will be based in a small team supporting them with all aspects of administration.

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

Duties will include:

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

**What will I Learn?**

You will undertake an SVQ Level 3 Business 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:** 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.



***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:** RBS Apprenticeships

**Contract:** Permanent

**Salary:** £266.70 per week

**Employer:**

RBS is a bank with a history of looking ahead. Since we were established by Royal Charter in 1727, we have granted the world's first overdraft, launched the first mobile bank and developed the first fully functional smart phone banking app. We're passionate about making a difference – to our customers, our people and the communities we work in. How we treat people is a fundamental part of how we do business. Fairness and honesty are at the heart of how we work and our culture is a positive, professional and friendly one. We believe in creating an open and supportive environment where everyone is given the opportunity to do what they do best. No matter where you work in RBS, you'll be actively encouraged to share your views and opinions.

**Work Environment:**

As an RBS Apprentice you'll enjoy a whole host of benefits, and you'll earn a competitive salary as you learn through on-the-job training. You'll also have plenty of support from your buddy as you study towards a professional qualification through a structured online learning and development programme. Formal networking opportunities will allow you to meet colleagues from across the business and you'll be given everything you need to realise your potential and succeed in your role. It's a fantastic alternative to full-time education, and a unique opportunity to become part of a diverse, challenging and exciting organisation.

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

We have big ambitions for our apprentices. It's your new ideas, fresh thinking and customer focus – along with the technical expertise you'll gain – that will build our bank in the months and years ahead. Throughout the apprenticeship and beyond, we'll help you reach your potential in an environment that will stretch you from day one. We currently have Level 3 and 4 apprenticeship opportunities across a number of business areas.

**What will I Learn?**

Combining valuable practical experience and vital learning, the RBS Apprenticeship provides you with everything you need to develop a rewarding career and shape your future. Expect to be challenged as you expand your skills with a hands-on education, gaining invaluable insight and on-the-job training.

**What Qualifications / Qualities are required?**

To be eligible for an RBS Apprenticeship, you must be over 16 and no longer in full-time education. You should have Standard Grade Level 3 or National 4 Maths and English. You'll need to be bright and ready to kick-start your career in an international financial institution. You'll bring a fresh perspective, questioning nature and the boundless potential needed to shape the future of RBS. The drive to meet challenges head on, learn on the job and study for a professional qualification is also a must-have. Of course, we'll expect you to show real enthusiasm and seize every opportunity that comes your way.

**Closing Date:**

Closing date extended but may close at short notice.



*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.