



## Edinburgh Guarantee Schools Bulletin

### Week beginning 5 September 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.



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

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

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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:** 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.



**ASSET MANAGEMENT LTD**



***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 Financial Services Administrator - Modern Apprenticeship

**Contract:** After initial interview, candidates will undergo training and secure a position as a Modern Apprentice in Financial Services

**Salary:** £16,000 per annum in year one

**Employer:**

At Balmoral Asset Management Ltd, we provide an unrivalled, comprehensive, wealth management service to our private clients. We pride ourselves in selecting the best possible employees and investing heavily in their training and development. Balmoral is renowned for its expert and detailed knowledge in tax planning and pensions.

**Work Environment:**

You will work as part of a small team in a friendly office environment, providing assistance in administration and daily office tasks.

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

Your daily tasks will include:

- Electronic and paper-based filing
- Typing documents
- Dealing with incoming telephone calls and emails
- Meeting and greeting clients on arrival
- Preparing meeting rooms
- Sorting incoming and outgoing mail
- Maintaining stationery stocks
- General administrative support as required
- Carrying out a variety of tasks using our Client Management System, Document Management System and External Provider Software.

**What will I Learn?**

You will learn to become an effective member of the team. You will provide an efficient and effective administrative support service to teams within the company, developing skills and experience as your apprenticeship progresses.

You will commence a 2 year structured programme working 6 months in three different teams. You will work towards an SVQ Level 3 in Business and Administration. You will have the opportunity to work towards industry specific financial services qualifications.

**What Qualifications / Qualities are required?**

This is a fantastic opportunity to develop a career in financial services and may suit someone who does not want to attend college or university and instead wants to gain skills in the workplace.

As this programme is preparing you to work with a well established Financial Services employer, you are required to have minimum of National 5 or Intermediate Grade 2 in Maths and IN ADDITION preferably two of the following subjects at Higher level – Maths, English, Business Studies, Modern Studies.

We are looking for someone who is well-presented, hardworking, a very good communicator and interested in starting a career in the financial services industry.

The interview process will involve an online application that will take approximately 30 minutes to complete. Selected candidates will then be invited to attend an initial interview and, if successful, will return to complete a short arithmetic and grammar test during the week of 12 September.

The final interview will be held on Tuesday 20 September and the candidates chosen for this wonderful opportunity will be informed shortly afterwards.

**Closing Date:**

Sunday 11 September.



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

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

**Contract:** Permanent

**Salary:** £4.61 - £5.64 per hour

**Employer:**

Yoga Alliance Professionals is a membership organisation for yoga teachers, trainee yoga teachers and yoga schools around the world. Yoga is an unregulated industry and through our experience we accredit our members' qualifications. Our members are given insurance as part of their membership, along with support and development throughout their career as a yoga teacher.

**Work Environment:**

Working in a small team, the administrators support our sales and account management team. They predominantly process new business, renewals and manage our email system. The role is office based in Canonmills, Edinburgh

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

- Issue membership and insurance certificates
- Update members accounts on our database
- Verify members qualifications
- Speak to members regarding their membership application or renewal
- Answer telephones
- Respond to member emails.

**What will I Learn?**

You will work towards an SVQ Level 2 in Business and Administration. You will also learn how to work as part of team, telephone and communication skills, time management as well as administration skills.

**What Qualifications / Qualities are required?**

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

We are also looking for someone with the following qualities:

- Excellent communication (written and verbal) and interpersonal skills
- Enthusiastic, motivated and positive person
- Ability to work accurately, paying attention to detail while working in a busy environment
- Ability to use initiative
- Reliable.

**Closing Date:**

Thursday 8 September.



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

**Job Title:** Trainee Metal Polisher and General Workshop Assistant

**Contract:** Permanent after trial period. 4 days per week 9am – 5pm to start with.

**Salary:** National Minimum Wage

**Employer:**

Berland's is a lamp and chandelier repair and restoration service established in 1987. They restore antique lighting, mainly late Victorian and Edwardian and up to the 1940s. They also repair and restore antique church brass ware and other interesting articles. The service is used by public and trade.

**Work Environment:**

Working in a small team you will mostly be based in our industrial workshop in the west of the city. The work can sometimes be a little dirty or dusty but we supply you with the protective equipment as required for the job. Please have a look at our website to see examples of what we do [www.berlands.co.uk](http://www.berlands.co.uk).

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

Every day is different, but your tasks will include:

- machine polishing brass, bronze, copper, aluminium and iron articles – from screw heads to door knobs and window hardware to chandeliers and table lamps!
- using machinery such as the lathe, milling pillar drill, shot blaster, industrial polishing machine
- assisting with cleaning and re-pinning chandelier drops and repairing crystal strands
- converting vases to lamps and repairing and wiring table lamps
- wood turning for lamp bases and ceiling plates
- preparing articles for restoration and of course ... sweeping up!!

**What will I Learn?**

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

**What Qualifications / Qualities are required?**

- Qualifications are not important – the main qualities we are looking for is a willingness to work, enjoy learning new skills and follow instructions.
- Some experience of metalwork or practical tasks would be an advantage but not essential.
- You must have good communication skills, be eligible to work in the UK and have a National Insurance number.
- We are looking for someone who knows how to pay attention to the smallest details and will keep trying to make the very best of a task.
- If you enjoy practical tasks such as wood or metal work then this may be the job for you.

Please write full answers to the questions in the application form. We would like you to tell us why you want this job and why you think you will do well.

**Closing Date:**

The job will close when a suitable candidate has been found. A one day paid work trial will be offered if you are successful at the first stage of the interview process. Previous applicants need not apply.



# MIKE STOANE LIGHTING



***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 Warehouse Assistant

**Contract:** Six months initially with opportunity of full time employment if successful

**Salary:** £5.50 per hour

## **Employer:**

Mike Stoane Lighting design and manufacture architectural light fittings which are used on projects all over the world. Take a look at our [website](#) to see the kind of things we make and the projects we get involved in. Working for us is varied and interesting; we have a young enthusiastic team and there is plenty of opportunity to learn new skills. In October 2014 we became an employee-owned company and everyone who works for us has a say in the future of the company.

## **Work Environment:**

You will be based at our Loanhead office and factory on the Bilston Glen Industrial Estate near Ikea. As well as being the home to our office team, all our designers and makers are also based here, so it is a very creative place to work. It is easy to get to from central Edinburgh using bus services 37 and 47.

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

Every project at MSL is different and, as a lot of our work is bespoke or special, there is plenty of variety. Your day to day duties will include:

- accepting goods in from sub-contractors and other delivery companies
- checking of high end metal components to various standards against technical drawings
- delivering components to the desired department within the company
- basic computer/administrative skills to log signed in components and deliveries
- locating and picking stock components using an internal database and warehouse
- helping Production to assemble light fittings
- following instruction manuals, using fixings and hand tools
- learning different procedures to manufacture a wide range of standard and custom built luminaires.

## **What will I Learn?**

The opportunities to learn on the job are endless at MSL. Our Warehouse Operatives will teach the various methods and techniques to pick and allocate stock for our large range of standard and special luminaires.

Our skilled Production Engineers will teach you hands-on engineering and assembly skills. You'll also learn about cutting edge new LED lighting equipment and handling procedures, as we are working at the forefront of new technology in our industry.

Learning is very much part of our ethos and even our established staff are always improving their skill-base. We have a "skills matrix" which will track your progress and recognise the new skills your have learned.

## **What Qualifications / Qualities are required?**

- A basic knowledge of computers/Windows systems
- Attention to detail
- Practical hands on skills (i.e. do you make or fix things yourself as a hobby?)

- A desire to learn new skills.
- Flexible “can do” attitude
- Reliable and trustworthy.

**Closing Date:**

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



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

**Job Title:** Trainee 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 18 September.



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

**Job Title:** 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:** Trainee IT Analyst

**Contract:** Fixed term for 12 months

**Salary:** Competitive

**Employer:**

Aberdeen Asset Management is a global investment management group with 30 years' experience managing assets for both institutional and retail clients around the world. The role is part of AAM's Investment 2020 programme which is designed to offer training and learning opportunities to recent school and college leavers who are looking for their first role within the industry. It is hoped that most participants in the scheme will move into permanent roles with Aberdeen or other firms within the industry, acting as a spring board for your career. To find out more about the scheme please visit [www.investment2020.co.uk](http://www.investment2020.co.uk).

**Work Environment:**

You will be based in the Business Systems team in our Morrison Street office.

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

Reporting to the Head of Operational Support Services, the role is designed to provide general support to all teams within the change/project/support lifecycle within Aberdeen Asset Management. The analyst will work with the team in supporting the rest of the Technology teams with a variety of tasks.

**Key Duties and Responsibilities:**

- General support to projects and teams across Business Systems, including financial controls, MI, budgeting, resourcing and administration. Our analysts are also involved in automation of manual processes
- Management information gathering and reporting
- Resource management
- Invoice processing
- User access recertification
- Test script execution
- Resolution of support calls.

**What will I Learn?**

Through our Investment 2020 programme we provide you with a structured 12 month training contract within our Edinburgh based Business Systems team. You will have the opportunity to learn and develop through on the job training, projects and by attending presentations by members of each department and/or by developing presentations themselves.

**What Qualifications / Qualities are required?**

The successful candidate must have an interest in IT and problem solving.

You should also have:

- excellent written and verbal communication skills
- excellent organisational, time management and multi-tasking skills with strong attention to detail
- energy, drive and enthusiasm in your approach to work
- a flexible and team focused working style

- good communication skills both verbal and written
- experience in Excel and possibly Visual Basic skill.

**Closing Date:**

Friday 9 September.





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

**Job Title:** Trainee Fund Accountant

**Contract:** Fixed term for 12 months

**Salary:** Competitive

**Employer:**

Aberdeen Asset Management is a global investment management group with 30 years' experience managing assets for both institutional and retail clients around the world. The role is part of AAM's Investment 2020 programme which is designed to offer training and learning opportunities to recent school and college leavers who are looking for their first role within the industry. It is hoped that most participants in the scheme will move into permanent roles with Aberdeen or other firms within the industry, acting as a spring board for your career. To find out more about the scheme please visit [www.investment2020.co.uk](http://www.investment2020.co.uk).

**Work Environment:**

You will be based in the Client Reporting team in our Morrison Street office.

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

This role will report to the Team Leader, Client Reporting who reports to the Manager of Pricing and Reporting within Client Reporting in EMEA to ensure delivery of consistently accurate and timely daily prices for the range of funds by State Street and BNP and deliver projects and change in accordance with strategic objectives.

**Key Duties and Responsibilities:**

- Undertake monitoring of processes and controls at State Street, as requested by the Senior Investment Accounting Manager, to ensure the delivery of consistently accurate and timely daily prices by State Street making sure issues are escalated in a timely manner and appropriate and timely remedial actions are taken, including changes to the level of monitoring.
- Undertake validation checks on daily prices from State Street, as requested by the Senior Investment Accounting Manager, to ensure the accuracy of prices delivered to the end customer, Client Services, and that any out of tolerance movements are justified prior to release.
- Perform reviews of monthly fund trial balances from State Street, ensuring results are in line with expectation and any unexpected movements are identified and resolved in a timely manner and are communicated to all interested parties.
- Where required, undertake any projects or tasks as may be required from time to time by the Team Leader.
- Keep the Team Leader informed on a timely basis of issues and matters arising.
- Ensure best practice within the business, including ensuring procedure notes are in place and up to date for all processes, and initiate and deliver any change process which may be required.
- Perform tasks allocated by the Manager in relation to taxation oversight or regulatory reporting.

**What will I Learn?**

Through our Investment 2020 programme we provide you with a structured 12 month training contract within our Edinburgh based Client Reporting team. You will have the opportunity to learn and develop through on the job training, projects and by attending presentations by members of each department and/or by developing presentations themselves.

**What Qualifications / Qualities are required?**

The successful candidate must have a minimum of 2 Highers and an interest in accounting is desirable.

You should also have:

- good numeracy/analytical skills
- keen attention to detail and accuracy, with a methodical approach to work
- ability to work well within a team environment
- self-motivation and enthusiasm
- a commitment to training related to UK Financial Regulations.

**Closing Date:**

Friday 9 September.



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

**Job Title:** Light Vehicle Technician - Modern Apprenticeship

**Contract:** Permanent

**Salary:** Modern Apprenticeship National Minimum Wage

**Employer:**

Abbeyhill Garage, 13 Cadzow Place, Edinburgh, EH7 5SN.

**Work Environment:**

You will be working in a small team with qualified technicians.

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

- Training in vehicle servicing
- MOT preparation
- Removal, replacement and overhaul of major components
- Electrical faults diagnostics.

**What will I Learn?**

You will work towards an SVQ Level 3 Light Vehicle Maintenance and Repair.

**What Qualifications / Qualities are required?**

- You must have National 4 or 5 or equivalent in English, Maths and a science or technical subject.
- It is essential that you are literate, numerate, reliable and keen to learn.

**Closing Date:**

Friday 9 September.



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

**Job Title:** BT Apprentice Programme - Information Technology

**Contract:** Apprenticeships are between two and four years' duration. The length of the apprenticeship depends on the programme and the level of qualification.

**Salary:** Competitive

**Employer:**

BT is one of the world's leading communications services companies, serving the needs of customers in the UK and in more than 170 countries worldwide. Our main activities are the provision of fixed-line services, broadband, mobile and TV products and services as well as networked IT services. In the UK we are a leading communications services provider, selling products and services to consumers, small and medium sized enterprises and the public sector. We also sell wholesale products and services to communications providers in the UK and around the world. Globally, we supply managed networked IT services to multinational corporations, domestic businesses and national and local government organisations.

**What will I Learn?**

Our apprenticeships are designed so they offer a structured programme that takes the apprentices through the skills they need to do a job well. Along the way there are targets and checks to make sure each apprentice is supported and is making progress. We offer a range of apprenticeship levels dependent on your qualifications and the area of the business you chose to work in:

- Advanced - You'll work towards work-based learning Level 3 competence qualification (BTEC) learning functional skills which are supported by a knowledge based qualification such as an NVQ.
- Higher - You'll work towards work-based learning Level 4 competence qualification which is consolidated by the achievement of a foundation degree.

**What Qualifications / Qualities are required?**

- Advanced - You must hold or expect to achieve at least four National 5, Intermediate 2 or Standard Grade Credit qualifications including English and Maths.
- Higher - You must hold two Highers in addition to the above.

NOTE: Scottish Vocational Qualifications (SVQ) at level 2 or 3 may also be counted.

You should also meet the following criteria:

- 16 or over when you start your apprenticeship
- Eligible to work in the UK on a permanent basis
- Not in full-time education.

Please see the [BT website](#) for details of individual apprenticeships, entry requirements and the application process.

**Closing Date:**

This opportunity will close once all vacancies have been filled.



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

**Job Title:** 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:** Marketing and Social Media – Modern Apprenticeship

**Contract:** 30 hours per week (this may include weekends)

**Salary:** National Minimum Wage

**Employer:**

MDC FlexiClean believes in providing the best possible cleaning services in Edinburgh and Glasgow to suit our customers' needs and budgets. We strive to be unbeatable when it comes to commercial and domestic cleaning.

**Work Environment:**

You will be based at our Edinburgh office on Craighall Road.

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

Working with our successful cleaning company, you will assist with a variety of administration tasks and help to extend our social media reach.

**What will I Learn?**

We believe that our people are our greatest asset. We are looking for someone that can bring passion and commitment to our company; in return we will offer a happy and safe place to work. You will develop your team working skills, learn about our systems and procedures and develop your knowledge of the cleaning industry.

**What Qualifications / Qualities are required?**

You should have National 4 in English and Maths. We are looking for someone who is:

- A creative problem solver who is keen to develop their skills.
- A team player.
- Good at verbal and written communication.
- Familiar with Facebook and Twitter.
- Genuinely enthusiastic about creative and digital work.

**Closing Date:**

Thursday 8 September.

# HEADLINE



***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 Hairdresser - Modern Apprenticeship

**Contract:** Permanent - 39 hours per week. On successful completion of your apprenticeship, you will be offered a permanent Stylist position in the salon.

**Salary:** Modern Apprenticeship National Minimum Wage with regular reviews

**Employer:**

Headline was established in 1971 and is based in the West End of Edinburgh. We are recognised for our outstanding training ability working with Mentor MA to enable our trainees to attain SVQ Level 2. This position has arisen due to one of our current trainees successfully completing her qualification and becoming a Graduate Stylist within our salon.

**Work Environment:**

Our bright, modern salon has an established clientele. We are a friendly team who will work with you to achieve your full potential. The salon manager will be your mentor.

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

Your main duties will be:

- Meeting and greeting clients, taking their coats and providing refreshments
- Maintaining the presentation of the salon at all times
- Shampooing clients, providing specialist treatments
- Communicating with clients and members of the team
- Observing stylists and asking questions to enable you to fully understand different techniques.

**What will I Learn?**

You are expected to attain SVQ Level 2 within two years. Many of our trainees also go on to study for SVQ Level 3. Mentor MA will support you in this process with a defined training plan involving practical and written work. One afternoon each week will be dedicated to gaining practical experience which will involve you practising your skills on models. Observing and questioning your colleagues is also a key part of your development.

**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 and punctual.
- 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:**

The 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:** Digital Skills - Modern Apprenticeship (QA8274)

**Contract:** 12 – 24 months, Monday – Friday, 9am – 5.30pm

**Salary:** £150 per week

**Employer:**

This creative marketing agency, specialising in design, advertising and promotions, believe that marketing should create meaningful brand engagement and impact on consumer behaviour, whatever the medium. Years of experience allows them to deliver insightful campaigns across multiple disciplines - partnership marketing, sales promotion, experiential, direct, digital and print advertising.

**Work Environment:**

EH6 - office based.

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

As a Digital Skills Apprentice you will work alongside the existing team and there will be a wide variety of tasks involved which could include:

- Website Design and Management
- Search Engine Marketing and Content Creation
- Graphic Design
- Web Research and Updates to Sites
- Social Media Management
- General Administration (email and telephone).

**What will I Learn?**

SCQF Level 6 Diploma for Information Technology and Telecommunication Professional.

Classroom Training includes:

- Adobe Photoshop
- CF6
- Video Editing
- SEO
- Web Design
- Social Media
- Email Marketing.

**What Qualifications / Qualities are required?**

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

- Artistic with a passion for a career in digital marketing
- Good written and oral communication skills.
- Excellent team working skills.

**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 (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:** Marketing Administration - Modern Apprenticeship (QA8295)

**Contract:** 12 - 24 months

**Salary:** £10,000 per annum

**Employer:**

With 350 retail outlets across the UK, this business has been trading for over 150 years and is very community orientated. You will be working within the marketing department with well known high street brands.

**Work Environment:**

EH28 - office based. There is free parking on site, although easy to get to via public transport.

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

This is a really exciting opportunity to work within a very busy and fast paced marketing team in the head office of a large retail organisation:

- Working within the Marketing Department providing administration support across the team with the production of internal and external marketing materials
- Acting as a first point of contact for all enquiries internal and external coming into the marketing team
- Supporting the team across all project work.

**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 a first rate communicator with strong time management and interpersonal skills. 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:** 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.

**Closing Date:**

Friday 9 September.



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

**Job Title:** 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:** Junior Administration Assistant – Modern Apprenticeship (QA8054)

**Contract:** 12 - 14 months

**Salary:** £120 - £160 per week

**Employer:**

This company has a broader focus beyond home automation and entertainment to support clients in specifying and installing energy efficient systems in both residential, hotels and serviced properties.

**Work Environment:**

EH12 - office based.

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

We are not your standard company and this is not your standard administration job. If just answering phones and shuffling paper is what you are looking for, this isn't going to be the position for you! The position's scope of works will have three areas of focus:

1. Working within Procurement – Making sure that our engineers have what they need, before they need it!
  - Build and maintain relationships with our key suppliers
  - Order and maintain standard inventory
  - Order speciality component, often with long lead times requiring an ongoing effort to monitor their on-time arrival.
  - Work with our finance team to make sure our online systems accurately reflect what is in stock and what is in the field.
2. Scheduling – Confirming dates and times for engineers to be on site and in our clients' homes:
  - Build and maintain relationships with our clients' site representatives to check build programmes, and relate this to our teams
  - Ensure work isn't scheduled before the required component arrives in stock (see above)
  - Help customers understand what they need to do so their installation can go ahead.
3. Sales Support – Helping our sales team stay focused on their clients:
  - Build and maintain relationships with key members of our clients' sales staff
  - Support our Sales Manager in delivering marketing campaigns
  - Assist Sales with pre-and post-meeting action points.

**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.

We are always looking for enthusiastic individuals who want to work as part of a team responsible for supplying and installing cutting edge home automation, entertainment systems, networking and environmental control equipment into high end residential and commercial properties. We are looking for someone who is organised and disciplined with an eye for detail. This role will involve a lot of communication with suppliers, clients, other trades and internal people, both over the phone and via email.

**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 (QA8221)

**Contract:** 12 – 14 months, Monday – Friday, 8.30 am – 5.30 pm

**Salary:** £14,000 - £16,000 dependent on experience

**Employer:**

This engineering solutions organisation is rapidly growing and in need of an office junior for their Edinburgh office.

**Work Environment:**

EH5 - office based.

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

- Plan and prioritise administrative support to Project Manager
- Answering and filtering incoming calls
- Ordering stationery and equipment
- General administration and filing tasks
- Dealing with all post.

**What will I Learn?**

The possibility of working towards milestones to increase salary and once completed the opportunity to progress in your career with a growing organisation.

- 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.

They are looking for someone who is enthusiastic and confident to be able to support the team.

- Well-developed communication skills
- Computer literacy
- Good telephone manner
- Attention to detail.

**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:** Digital Skills Apprentice – Modern Apprenticeship (QA8037)

**Contract:** 12 - 24 months

**Salary:** £10,000 per annum

**Employer:**

A world renowned start up, which delivers high quality fancy dress. This is a fantastic opportunity for development within an exciting and growing small business in Edinburgh.

**Work Environment:**

You will be based in an office and your working hours will be Monday to Friday, 9 am–5.30 pm.

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

This is an opportunity for a new junior member of staff to learn skills and develop in the company's web/social media/Graphic Design. We have a really fun product at the centre of what we do and what we need help in is the further development of Social Media and Web Content.

Your role will include:

- Supporting basic merchandising of the website - uploading products, adding pictures, fixing errors etc.
- Doing some social outreach for the business i.e. finding interesting costume makers, prankers, make-up artists etc to partner with to create content for email and online adverts and communications.
- Putting content onto our social media channels.
- Doing some Graphic Design for costumes, packaging and online advertising.

**What will I Learn?**

SCQF Level 6 – Diploma for Information Technology and Telecommunication Professional.

Classroom Training includes:

- Adobe Photoshop
- CF6
- Video Editing
- SEO
- Web Design
- Social Media
- Email Marketing.

**What Qualifications / Qualities are required?**

You must have or expect to gain 5 National 4s or 5s or equivalent including Maths and English.

We are looking for someone with a real thirst to learn and develop. We hope you have:

- strong core skills, good communication and good numeracy and literacy
- excellent attention to detail
- a real strong interest in Digital Skills and CAD, coding etc
- attitude and drive to learn and progress.

**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:** 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.***

**Job Title:** Retail, Hospitality, Beauty, Care and more

**Contract:** All types of contracts available

**Salary:** National Minimum Wage or above

**Employer:** Various Employers and Locations

At the Fort Kinnaird Recruitment and Skills Centre, we understand the challenges of looking for work and strive to support jobseekers in whatever way we can. Our services include:

- Signposting current vacancies throughout Edinburgh
- Support creating and updating CVs
- Support completing application forms
- Access to employment and information events
- Use of computers for job searching
- Pre-recruitment training opportunities
- Information on access to employability training and support.

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

#### **Work environment:**

The work environment is dependent on which opportunity you apply for, eg, shop, restaurant, salon etc.

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

Varied and fast paced with opportunities for personal and career development. Most of the jobs require a high level of customer interaction and you will work shifts rather than standard hours.

#### **What will I Learn?**

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

#### **What Qualifications / Qualities are required?**

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

#### **Closing Date:**

We recruit all year round.



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

**Job Title:** Assistant Nursery Practitioner - Modern Apprenticeship

**Contract:** Full time

**Salary:** National apprenticeship wage or above

**Employer:** Various employers in Edinburgh

**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.

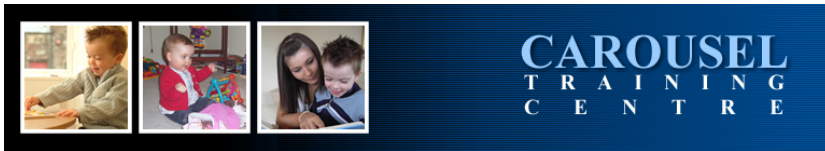
**What Qualifications / Qualities are required?**

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:** Various employers/ opportunities/ locations

**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 your SVQ Level 3 in Social Services (Children and Young People). 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. You must have or expect to achieve 3 National 4 or 5 or equivalent including English.

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

No experience is required.

**Closing Date:**

We recruit all year round.