



Edinburgh Guarantee Schools Bulletin

Week beginning 15 August 2016

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

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

Would you like to:

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

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

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

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



us for information about jobs and events.



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Government Organisation

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ABOUT >

- We will provide regular posts notifying you of jobs, Modern Apprenticeships and training opportunities available through the Edinburgh Guarantee.
- <http://www.edinburghguarantee.org/young-people/>

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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: Print Finisher – Post-press Modern Apprenticeship

Contract: After a successful trial/ probationary period of 3 months, you will begin a 2-3 year apprenticeship leading on to a permanent position.

Full Time - 36 hours per week, 8:00am – 4:00pm, Monday – Thursday and 8:00am – 2:30pm on Friday.

Salary: £122.04 per week (plus the opportunity to work overtime.)

Employer:

Allander Print Limited is Edinburgh's largest printing company and has done work for well-known businesses like Aegon. Allander operate using the most advanced equipment offering a fast turnaround service 24 hours per day.

Work Environment:

Based at Telferton Industrial Estate in Edinburgh, you will work as part of a diverse team in the bindery department.

What might a day in this job look like?

A print finisher will turn printed paper into finished products such as books, booklets and catalogues. They may also produce larger scale items such as banners or more specialist items such as window stickers. Allander produces a wide range of high quality print products like these.

If you are a creative person looking for the chance to learn new skills in the printing industry area then apply today!

Your tasks would include:

- Assessing and carrying out various tasks on guillotines and folding and binding machines.
- Providing ad-hoc assistance and support to clients and colleagues to achieve the goals of the company.
- Undertaking in-house training so that you can progress to more specific tasks – so stick in there!

What will I Learn?

- You will learn more about the printing industry and have the opportunity to gain a qualification in printing.
- An opportunity to complete an accredited SVQ Level 3 programme supported by Graphic Enterprise Scotland.
- Training in operating Polar Programmable Guillotines, Stahl Folders and other ancillary and binding equipment – we'll explain what these are when you start!
- Personal development and growth within the company.
- Enhance your soft skill, e.g. communication, teamwork and problem solving.

What Qualifications / Qualities are required?

We are looking for someone who is interested in the printing industry and who is keen to learn new skills.

Ideally we are looking for these qualities in our new apprentice and we hope it's you: -

- A minimum 4 subjects at National 4 or equivalent including Maths and English is required.
- Excellent organisational and communication skills (written and oral).
- Punctual and reliable – we want someone who will turn up on time and work hard.
- The ability to listen and follow instructions.
- Attention to detail.
- Positive attitude, conscientious and ability to prioritise workload to achieve company goals.

- Enthusiastic, an enquiring mind and use your initiative.
- Get on with people.

Closing Date:

Friday 26 August.

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

Job Title: Audit Assistant

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

Salary: £15,500 per annum

Employer:

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

Work Environment:

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

What might a day in this job look like?

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

What will I Learn?

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

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

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

What Qualifications / Qualities are required?

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

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

Closing Date:

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

How to Apply:

Please fill out the application form which can be downloaded from the website and then either upload through the site or email to isla.baker@scott-moncrieff.com



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: Work Placement - Employability Fund

Contract: Six week work placement. Successful applicants will secure a job and can progress to a Modern Apprenticeship in Business Administration

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

Employer:

Direct Partners is a training provider based in Edinburgh city centre.

Work Environment:

You will work as part of a small team in a friendly office environment. You will provide our team with 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.

What will I Learn?

You will learn to work as a part of a team in a small office. You will become more experienced in working with Microsoft Word and Excel, dealing with invoices and expenses and carrying out day to day administrative duties in an office environment. This programme is tailored to prepare you for work with a well established financial services employer.

What Qualifications / Qualities are required?

As you will be preparing to work in financial services, you must have minimum of National 5 or Intermediate 2 Maths AND two of the following subjects at Higher - 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 industry.

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: 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 that you saw the advert on the Edinburgh Guarantee website in your application.



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 that you saw the advert on the Edinburgh Guarantee website in your application.



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 that you saw the advert on the Edinburgh Guarantee website in your application.



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:

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



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

Job Title: 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: Business Administrator - Modern Apprenticeship (R028)

Contract: Fixed Term - 12 months

Salary: £10,000 per annum

Employer:

Solicitor in Edinburgh city centre.

Work Environment:

You will be working for a solicitor with an excellent history of employing young people and developing them in Modern Apprenticeship roles. 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 and Administration. To ensure your IT skills are up-to-date, you will also have the opportunity to complete courses in Microsoft IT Academy.

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

What Qualifications / Qualities are required?

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

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

Closing Date:

This position will be 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: 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:

Wednesday 31 August.

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: Creative 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?

- 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:

Sunday 21 August.



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: Group IT Advanced Apprenticeship – 5 posts

Contract: Permanent

Salary: £19,089 - £21,210 per annum

Employer:

Lloyds Banking Group is committed to building a workforce that reflects the diversity of the customers and communities we serve, to create an inclusive workplace where all our colleagues can be themselves and succeed on merit. We are committed to the principles of agile working and are proud of the industry recognition we have received. Achieving Lloyds Banking Group's vision of being the best bank for customers, and meeting the Group's risk appetite, is dependent on every colleague demonstrating our core value of "putting customers first". So if you consider yourself a good match for this role, we would welcome your application.

Work Environment:

You will be based in our Edinburgh office, working as part of a team and closely supervised to ensure you work within clearly established guidelines.

What might a day in this job look like?

- IT at Lloyds Banking Group is much more than a support function. Every hour of every day, our dedicated specialists connect customers and colleagues, and power our business to become the best bank for customers.
- The team is responsible for ensuring that the Bank's IT systems run on a 24x7 basis, our technology infrastructure supports systems across the entire Group and needs to be available whenever our customers need us.
- IT provide the UK's largest Branch network and support over 12 million internet bank users, plus over 7 million mobile banking users. In order to deliver this, we need to continue developing the talent and capability of our IT colleagues. That's where you come in!

What will I Learn?

- As well as a wealth of experience, depending on the technical area you're aligned to, you'll gain a Level 3 Qualification in IT.
- Gaining this mix of qualifications and skills will ultimately give you more choice and open up more options for you to pursue in the future.
- That could mean taking on more responsibility in your current role, undertaking further development or looking for new opportunities across the Group.

What Qualifications / Qualities are required?

It is important that you've got the passion for IT and that you meet the following requirements:

- minimum 5 National 5s or equivalent including Maths and a science/ IT/engineering subject
- basic knowledge of Information and Communication Technologies (ICT)
- ability to offer excellent customer service
- any additional technical expertise would be an advantage, but it is not a requirement
- driven, committed and willing to learn
- self-motivated, punctual and be able to work as part of a team.

Closing Date:

Friday 26 August.



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, 9am – 5pm Monday – Friday with an hour for lunch

Salary: £15,000 per annum

Employer:

A solicitor in central Edinburgh.

Work Environment:

You will be based in a small team supporting them with all aspects of administration. You will receive 31 days holiday per annum rising by one day per year of service up to a maximum of nine days.

What might a day in this job look like?

Duties will include:

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

What will I Learn?

You will undertake an SVQ Level 3 Business and Administration. The job will also entail being trained up on court running.

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: Trainee Client Advisor - Marsh Apprenticeship Scheme

Contract: Full time

Salary: Marsh offers competitive salaries and comprehensive benefits and programmes including health and welfare, tuition assistance, pension, employee assistance programme, career mobility, employee network groups, volunteer opportunities, and other programmes.

Employer:

As a global leader in insurance broking and risk management, Marsh helps our clients succeed by defining, designing, and delivering innovative, industry-specific solutions that help them effectively manage risk. We have 27,000 employees worldwide, operations in more than 130 countries, and annual revenue of approximately \$5.4 billion, along with comprehensive global expertise that spans 26 industry practices and more than 30 risk and specialty practices. We are looking for talented professionals to join our team.

Work Environment:

You will be working in an office environment based in Edinburgh. With a strong focus on delivering outstanding customer service, you will work with a range of clients from independent traders to national, blue-chip corporations, to meet their insurance requirements and risk management solutions.

What might a day in this job look like?

Partnering with and supporting colleagues (including Client Managers and Executives), you will provide assistance with insurance queries and renewals, document issues and case planning.

Your responsibilities will be:

Renewal Process:

- Request and analyse underwriting information.
- Prepare and submit market presentations and slips (as required) under direction from the Client Executive and/or Team Leader.
- Collate renewal terms from Insurers and summarise for the Client Executive.
- Identify trends in market and competitor data and submit to Client Executive and/or Team Leader.
- Manage premium billing, collection, settlement in accordance with company targets.
- Produce and/or request Insurer documentation as per legislative and regulatory requirements.
- Prepare renewal invitations and letters as requested.
- Issue Summaries of Insurance from placement information under direction.

Non-Renewal Services:

- Act as first point of contact within service team for day to day client insurance queries.
- Amend changes to risk during the life of the policy if necessary.
- Attend Insurer meetings as requested.

What will I Learn?

- Our Apprenticeship Scheme will give you the opportunity to work with a wide variety of clients, across multiple locations in the UK.
- This programme will provide you with a solid foundation in the insurance industry and the chance to study for professional qualifications.

What Qualifications / Qualities are required?

- Higher Maths (essential), Higher English (essential) and Higher ICT (desirable) with a minimum of 240 UCAS points.
- Strong communication, interpersonal and negotiation skills.
- Excellent attention to detail.
- Ambitious and hard working.
- Team player.
- Willingness to complete industry qualification (CII).

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: 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:

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: Nursery Assistant - Modern Apprenticeship

Contract: Permanent – 40 hours per week

Salary: £5.50 per hour

Employer: Childsplay Children's Nursery Limited

Work Environment:

We are a small, but very busy, private nursery based in Morningside. We offer care and education for 59 children from 0 to 5 years old. We have a very experienced and highly skilled workforce. We are now looking to offer an excellent opportunity to a young person who loves children and would like an opportunity to develop a career in this area.

What might a day in this job look like?

You will work with your room team to ensure that the children are provided with a safe, healthy, challenging, active and happy learning environment. Main duties will include:

- Self care routines
- Nappy changing
- Toilet training
- Teeth brushing
- Hand washing
- Helping to serve meals and keeping the rooms clean and tidy.

You will help to deliver fun and exciting learning activities and ensure that each child's developmental needs are met.

What will I Learn?

SVQ Level 2 in Childcare and Education to become a qualified Nursery Assistant progressing on to an SVQ Level 3 in Childcare and Education to become a qualified Nursery Nurse.

What Qualifications / Qualities are required?

Candidates should have at least a National 4 in English and Maths.

We are looking for someone who is positive, reliable and caring with a natural love of children.

Closing Date:

Friday 19 August.



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: Business Administrator - Modern Apprenticeship

Contract: Permanent

Salary: £10,000 - £14,000 per annum

Employer: Professional Carers

Work Environment:

A family owned business that was founded in 1998 with the aim of providing domiciliary home care services. Within this time the company have grown into a widely successful organisation registered by The Care Quality Commission (CQC) and Care Inspectorate, providing care in people's own homes. Due to the success of the company they are looking to take on a Business Administration Apprentice.

What might a day in this job look like?

Provide clerical and business administrative support to the team so that the work of the office is supported efficiently and effectively which will include:

- Photocopying
- Filing
- Minute taking
- Reception duties – taking calls from clients, answering enquires and directing calls appropriately
- Maintain office supplies (stationery, computer consumables etc.) and assist with ordering when necessary.

What will I Learn?

SVQ Level 2/3 in Business and Administration.

What Qualifications / Qualities are required?

Ideally you will be educated to minimum level of National 5 or equivalent in Maths and English. You will have excellent communication skills as well as being confident and outgoing. You will be a proficient user of MOS with attention to detail being of utmost importance to you.

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 Administrator Assistant - Modern Apprenticeship

Contract: Permanent

Salary: £5+ per hour

Employer:

Dermal Clinic Medical Spa.

Work Environment:

You will be working in a busy environment supporting the administration side of the business.

What might a day in this job look like?

Your main duties will include:

- dealing with telephone and email enquiries
- creating and maintaining filing systems
- keeping diaries and arranging appointments
- using a variety of software packages, such as Microsoft Word, Outlook, PowerPoint, Excel, etc., to produce correspondence and documents and to maintain presentations, records, spreadsheets and databases
- devising and maintaining office systems
- using content management systems to maintain and update websites and internal databases
- sorting and distributing incoming post and organising and sending outgoing post
- organising and storing paperwork, documents and computer-based information
- photocopying and printing various documents, sometimes on behalf of other colleagues
- manipulating statistical data
- general housekeeping duties.

What will I Learn?

SVQ Level 2 / 3 in 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.

JUNIPER

◇ SALON ◇



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: Hairdresser - Modern Apprenticeship

Contract: Permanent after trial

Salary: Modern Apprenticeship National Minimum Wage which will be reviewed regularly and increases will be based on performance.

Employer:

LS Hair based in Oxbgangs is a bright and friendly salon offering a wide range of services.

Work Environment:

You will work within a small and friendly team in a busy salon who will support and encourage you to learn all about hairdressing. Our salon offers a wide range of services, so you can rest assured that you will get to experience and learn more than just the basics during your training with us.

What might a day in this job look like?

- Working on reception and greeting customers
- Watching and learning from hair stylists in the salon
- Shampooing hair and rinsing colour
- Making teas and coffees
- Keeping the salon spotlessly clean
- Following health and safety procedures.

What will I Learn?

- You will work towards SVQ Level 2 and 3 in Hairdressing
- We will provide some specialist product training
- You will also learn about teamwork, customer service, communication and problem solving.

What Qualifications / Qualities are required?

- Qualifications aren't important but you must be polite, friendly and willing to work hard.
- Enthusiasm, the ability to get on well with others, a real interest in hairdressing and fashion and the determination to succeed are the most important qualities we are looking for.
- A general standard of English and Maths are essential as you must be able to read instructions and work out timings and measurements.
- You must be aged between 16 and 19 to be eligible for the funding towards your training.

Closing Date:

Sunday 28 August.



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: Business Administrator - Modern Apprenticeship

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

Salary: National Minimum Wage

Employer:

Solicitor in central Edinburgh.

Work Environment:

You will be based in a small team supporting them with all aspects of administration. You will receive generous public holidays and 20 days holiday per annum rising by one day per year of service up to a maximum of 25 days.

What might a day in this job look like?

Duties will include:

- spending time on reception
- 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: 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: IT Support - Modern Apprenticeship

Contract: Permanent

Salary: National Apprenticeship Wage for first 3 months. Will be reviewed and increased after successful completion of probationary period.

Employer:

Texaport is a growing business who specialise in the A-Z of IT system set-up.

Work Environment:

JobTrain Scotland are recruiting on behalf of an IT consultancy and support firm based in Edinburgh City Centre. Our client is looking to expand their current team with the addition an IT Support Apprentice.

What might a day in this job look like?

As an Apprentice you will initially be based in the 1st Line Support Team where you will carry out the following tasks:

- Answering incoming calls with regards to IT difficulties from customers
- Logging tickets on helpdesk systems – taking details of caller and description of the problem
- Remote support – assist customers to fix their problems by issuing a step by step guide over the phone
- Basic diagnostics and troubleshooting
- Any other ad-hoc duties.

Once you have shown an aptitude for the role, you will work towards doing 3rd Line Support.

What will I Learn?

As well as entering full-time employment this opportunity allows you to earn as you learn! Fully funded for those aged 16-24, the successful candidate will undertake a work-based SVQ in IT and Telecoms and will have access to additional Microsoft training which will lead to vendor qualifications. The Apprenticeship Programme will be delivered by YouTrain, our sister company, who are an award winning Training Provider specialising in quality.

What Qualifications / Qualities are required?

We are looking for candidates who are passionate about IT whether this is demonstrated through your education or what you do in your spare time. Applicants must be educated to a minimum of National 5 (or equivalent) in Maths, English and a Computing related course. Other skills and qualities required to meet the criteria for this role include:

- Excellent communication and interpersonal skills
- Confident and enthusiastic
- Motivated and willing to learn
- Able to work as part of a team and individually
- Logical and analytical thinker
- Good problem solving skills
- Must have geographical knowledge of Edinburgh City
- Full UK driving licence is essential.

If you would like to find out any further information then please call 01786 478 478 and ask to speak to a member of the Resourcing Team.

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: 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: Business Administrator Assistant - Modern Apprenticeship

Contract: Permanent

Salary: £6,000 - £12,000 per annum

Employer:

Scotclans.

Work Environment:

You will be working in a small team, 9-5pm, Monday to Friday.

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 and to receive, check and sign for delivery of goods
- Efficient use of PC skills and use of Microsoft Office package to include word processing, spreadsheets, publications and PowerPoint presentations
- Email system will be used for sending and retrieving messages and appointments as well as maintaining diary systems
- Accurately record information and data into bespoke databases and use document management system to input, access and retrieve information.

What will I Learn?

SVQ Level 2 / 3 Business 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: 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: BT Apprentice Programme – Engineering/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: 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.