Edinburgh Guarantee Schools Bulletin
Week beginning 31 October 2016

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

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

Would you like to:

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

For answers to these questions, please visit our website www.edinburghguarantee.org 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 Facebook page so now we can talk to you even more. Like us for information about jobs and events.
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:** Modern Apprenticeships – Various Opportunities  
**Contract:** 12 month fixed term  
**Salary:** £17,242 per annum  

**Employer:**  
The Scottish Government is responsible for most of the issues of day-to-day concern to the people of Scotland, including health, education, justice, rural affairs, housing, transport and the environment.

**Opportunities available:**
- Administrative Officer – Office of the Advocate General  
- Administration Assistant – Scotland Office.

Full job specifications are available when you click "Apply Now".

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

The role of Modern Apprentice posts is to offer business administrative support and secretarial support under the supervision of and in support of a more senior officer. Duties usually call for the exercise of discretion and initiative whilst carrying out routine tasks and will often involve the use of IT based skills.

**What will I Learn?**

SVQ Level 2 in Business and Administration.

**What Qualifications / Qualities are required?**

No qualifications are required, however a National 4 and 5 in English and Maths or equivalent is desirable. We wish to attract high quality candidates who have the:

- potential to perform at this level  
- ability and commitment to achieve all the outcomes of the apprenticeship including passing SVQ Level 2 in Business and Administration  
- good written and communication skills including experience of using Microsoft Office  
- the ability to work well as part of a team  
- good organisational and time management skills  
- accuracy and attention to detail  
- good customer service skills  
- respect for confidential information.

**Closing date:**

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

Job Title: Finance Assistant - Modern Apprenticeship

Contract: Permanent

Salary: £4.00 per hour

Employer:
AAAL One Ltd - The Vittoria Group (Italian Restaurant and Pizza Delivery Group)

Work Environment:
You will be working as part of a close knit team of 3 staff within a small office environment just off Leith Walk.

What might a day in this job look like?
- Processing supplier invoices
- Reconciling supplier statements
- Entering bank statements
- Filing and scanning financial documents
- Assisting with stock take compilation
- Supporting other senior colleagues within the Finance Team.

What will I Learn?
- Teamwork, communication, problem solving,
- Financial processing, MS Office and Sage Line 50 skills.
- You will work towards an SVQ Level 2/3 within either a Business and Administration or Accounting field. You may then have the opportunity to progress onto other relevant qualifications.

What Qualifications / Qualities are required?
- You should have a minimum of National 5 in English and Maths.
- We are looking for a keen reliable individual who is able to fit into a small team, is able to demonstrate both positive and adaptable attributes and is eager to progress in this dynamic and face paced environment.

Closing Date:
Sunday 27 November.
The Edinburgh Guarantee exists to make sure that every school leaver in Edinburgh will leave school with the choice of a job, Further Education or training opportunity.

**Job Title:** Trainee Lab Technician  
**Contract:** Permanent, Part Time (with potential for Full Time)  
**Salary:** National Minimum Wage  

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

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

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

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

**What Qualifications / Qualities are required?**
We are looking for someone who:
- pays close attention to detail
- is good with people and able to work effectively as part of a team
- is well organised
- presents a professional image to customers at all time
- will take a hands-on approach and work hard to learn new skills.

**Closing Date:**
Tuesday 15 November.
The Edinburgh Guarantee exists to make sure that every school leaver in Edinburgh will leave school with the choice of a job, Further Education or training opportunity.

Job Title: Business Administrator - Modern Apprenticeship (R033)
Contract: Permanent
Salary: National Minimum Wage
Employer:
An established chartered accountant in Edinburgh.

Work Environment:
Based in the firm’s city centre office, you will be working in a small team supporting them with all aspects of administration.

What might a day in this job look like?
Your duties will include:

• meeting and greeting clients
• answering incoming calls and speaking with clients
• helping with enquiries
• making appointments
• updating the company system
• handling incoming and outgoing mail
• creating business documents
• updating spreadsheets for client accounts.

What will I Learn?
You will undertake an SVQ Level 3 in Business and Administration.

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

We are looking for someone who is positive and enthusiastic, 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:** Digital Media and Marketing Assistant – Modern Apprenticeship

**Contract:** One year fixed term

**Salary:** £5 per hour – 16 hours per week – pay review at 6 months

**Employer:**

The Academy of Music and Sound offers specialist music education and training to aspiring musicians, producers and music professionals.

**Work Environment:**

This is an exciting role to work within a well established music training and industry network. For an individual aged 16-19 who is keen to work in a music or creative industries environment, this is an excellent opportunity to gain experience and build professional networks.

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

Your duties will include:

- supporting the Academy of Music and Sound’s marketing team in developing and maintaining their social media and web presence(s).
- supporting the promotion of the Academy of Music and Sound’s projects and training.
- creating photo, video, audio and blog content to support a regular stream of social media and website updates.
- research into new social media trends and how best to use them to the advantage of the company.
- interacting with the students, musical artists, industry practitioners and other stakeholders in a professional and customer focused manner in order to raise the local and national profile of the Academy of Music and Sound.
- providing support to the Marketing team as required.

**What will I Learn?**

You will attend the Academy of Music and Sound and complete a Modern Apprenticeship in Creative Digital Media (SCQF level 7).

**What Qualifications / Qualities are required?**

- You should be aged 16 – 19 and eligible for a Modern Apprenticeship
- The vacancy is supported by the Scottish Employer Recruitment Incentive and therefore applications are actively encouraged from those currently involved with the Open Doors Consortium, Enable, Edinburgh Guarantee or any locally based youth employability programme.

**Closing Date:**

3 pm on Friday 11 November.
The Edinburgh Guarantee exists to make sure that every school leaver in Edinburgh will leave school with the choice of a job, Further Education or training opportunity.

Job Title: Record Label Assistant – Modern Apprenticeship

Contract: One year fixed term

Salary: National Minimum Wage Apprentice Rate – 16 hours per week – pay review at 6 months

Employer:
The Academy of Music and Sound offers specialist music education and training to aspiring musicians, producers and music professionals.

Work Environment:
This is an exciting role to work within a well established music training and industry network. For an individual aged 16-19 who is keen to work in a music or creative industries environment, this is an excellent opportunity to gain experience and build professional networks.

What might a day in this job look like?

Your duties will include:

• supporting the Academy of Music and Sound team in producing the Academy of Music and Sound 2016/17 album.
• conducting Artist and Repertoire activities to identify develop and promote the best of the Academy of Music and Sound’s student talent.
• taking part in all aspects of communication relating to the project with all of the Academy of Music and Sound’s 7 sites around the UK.
• organising and promoting live events to help promote the album project.
• research into record distribution services to make the album available for purchase and via the Academy of Music and Sound’s student network.
• arranging local and national crowdfunding campaigns to assist in raising funds for the project.
• interacting with the artists, industry practitioners and other stakeholders in a professional and customer focused manner to develop the profile of The Academy of Music and Sounds students.
• providing support to the album project manager.

What will I Learn?
You will attend the Academy of Music and Sound and complete a Modern Apprenticeship in Music Business (SCQF level 6).

What Qualifications / Qualities are required?

• You should be aged 16 – 19 and eligible for a Modern Apprenticeship
• The vacancy is supported by the Scottish Employer Recruitment Incentive and therefore applications are actively encouraged from those currently involved with the Open Doors Consortium, Enable, Edinburgh Guarantee or any locally based youth employability programme.

Closing Date:
3 pm on Friday 11 November.
The Edinburgh Guarantee exists to make sure that every school leaver in Edinburgh will leave school with the choice of a job, Further Education or training opportunity.

Job Title: Events and Marketing Assistant – Modern Apprenticeship

Contract: One year fixed term

Salary: £5 per hour – 16 hours per week – pay review at 6 months

Employer:

Born To Be Wide stages music business seminars, the award-winning ‘Wide Days’ convention/showcase and the ‘Off The Record’ youth events. The company also organises bespoke talks and workshops for other conferences, festivals and organisations.

Work Environment:

Based in Leith, this is an exciting role to work with a growing music industry organisation. For an individual aged 16-19 who is keen to work in a music or creative industries environment, this is an excellent opportunity to gain experience and build professional networks.

What might a day in this job look like?

Your duties will include:

- supporting the Born to Be Wide team in developing and maintaining their social media and web presence(s).
- supporting the promotion of Born to Be Wide’s music industry event’s programme.
- creating photo, video and audio content to support a regular stream of social media and website content.
- Research into new social media trends and how best to use them to the advantage of the company.
- interacting with the artists, industry practitioners and other stakeholders in a professional and customer focused manner.
- providing support to the company directors as require.

What will I Learn?

You will attend the Academy of Music and Sound and complete a Modern Apprenticeship in Creative Digital Media (SCQF level 7).

What Qualifications / Qualities are required?

- You should be aged 16 – 19 and eligible for a Modern Apprenticeship
- The vacancy is supported by the Scottish Employer Recruitment Incentive and therefore applications are actively encouraged from those currently involved with the Open Doors Consortium, Enable, Edinburgh Guarantee or any locally based youth employability programme.

Closing Date:

3 pm on Friday 11 November.
The Edinburgh Guarantee exists to make sure that every school leaver in Edinburgh will leave school with the choice of a job, Further Education or training opportunity.

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

**Contract:** One year – subject to 3 month minimum probation period.

**Salary:** £5 per hour – 16 hours per week

**Employer:**

Post Electric Studios are one of Edinburgh’s newest recording studios.

**Work Environment:**

Based in Leith, this is an exciting role to work in one of Edinburgh’s newest recording studios. For an individual aged 16-19 who is keen to work in a recording studio or creative industries environment, this is an excellent opportunity.

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

Your duties will include:

- supporting the Post Electric Studio team in developing their social media and web presence(s).
- supporting the running of the studio via diary management, taking bookings and marketing the studio to recording artists locally and further afield.
- market research to build a database of local/national artists to whom the studio can market its recording services.
- creating digital media in the form of photos, videos and blogs.
- interacting with the artists who use the studio and promoting their and the studio’s activities through Post Electric’s Social Media/Web channels.
- providing support to the studio managers as required.

**What will I Learn?**

You will attend the Academy of Music and Sound and complete a Modern Apprenticeship in Creative Digital Media (SCQF level 7).

**What Qualifications / Qualities are required?**

- You should be aged 16 – 19 and eligible for a Modern Apprenticeship
- The vacancy is supported by the Scottish Employer Recruitment Incentive and therefore applications are actively encouraged from those currently involved with the Open Doors Consortium, Enable, Edinburgh Guarantee or any locally based youth employability programme.

**Closing Date:**

3 pm on Friday 11 November.
The Edinburgh Guarantee exists to make sure that every school leaver in Edinburgh will leave school with the choice of a job, Further Education or training opportunity.

Job Title: Office of the Traffic Commissioner Caseworker - Modern Apprenticeship

Contract: Two Years Fixed Term

Salary: £20,855 per annum

Employer:

Traffic Commissioners are responsible for the licensing and regulation of those who operate heavy goods vehicles, buses and coaches, and the registration of local bus services. They are assisted in this work by deputy Traffic Commissioners, who preside over a number of public inquiries.

Work Environment:

Based in the city centre, you will be working for the Department for Transport as a part of the Driver and Vehicle Standards Agency team providing support for the Traffic Commissioner (TC).

What might a day in this job look like?

Your main responsibilities will be:

- compile and draft accurate and full submissions to the Traffic Commissioner, recommending a course of action and processing the cases as determined
- provide a quality public inquiry, driver conduct hearing, and impounding hearing services for the Traffic Commissioner
- respond to requests from stakeholders
- undertake general administration duties.

What will I Learn?

You will work towards an SVQ Level 3 in Business and Administration. During your apprenticeship, you will learn a range of skills which could include:

- managing and improving performance at work
- working and communicating within a business environment
- supporting the work of colleagues in a work environment
- solving business problems
- operational best practice, guidelines and legislation.

What Qualifications / Qualities are required?

No qualifications are required. However, you should meet the following criteria:

- excellent verbal and written communication skills
- excellent organisational and administrative skills
- ability to work under pressure, to tight deadlines, and agreed standards
- good knowledge of IT systems including Word, Excel and email with associated keyboard skills
- good analysis and problem solving skills.

Closing Date:

Wednesday 9 November.
The Edinburgh Guarantee exists to make sure that every school leaver in Edinburgh will leave school with the choice of a job, Further Education or training opportunity.

Job Title: 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 20 November.
The Edinburgh Guarantee exists to make sure that every school leaver in Edinburgh will leave school with the choice of a job, Further Education or training opportunity.

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

**Contract:** Permanent

**Salary:** £10,000 - £14,000 per annum

**Employer:**
Jarvie Plant Hire provide high quality vehicle and plant hire across Scotland.

**Work Environment:**
Jarvie Plant Hire are based in the Sighthill area of Edinburgh. They have a very busy office and are now looking to recruit a Hire Controller into their team.

**What might a day in this job look like?**
The successful candidate will manage the rental status of equipment using an internal barcode scanning system. You will be responsible for answering internal and external calls and dealing with all enquiries into the business. You will also be required to carry out front of house duties covering reception and welcoming visitors. There will be a progression plan put in place as this is a long term role where they are looking for you to develop and grow with the business.

**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:**
Monday 31 October.
The Edinburgh Guarantee exists to make sure that every school leaver in Edinburgh will leave school with the choice of a job, Further Education or training opportunity.

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

**Contract:** Permanent

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

**Employer:**
DWF Solicitors are a leading legal firm with an ambition to create a unique and alternative approach to delivering legal services.

**Work Environment:**
Based in central Edinburgh, you will work as part of a small friendly team in an office environment.

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

Your main duties will include:

- capture and completion of client, party and matter details in the relevant system
- coordinate information from Fee Earners to resolve conflict of interest scenarios
- liaison with DWF and Compliance Teams to verify changes to controlled data
- create new client database
- open cases on relevant case management systems
- assist in the provision / maintenance of management information
- file management – archiving, housekeeping of files and closure, both hard copy and using various systems
- maintain the library and information sheets
- photocopy and scan documents
- deal with incoming/ outgoing post
- maintain court diaries
- general administrative tasks including photocopying and ensuring correct changes are applied, general maintenance as and when required
- work with agreed method and case management tools
- follow all the firm’s policies and procedures
- ensure confidentiality is maintained at all times.

**What will I Learn?**
You will undertake SVQ Level 3 in Business and Administration and industry related training / qualification (i.e. MS Office / Moving & Handling / Customer Service).

**What Qualifications / Qualities are required?**

- One Higher and National 5 Maths and English
- Basic to intermediate IT and keyboard skills with knowledge of Word, Excel and database programmes
- Knowledge of relevant document and case management systems
- Excellent administration / organisational skills
- Ability to work to set deadlines and service levels
- A good team spirit with proven team working skills
- Excellent communication skills.

**Closing Date:** Friday 18 November.


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

**Job Title:** Operations Management Programme - Apprenticeship

**Contract:** 2 years

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

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

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

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

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

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

**Closing Date:**
12 noon on Friday 31 March 2017.
The Edinburgh Guarantee exists to make sure that every school leaver in Edinburgh will leave school with the choice of a job, Further Education or training opportunity.

Job Title: Fleet Advanced Vehicle Technician - Apprenticeship

Contract: 3 years

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

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

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

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

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

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

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

Closing Date:
12 noon on Friday 16 December.
The Edinburgh Guarantee exists to make sure that every school leaver in Edinburgh will leave school with the choice of a job, Further Education or training opportunity.

**Job Title:** Customer Service/Reception – Employability Fund

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

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

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

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

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

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

**What will I Learn?**

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

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

**What Qualifications / Qualities are required?**

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

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

**Closing Date:**

We will continue to accept applications until suitable candidates are found.
The Edinburgh Guarantee exists to make sure that every school leaver in Edinburgh will leave school with the choice of a job, Further Education or training opportunity.

**Job Title:** Administration & Marketing Assistant – Employability Fund

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

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

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

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

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

Duties will include:

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

**What will I Learn?**

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

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

**What Qualifications / Qualities are required?**

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

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

**Closing Date:**

We will continue to accept applications until a suitable candidate is found.
**The Edinburgh Guarantee exists to make sure that every school leaver in Edinburgh will leave school with the choice of a job, Further Education or training opportunity.**

**Job Title:** Grant Thornton School Leaver Programme

**Contract:** 5 years, 37.5 hours per week

**Salary:** Competitive

**Employer:**

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

**Work Environment:**

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

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

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

**Audit:**

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

**Advisory:**

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

**Tax:**

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

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

**What will I Learn?**

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

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

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

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

Some things we will look for include:

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

Closing Date:

This job will close when a suitable candidate has been found.
The Edinburgh Guarantee exists to make sure that every school leaver in Edinburgh will leave school with the choice of a job, Further Education or training opportunity.

Job Title: Digital Marketing Assistant - Modern Apprenticeship

Contract: Permanent

Salary: £6,000 - £12,000 per annum

Employer:

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

Work Environment:

You will be office based in our Edinburgh office.

What might a day in this job look like?

- Day to day management and content creation for social media
- Providing support to other teams on platforms including, but not limited to, Facebook, Twitter and LinkedIn
- Building a content strategy and taking responsibility for driving this forward
- Learning how to design adverts and other external and internal communications
- Copywriting and management of the company intranet
- Updating the company website and handling web enquiries.

What will I Learn?

You will work towards SVQ Level 3 in Digital Marketing.

What Qualifications / Qualities are required?

- Higher English is essential and Higher Marketing or Media would be advantageous
- Strong literacy skills are essential as a key part of the role will involve learning how to write copy for different media platforms
- Social media skills and good awareness of digital trends
- Good attention to detail, accuracy and creative skills
- Infectious enthusiasm and a can-do attitude
- Team player with good time management
- Capable of prioritising work at short notice with little or no additional support
- Good working knowledge of MS Office Applications (Outlook, Word, PowerPoint and Excel)
- Excellent written and verbal communication skills and good organisational and planning skills
- The ability to work on multiple projects at one time, under pressure and to deadlines.

Closing Date:

Sunday 6 November.
The Edinburgh Guarantee exists to make sure that every school leaver in Edinburgh will leave school with the choice of a job, Further Education or training opportunity.

**Job Title:** Business and Administration – Modern Apprenticeship

**Contract:** Permanent

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

**Employer:**
Clark Contracts are a construction, refurbishment, fit out and maintenance main contractor who work across all sectors in the UK.

**Work Environment:**
You will be office based in Newbridge.

**What might a day in this job look like?**
Duties will include but not be limited to:

- Switchboard cover and backup
- Fax distribution from switchboard
- Incoming mail – scanning and distribution
- Outgoing mail
- Filing
- Photocopying for all departments
- Drawing registers for all contracts
- Administration of emails for all contracts
- General typing - spreadsheets
- Compilation of building manuals, which includes, phoning and chasing subs for information to be included in the manuals.
- Site signage.

**What will I Learn?**
You will work towards SVQ Level 3 in Business Administration and also take part in industry related training / qualifications (i.e. MS Office/ Customer Service).

**What Qualifications / Qualities are required?**
National 4 in Maths or English are desirable but an interest in working in an office environment is much more important.

**Closing Date:**
Sunday 6 November.
The Edinburgh Guarantee exists to make sure that every school leaver in Edinburgh will leave school with the choice of a job, Further Education or training opportunity.

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

**Contract:** Permanent

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

**Employer:**
Libertus supports independent living for people of all ages who experience physical or learning disabilities or age related infirmity.

**Work Environment:**
You will be working in an office based environment in Gracemount.

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

Your duties will include:

- provide administrative support to staff, including filing, typing, photocopying and mail tasks
- be the first point of contact for clients and professionals in person and on the phone
- represent the organisation in a polite and professional manner.

**What will I Learn?**
You will work towards an SVQ Level 3 in Business and Administration.

**What Qualifications / Qualities are required?**

All interested candidates should meet the following criteria:

- strong communication skills
- follow detailed instructions
- use all of the Microsoft packages on a computer
- deal with the customers both on the phone and face to face
- capable of gaining PVG certification
- National 5 English or equivalent is desirable.

**Closing Date:**
Saturday 5 November.
The Edinburgh Guarantee exists to make sure that every school leaver in Edinburgh will leave school with the choice of a job, Further Education or training opportunity.

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

**Contract:** Permanent

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

**Employer:**

The McDermott Group Ltd is a multi-purpose company specialising in the following market sectors - Construction, Property Investment and Development, Mechanical Services, Heating, Plumbing and Electrical Services, Renewable Technologies, Political, Public and Media Relations and Distribution of Bathroom Products.

**Work Environment:**

You will be working in an office based environment in Loanhead.

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

Your duties will include:

- maintaining good customer relations with existing and new customers
- answering/transferring telephone calls
- producing and processing orders
- banking and credit control
- arranging dispatch
- filing and photocopying
- following up of emails and dealing with post
- reports and data entry.

**What will I Learn?**

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

**What Qualifications / Qualities are required?**

- Good numerical skills and computer systems literate
- Customer service and product knowledge
- Positive outlook and a team player
- Excellent time keeping
- Ability to problem solve and use your own initiative
- Good planning and communication skills
- Knowledge of current Health and Safety legislation
- Knowledge of Branch Administration procedures (desirable).

**Closing Date:**

Saturday 5 November.
The Edinburgh Guarantee exists to make sure that every school leaver in Edinburgh will leave school with the choice of a job, Further Education or training opportunity.

**Job Title:** Artisan Baker - Modern Apprenticeship  
**Contract:** Permanent after trial  
**Salary:** Modern Apprenticeship National Minimum Wage for the first year  
**Employer:** At the Breadwinner we’re passionate about baking. Since 1973 our master craftsmen bakers have been baking in Edinburgh - kneading and shaping dough by hand. We prefer to use traditional, simple methods and allow time to naturally enhance our products, rather than adding anything that would change the quality or flavour of our breads. We’re proud of our heritage - and work hard to supply breads, cakes and pastries that are locally made, freshly baked and full of flavour.

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

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

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

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

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

**Closing Date:**  
This post will close when a suitable candidate has been found.
The Edinburgh Guarantee exists to make sure that every school leaver in Edinburgh will leave school with the choice of a job, Further Education or training opportunity.

Job Title: Associate Security Operations Analyst

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

Salary: £15,000 - £17,000 per annum

Employer:

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

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

Work Environment:

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

What might a day in this job look like?

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

What will I Learn?

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

What Qualifications / Qualities are required?

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

Other qualities we are looking for include:
• A good team player
• Familiar with/likes using computers
• Willing to learn new skills
• Good communication skills (oral and written)
• Friendly and positive personality (a ‘can-do attitude).

Closing Date:

This post will close when a suitable candidate has been found.
The Edinburgh Guarantee exists to make sure that every school leaver in Edinburgh will leave school with the choice of a job, Further Education or training opportunity.

Job Title: Manufacturing Craft - Modern Apprenticeship

Contract: 3 years

Salary: Competitive starting salary

Employer:

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

Work Environment:

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

What might a day in this job look like?

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

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

What will I Learn?

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

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

What Qualifications / Qualities are required?

Academic requirements:

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

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

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

Other requirements:

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

Closing Date:

Thursday 23 February 2017.
The Edinburgh Guarantee exists to make sure that every school leaver in Edinburgh will leave school with the choice of a job, Further Education or training opportunity

**Job Title:** Manufacturing Technical Modern Apprenticeship

**Contract:** 4 years

**Salary:** Competitive starting salary

**Employer:**

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

**Work Environment:**

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

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

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

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

**What will I Learn?**

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

**What Qualifications / Qualities are required?**

**Academic Requirements:**

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

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

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

Other requirements:
• A minimum of 5 years permanent residency in the UK
• Successfully complete SC security clearance.

Closing Date:
Thursday 23 February 2017.
The Edinburgh Guarantee exists to make sure that every school leaver in Edinburgh will leave school with the choice of a job, Further Education or training opportunity.

**Job Title:** Design Engineering Technician - Modern Apprenticeship

**Contract:** 4 years

**Salary:** Competitive starting salary

**Employer:**

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

**Work Environment:**

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

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

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

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

**What will I Learn?**

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

**What Qualifications / Qualities are required?**

**Academic requirements:**

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

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

- And National 5 (A-C) English.

**Personal Qualities:**

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

Other requirements:
• A minimum of 5 years permanent residency in the UK
• Successfully complete SC security clearance.

**Closing Date:**

Thursday 23 February 2017.
The Edinburgh Guarantee exists to make sure that every school leaver in Edinburgh will leave school with the choice of a job, Further Education or training opportunity.

CHRISTMAS VACANCIES NOW AVAILABLE!!

Job Title: Retail, Hospitality, Beauty, Care and more
Contract: All types of contracts available
Salary: National Minimum Wage or above
Employer: Various Employers and Locations

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

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

For daily vacancy updates visit our Facebook page or our Vacancies page.

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

What might a day in this job look like?
Varied and fast paced with opportunities for personal and career development. Most of the jobs require a high level of customer interaction and you will work shifts rather than standard hours.

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

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

Closing Date:
We recruit all year round.
Job Title: Business Administrator - Modern Apprenticeship

Contract: Permanent

Salary: To be confirmed

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

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

What might a day in this job look like?

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

What will I Learn?
You will work towards an SVQ Level 3 in Business and Administration.

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

Closing Date:
This position will be closed when a suitable applicant is found.
The Edinburgh Guarantee exists to make sure that every school leaver in Edinburgh will leave school with the choice of a job, Further Education or training opportunity.

**Job Title:** Business Administrator - Modern Apprenticeship (R032)

**Contract:** Permanent

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

**Employer:**
Food and drink specialist company.

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

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

Duties will include:

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

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

**What will I learn?**

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

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

**What Qualifications / Qualities are required?**

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

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

**Closing Date:**
This position will be closed when a suitable applicant is found.
The Edinburgh Guarantee exists to make sure that every school leaver in Edinburgh will leave school with the choice of a job, Further Education or training opportunity.

Job Title: Assistant Nursery Practitioner - Modern Apprenticeship

Contract: Full time

Salary: National Apprenticeship Wage or above

Employer:

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

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

Work Environment:

Full time work in a private nursery looking after children aged 0-5 years. The role will involve providing a caring, nurturing and stimulating environment for babies and children as well as team work with colleagues and partnership with families.

What might a day in this job look like?

A typical day will include preparing the environment, planning activities suitable for children’s development, preparing snacks and supervising meals, meeting the physical and emotional needs of the children and some housekeeping duties.

What will I Learn?

- SVQ level 3 Social Services (Children and Young People)
- Work based Core skills, ICT and Numeracy to SCQF level 5.

What Qualifications / Qualities are required?

You should have or expect to achieve at least 3 National 4 or 5.

No experience is required but an enthusiasm for working with young children, good communication skills, an ability to use initiative and reliability are essential.

Closing Date:

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

**Job Title:** Nursery Nurse – Modern Apprenticeship

**Contract:** Permanent

**Salary:** National Apprenticeship Wage

**Employer:**
Carousel Training Centre recruits on behalf of various employers / locations across the city. We are an Equal Opportunities Training Provider.

**Work environment:**
You will be employed full time in a private nursery and expected to work as part of a team to provide a quality programme of activities and learning for children as young as babies to 5 years old. You will help children develop their physical, intellectual, language and social skills through play and work and partnership with parents and staff.

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

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

**What Qualifications / Qualities are required?**
In order to be eligible for the Modern Apprenticeship Programme, applicants must be aged between 16 to 19 years old.

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

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

**Closing Date:**
We recruit all year round.
The Edinburgh Guarantee exists to make sure that every school leaver in Edinburgh will leave school with the choice of a job, Further Education or training opportunity.

Job Title: 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:** 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:** Audit Assistant

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

**Salary:** £15,500 per annum

**Employer:**

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

**Work Environment:**

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

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

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

**What will I Learn?**

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

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

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

**What Qualifications / Qualities are required?**

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

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

**Closing Date:**

This opportunity will close when a suitable applicant has been found.
The Edinburgh Guarantee exists to make sure that every school leaver in Edinburgh will leave school with the choice of a job, Further Education or training opportunity.

**Job Title:** 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: Business Administration - Modern Apprenticeship (QA8294)

Contract: 12 – 24 months

Salary: £10,000 per annum

Employer:

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

Work Environment:

EH2 - office based.

What might a day in this job look like?

- To manage the office’s filing requirements:
  - Ensuring office filing is carried out on a daily basis, filing all correspondence and files in their correct location for all fee earners.
  - Continuation files are opened if required.
  - Sort, create inventory and archive paper files.
  - Maintain database and co-ordinate offsite file storage.
  - Locate files from archive storage within the building as required by fee earners.
  - To implement firm scanning policy.
  - To review archive files on a regular basis to ensure the firm’s archive destruction policy is maintained.

- To index and file all title deeds, with the ability to retrieve quickly when required, liaising with Glasgow as necessary to ensure the same system is used throughout.
- To frank, fold and bag mail and recorded deliveries to take to the Post Office and DX office for onward despatch by pre-determined deadlines.
- To deal with processed banking and deposit at the bank.
- To photocopy documents as requested.
- To reproduce plans, colouring as required to ensure it accurately reflects the original.
- Prepare and maintain meeting rooms and provide/arrange hospitality.
- To carry out local deliveries as required.
- To produce letters, reports, presentations and other documents (from Audio-tapes and hand-written drafts), to the standard determined by the author, adhering to deadlines that meet the requirements of the fee earner.

What will I Learn?

- SVQ Level 3 in Business and Administration
- Microsoft Office Specialist (MOS)
- One optional day from the QA Professional Development catalogue
- Core Skills Level 2.
What Qualifications / Qualities are required?

We are looking for an individual who can be flexible and provide administrative support for a busy office. You must have or expect to gain 5 National 5s or equivalent including Maths and English.

Closing Date:

The job will be closed when a satisfactory level of suitable applications have been received.
The Edinburgh Guarantee exists to make sure that every school leaver in Edinburgh will leave school with the choice of a job, Further Education or training opportunity.

Job Title: Business Administration – Modern Apprenticeship (QA8033)

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

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

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

Work Environment:
EH16 - office based.

What might a day in this job look like?
- Support with general administration duties
- Assist with payroll for trades workers
- Produce invoices and remittance advices
- Answer telephone.

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

What Qualifications / Qualities are required?
You must have or expect to gain 5 National 4s or 5s or equivalent including Maths and English.

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

Closing Date:
The job will be closed when a satisfactory level of suitable applications have been received.
The Edinburgh Guarantee exists to make sure that every school leaver in Edinburgh will leave school with the choice of a job, Further Education or training opportunity.

Job Title: Hairdresser – Modern Apprenticeship

Contract: Permanent – up to 40 hours per week

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

Employer:

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

Work Environment:

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

What might a day in this job look like?

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

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

What will I Learn?

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

What Qualifications/Qualities are required?

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

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

Previous applicants need not re-apply.

Closing Date:

This position will close when a suitable applicant has been found.
The Edinburgh Guarantee exists to make sure that every school leaver in Edinburgh will leave school with the choice of a job, Further Education or training opportunity.

Job Title: 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:** 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.