Edinburgh Guarantee Schools Bulletin
Week beginning Monday 16 January 2017

*** Please note that the Edinburgh Guarantee website will be unavailable from 6 pm on Wednesday 18 January until Friday 20 January. This is to allow for essential updates to be made. ***

If you have any questions during this time, then please contact the team on 0131 529 3525 or at edinburghguarantee@edinburgh.gov.uk

Alternatively, you can visit our Facebook page or Twitter account.

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: Business Administrator - Modern Apprenticeship

Contract: Permanent

Salary: £6,000 - £12,000 per annum

Employer:

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

Work Environment:

Office based in Stockbridge, Edinburgh.

What might a day in this job look like?

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

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

What will I Learn?

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

What Qualifications / Qualities are required?

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

Closing Date:

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

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

**Contract:** Permanent

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

**Employer:**

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

**Work Environment:**

You will be based in our Morningside office.

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

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

**What will I Learn?**

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

**What Qualifications / Qualities are required?**

- National 4 in Maths and English
- Naturally helpful with an enthusiastic, can-do attitude
- Organised and able to prioritise
- Hardworking with a willingness to learn
- Able to work in a professional environment and handle confidential details
- Comfortable with face to face and telephone interaction
- IT literate using Microsoft Office (Word, Excel and Outlook)
- Able to work individually and as part of a team.

**Closing Date:**

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

Job Title: Business Administrator - Modern Apprenticeship

Contract: Permanent

Salary: £6,000 - £12,000 per annum

Employer:

UK Response is a plumbing company based in Leith.

Work Environment:

Office based.

What might a day in this job look like?

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

What will I Learn?

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

What Qualifications / Qualities are required?

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

Closing Date:

Tuesday 31 January.
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 and 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:**
Tuesday 31 January.
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 Vehicle Administrator - Modern Apprenticeship

**Contract:** Permanent

**Salary:** National Minimum Wage

**Employer:**

GTG is a leading training provider with facilities in Glasgow, Edinburgh and West Midlands, GTG is hugely accessible and offers a large and varied portfolio of apprenticeship programmes accommodating a range of occupations including automotive, logistics and business skills. All of our apprenticeships are classed as full time employment so you will be earning a wage whilst gaining a qualification.

**Work Environment:**

Based in Seafield, you will be contributing to the development and implementation of administrative services within the organisation, thus gaining a qualification which proves knowledge, experience and competence in a work based environment. Duties will include taxing, invoicing, basic admin duties and filing.

**What will I Learn?**

You will train through GTG to SVQ Level 3 in Business and Administration.

**What Qualifications / Qualities are required?**

You must have or expect to gain National 4 or above in English, Maths, and an Admin or Computer Studies subject. It is essential that you are literate, numerate, reliable and keen to learn.

**Closing Date:**

Tuesday 31 January.
**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 / Recruitment Co-ordinator – Modern Apprenticeship

**Contract:** Initially 6 months with possibility of extension / permanent

**Salary:** £10,000 - £15,000 per annum depending on experience

**Employer:**

AWS Recruitment is a specialist recruitment consultancy focussing on the following sectors; Charity, Legal, Property & Finance. For further information, please visit our website. [www.awsrecruitment.co.uk](http://www.awsrecruitment.co.uk).

**Work Environment:**

You will be working in a small team at our office on Morrison Street, Edinburgh. Some travel may be involved for events.

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

- Answering enquires by phone and email
- Updating social media with news / current vacancies (LINKEDIN, Twitter and Facebook)
- Typing CVs (working with PDF and Word)
- Updating the company database
- Scanning and distributing mail
- Updating the AWS Recruitment website (using WordPress)
- Assisting with proposals and presentation (using PowerPoint)
- Training.

**What will I Learn?**

You will be working towards an SVQ Level 2/3 in Business and Administration (level depending on experience).

You will also develop other key skills including:

- communication
- interpersonal skills
- prioritising tasks
- administration
- networking
- sales.

**What Qualifications / Qualities are required?**

We are looking for someone with:

- National 5s or above
- an excellent understanding of IT (Microsoft office packages)
- good typing skills
- fantastic communication skills and the ability to communicate at all level
- a good standard of English is a must
- lots of enthusiasm
- commitment to the role.
Closing Date:

Tuesday 24 January.
The Edinburgh Guarantee exists to make sure that every school leaver in Edinburgh will leave school with the choice of a job, Further Education or training opportunity.

**Job Title:** Leisure Attendant – Employability Fund

**Contract:** This is a 10 week work placement on Employability Fund training allowance of £55 per week plus travel expenses. Successful applicants may secure a job and progress to a Modern Apprenticeship.

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

**Employer:**

Edinburgh Leisure is Edinburgh’s biggest provider of leisure services, with over 4 million customer visitors a year to their 30 venues across the city.

**Work Environment:**

Edinburgh Leisure makes a positive difference by:

- welcoming all
- everyone caring about what they do
- being passionate about how they do it
- feeling proud of what they achieve.

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

Full training and induction will be provided and there will be regular ongoing training to support you in the role. Once trained, your tasks could include:

- interacting with your customers in a positive and helpful manner
- following task sheets for each shift to ensure effective contribution to the presentation
- ensuring that the venue and grounds are clean at all times
- ensuring that equipment is set up correctly, in full working order and according to customer needs
- covering allocated areas at key times, i.e. pool lifeguarding, entrance area etc
- supporting the whole team in the delivery of events within the venue
- taking an active role in the safety of yourself, your team, the facility and customers.

Please note shifts may include early starts, late finishes and weekend work.

**What will I Learn?**

- You will learn how to be an effective member of the team working in a leisure environment.
- You will receive Industry related training including National Pool Lifeguard Qualification (NPLQ) certificate. The cost of the NPLQ (approx. £250 pp) is covered on this programme.
- On successful completion of the programme, candidates will be invited to interview with employer.
- Successful candidates, following interview, can progress to a job and begin working towards an SVQ2 in Sport and Operational Services or an SVQ2 in Activity Leadership.
**What Qualifications / Qualities are required?**

As a Leisure Attendant you are responsible for delivering a great service to customers. It's all about the customer and providing them with a clean, safe, welcoming venue that is ready to use. This is a really hands-on role and it goes without saying you’re a natural people person with a passion for customer service and attention to detail.

As a part of the interview/selection process you will be required to complete a swim test before you are accepted on the programme.

We are currently looking for applicants who are 18+.

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

**Closing Date:**

Tuesday 17 January.
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:** Panel Beater - Modern Apprenticeship – 2 posts

**Contract:** 3 years with the possibility of a permanent contract

**Salary:** National Minimum Wage

**Employer:**
GTG is a leading training provider with facilities in Glasgow, Edinburgh and West Midlands offering a large and varied portfolio of Apprenticeship Programmes, accommodating a range of occupations including automotive, logistics and business skills.

**Work Environment:**
You will be working in a body shop based in Loanhead.

**What might a day in this job look like?**
During the apprenticeship you will be involved in learning all aspects of repairing accident damaged vehicles, including chassis alignment techniques, which will help when replacing body panels ensuring a quality repair.

**What will I Learn?**
You will be in full time employment whilst working towards an SVQ Level 3 in Vehicle Body Repair & Alignment.

**What Qualifications / Qualities are required?**
You must have or expect to gain English, Maths, Craft & Design or a science subject at National 4 or above.
It is essential that you are literate, numerate, reliable and keen to learn.

**Closing Date:**
Tuesday 31 January.
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:** Childcare Academy - Employability Fund Stage 3

**Contract:** 30 hours per week - up to 26 weeks, starting on 27 February

**Salary:** Young person’s allowance of £55 per week

**Employer:** North Edinburgh Childcare

**Work Environment:**
In addition to attending training sessions, you will take part in a work experience placement in a childcare setting. This may be in a nursery or out of school care club.

**What might a day in this job look like?**
Every day in a childcare setting is different. You will assist with a variety of tasks such as:

- caring and supporting children
- welcoming parents and children
- organising fun activities for children
- assisting with children’s daily routines
- providing high quality childcare for the children.

**What will I Learn?**

- You will work towards 2 accredited SQA Units from the Social Services (Children and Young People) SVQ Level 2 Award.
- Gain significant experience of working with children by completing a supported work experience placement in an early years care and education setting or an out of school care setting.
- There will be opportunities to look at different progression routes if you successfully complete the programme.

**What Qualifications / Qualities are required?**

- You should be aged over 16 and unemployed.
- You should have a real interest in a career in childcare.

**Closing Date:**
This opportunity will close when all spaces have been filled.
The Edinburgh Guarantee exists to make sure that every school leaver in Edinburgh will leave school with the choice of a job, Further Education or training opportunity.

**Job Title:** Customer Service Advisor (LBG/1216/585217)

**Contract:** Permanent

**Salary:** £15,156 to £17,681 per annum depending on experience

**Employer:**
Lloyds Banking Group (Scottish Widows), 15 Dalkeith Road, Edinburgh.

**Work Environment:**
Office based within contact centre.

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

This role is 100% telephony based. Working as part of a team, first and foremost you'll be helping our customers by answering a range of telephone enquiries. You'll be providing information on our Life, Pensions and Investment products and services, acting promptly on our customers’ instructions and ensuring that records are fully up to date and accurate. These are purely customer service roles - no sales involved.

**What will I Learn?**

We'll provide great training and help you develop an in-depth knowledge of our products and processes. Alongside your proven communication and customer service skills this will help to ensure you deliver the high standards of service our customers expect.

**What Qualifications / Qualities are required?**

Because our training is so comprehensive, you don't need a background in finance or banking. You do however need experience of helping customers and answering queries. Soft Skills (e.g. communication, teamwork, problem solving etc). So if this sounds like a culture that you’d like to be a part of then be assured that we'll welcome your application.

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

**Job Title:** Kindergarten Assistant - Modern Apprenticeship

**Contract:** 2 years – 30 hours per week

**Salary:** Modern Apprenticeship National Minimum Wage

**Employer:**
Rowanberry Mini Kindergarten.

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

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

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

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

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

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

**What Qualifications / Qualities are required?**
- Candidates should have at least a National 4 in English and Maths.
- Looking for someone who is positive, reliable and caring with a natural love of children.
- You must be over 18 years old

**Closing Date:**
Sunday 29 January.
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 Sound and Lighting Technician – 10 posts

**Type:** Traineeship and Work Experience

**Contract:** 2 weeks accredited training course (Mon-Fri, 9:30am – 4:00pm) progressing to 3 weeks work placement (2 - 10pm flexible hours) depending on ability and performance at the end of the 2 week training period.

**Salary:** These positions are unpaid; however, travel costs covered pending eligibility. Participants can continue to claim benefits whilst training and on the work placement.

**Employer:**

Just Festival is one of Edinburgh’s most exciting and diverse festivals, hosting an incredible variety of events across several Edinburgh Fringe venues. Through theatre, music, dance, conversations and workshops, the festival celebrates the diversity of cultures, arts, faiths, philosophies and ideas, challenges inequality and injustice, and creates a space for communities to engage with each other in productive dialogue.

Edinburgh Students Arts Festival (ESAF) is Scotland’s first ever youth-led multi-arts festival that brings together all five higher and further education institutions across Edinburgh. A range of exciting performances take place across a variety of landmark venues.

**Work Environment:**

Our office is located towards the west end of Princes Street, but you will not be working in an office environment. Training will take place in a central Edinburgh theatre. Work placements will be hands-on and based in various central Edinburgh venues, which will be very busy at certain times. Lots of support will be available and you will be working in a very friendly and welcoming atmosphere within in a large team.

What might a day in this job look like?

Working under the guidance of stage managers, your duties will include:

- testing and setting up lighting and sound equipment for a variety of events, and ensuring that performers are happy with the results
- operating equipment during shows (as rehearsed) to provide excellent audience experiences
- altering equipment and staging for each performance and safely dismantling and storing away at the end of each day
- working as part of large, diverse festival teams.

The training sessions will be held in performance spaces, rehearsal rooms and a classroom.

What will I Learn?

- The core skills on how to operate sound and lighting equipment for live events
- Effective ways to work with colleagues and performers
- Knowledge of health and safety during live events
- Soft skills such as communication, teamwork and problem solving
- Personal development including interview skills.
What Qualifications / Qualities are required?

You must be aged 16 or over and no longer in full-time education. No qualification is required, but you will need to have the following qualities:

- lots of enthusiasm and a strong interest in live shows, theatre, music and performing arts
- reliable, punctual and polite
- positive can do attitude and willingness to learn
- motivation to learn new skills and to work hard
- reliable and with attention to detail
- good communication skills and the ability to listen and follow instructions
- enjoy working with people and the ability to communicate with performers and venue staff.

Interviews will be held on 19 and 20 January. Training course will start on 30 January. Further information can be found at: [www.facebook.com/stagedforlife](http://www.facebook.com/stagedforlife).

Closing Date:

6 pm on Wednesday 18 January.
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 (R039)

Contract: Permanent

Salary: £7.00 per hour

Employer:
An industrial company in Bonnyrigg.

Work Environment:
You will be based in a small team supporting them with all aspects of administration. Your working hours will be 9am – 5pm Monday – Thursday and Friday 9 am - 4.30pm with an hour for lunch. You will receive 31 days' holiday per annum.

What might a day in this job look like?

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

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

What Qualifications / Qualities are required?
A good set of National 4 and 5 or equivalent including Maths and English. Higher English and Administration or Business Management would be an advantage but not essential.

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

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

Job Title: Glazier – Modern Apprenticeship

Contract: Permanent, Monday - Friday 8:00am - 4:00pm

Salary: National Minimum Wage

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

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

What might a day in this job look like?
You will be required to:
- Prepare products for storage
- Assemble products
- Check quality of products
- Store goods into suitable packaging
- Maintain a clean and tidy workshop
- Follow the correct Health and Safety procedures at all times.

What will I Learn?
This is a fantastic opportunity for you to gain a Vocational Qualification in Fabrication of Glass Supporting Systems.

What Qualifications / Qualities are required?
Skills required:
- Excellent communication skills
- Computer Literate
- The ability to cut glass when required
- Must be able to lift heavy goods

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

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

Job Title: Warehousing and Cleaning Operative – Modern Apprenticeship

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

Salary: National Minimum Wage

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

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

What might a day in this job look like?

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

What will I Learn?
You will undertake an SVQ in Warehousing and Storage.

What Qualifications / Qualities are required?

Skills required:
- Excellent communication skills
- Computer Literate
- Driving Licence essential.

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

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

**Job Title:** Business Administrator - Modern Apprenticeship (R038)

**Contract:** Permanent

**Salary:** National Minimum Wage

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

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

**What might a day in this job look like?**
You will be trained in duties within various aspects in the practice. The main duties will include:

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

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

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

**What Qualifications / Qualities are required?**
Ideally we are looking for National 4 or 5 or equivalent including Maths and English. Other personal attributes desired include:

- Confident in speaking to members of the public face to face and on the telephone – good social skills
- Good IT and keyboard skills
- Willing to learn
• Able to use initiative and move from one task to another
• Good team player
• A mature attitude
• Ideally someone who has undertaken some form of holiday or weekend job while at school
• He or she must observe complete confidentiality
• The successful candidate cannot be registered as a patient with the practice.

Closing Date:

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

**Job Title:** Trainee Quantity Surveyor/Estimator  
**Contract:** Full Time/Permanent  
**Salary:** National Minimum Wage

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

**Work Environment:**
You will be office based in the west of the city.

**What might a day in this job look like?**
- Assisting a team of surveyors within the company.
- Taking an active role in Clark Contracts Supply Chain Management Initiative to ensure relationships are developed with subcontractors.
- Additional duties as required.

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

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

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

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

**Job Title:** Business Administrator - Modern Apprenticeship (R035)

**Contract:** Permanent

**Salary:** National Minimum Wage

**Employer:**
Solicitor, Edinburgh city centre.

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

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

Duties will include:

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

**What will I Learn?**

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

**What Qualifications / Qualities are required?**

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

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

**Job Title:** Business Administrator - Modern Apprenticeship (R036)

**Contract:** Permanent

**Salary:** National Minimum Wage

**Employer:**
Solicitor, central Edinburgh.

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

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

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

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

**What will I Learn?**
The company is fully supportive of an SVQ Level 3 Business and Administration.

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

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

**Job Title:** Business Administrator - Modern Apprenticeship (R037)

**Contract:** One Year Fixed Term

**Salary:** £6.70 per hour

**Employer:**
A large and rapidly expanding GP surgery in Edinburgh.

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

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

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

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

**What will I Learn?**

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

**What Qualifications / Qualities are required?**

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

- Confident in speaking to members of the public face to face and on the telephone – good social skills
- Good IT and keyboard skills
- Willing to learn
- Able to use initiative and move from one task to another
- Good team player
- A mature attitude
• Ideally someone who has undertaken some form of holiday or weekend job while at school
• He or she must observe complete confidentiality
• The successful candidate cannot be registered as a patient with the practice.

Closing Date:

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

**Job Title:** Business Administrator - Modern Apprenticeship (R034)

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

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

**Employer:**
Solicitor and estate agent in central Edinburgh.

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

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

Duties will include:
- Supporting both areas of the business, legal and property department
- Spending time on reception
- Answering the telephone
- Meeting and greeting clients
- Creating business documents and letters
- Managing the post
- Sending and receiving emails
- General administration.

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

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

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

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

Job Title: Apprentice Hairdresser – Modern Apprenticeship

Contract: Full time, fixed term – 36 months

Salary: Modern Apprenticeship National Minimum Wage

Employer:

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

Work Environment:

You will be working in a friendly and dynamic team in one of our 5 Edinburgh salons.

What might a day in this job look like?

You will assist clients, stylists and other members of staff on the salon floor, observing and learning the art of hairdressing. During the course of the apprenticeship you will learn about all aspects of hairdressing including:

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

What will I Learn?

An apprenticeship at Charlie Miller is often fast paced yet fun and exciting and will lead to a successful and satisfying future. We will help you fulfil your hairdressing ambitions on our 3 year training programme which includes an SVQ Level 3 in Hairdressing.

What Qualifications / Qualities are required?

We are looking for people with:

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

Closing Date:

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

Job Title: Administrator - Modern Apprenticeship (QA9661)

Contract: 12 – 14 months

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

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

Work Environment:
EH8 - office based.

What might a day in this job look like?
- Answering telephones
- Opening mail
- Assigning mail to the correct person
- Updating back office systems
- Using Microsoft Office
- Processing new business from start to finish
- Dealing with all general office administration.

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

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

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

Job Title: Media Account Executive - Modern Apprenticeship (QA9629)

Contract: 12 – 24 months

Salary: £10,000 - £14,000 per annum

Employer:

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

Work Environment:

EH6 - office based.

What might a day in this job look like?

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

What will I learn?

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

What Qualifications / Qualities are required?

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

Closing Date:

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

Job Title: Facilities Administration Assistant - Modern Apprenticeship (QA9621)

Contract: 12 - 14 months

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

Employer:

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

Work Environment:

EH12 - office based.

What might a day in this job look like?

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

What will I Learn?

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

What Qualifications / Qualities are required?

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

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

Closing Date:

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

Job Title: Learning and Development Administrator – Modern Apprenticeship (QA9597)

Contract: 12 months

Salary: £11,000 per annum

Employer:

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

Work Environment:

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

What might a day in this job look like?

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

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

What will I Learn?

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

What Qualifications / Qualities are required?

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

Closing Date:

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

**Job Title:** Office Administrator - Modern Apprenticeship (QA9571)

**Contract:** 12 months

**Salary:** £16,000 - £19,000 per annum

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

**Work Environment:**
EH3 - office based.

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

Your duties will include:

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

**What will I Learn?**

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

**What Qualifications / Qualities are required?**

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

**Closing Date:**

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

Job Title: Business Administration – Modern Apprenticeship (QA9427)

Contract: 12 months

Salary: £180 - £250 per week

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

Work Environment:
EH1 - office based.

What might a day in this job look like?

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

What will I Learn?

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

What Qualifications / Qualities are required?

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

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

**Job Title:** IT Service - Modern Apprenticeship (QA9182)

**Contract:** 12 - 24 months

**Salary:** £19,000 per annum

**Employer:**

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

**Work Environment:**

EH8 - office based.

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

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

**What will I Learn?**

- SCQF Level 6, with progression to Level 8, Diploma for Information Technology and Telecommunication Professional
- Microsoft Certified Professional (MCP) in Windows 7/8 Configuration

**What Qualifications / Qualities are required?**

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

**Closing Date:**

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

Job Title: Catering Assistant – Employability Fund

Contract: This is an 8 week work placement on Employability Fund training allowance of £55 per week plus travel expenses. Successful applicants will secure a job and progress to a Modern Apprenticeship.

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

Employer:

Edinburgh Leisure is Edinburgh’s biggest provider of leisure services, with over 4 million customers per annum to their 30 venues across the City.

Work Environment:

Edinburgh Leisure makes a positive difference by:

- welcoming all
- everyone caring about what they do
- being passionate about how they do it
- feeling proud of what you achieve.

What might a day in this job look like?

As part of your work experience with Edinburgh Leisure, you will undergo an induction into the Catering Assistant role and receive practical experience in a busy kitchen environment. Work experience may involve tasks that are essential to maintaining the high standards set by environmental and health and safety requirements. You will be expected to be involved in:

- food preparation
- cleaning
- serving customers.

What will I Learn?

You will learn how to become an effective member of the team, working in a professional catering environment. You will have an on-job mentor who will support you through weekly welfare chats and who will meet with you to carry out reviews whilst you are on work experience. During the 8 week programme you will also complete a certificate of Work Readiness (CWR) with Direct Partners.

What Qualifications / Qualities are required?

This is a really hands-on role. You must be comfortable taking instruction and working as part of a team.

Closing Date:

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

Job Title: Operations Management Programme - Apprenticeship
Contract: 2 years
Salary: £20,000 per annum plus regional allowances and the potential to increase after one year of the programme based on performance and an increase on completion of the programme.

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

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

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

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

What Qualifications / Qualities are required?
- You must have a minimum of five National 5s at grade C or above (including Maths, English and Science), plus two Higher 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.
The Edinburgh Guarantee exists to make sure that every school leaver in Edinburgh will leave school with the choice of a job, Further Education or training opportunity.

Job Title: Customer Service/Reception – Employability Fund

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

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

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

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

What might a day in this job look like?

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

What will I Learn?

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

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

What Qualifications / Qualities are required?

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

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

Closing Date:

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

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

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

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

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

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

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

Duties will include:

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

**What will I Learn?**

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

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

**What Qualifications / Qualities are required?**

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

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

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

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

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

**Salary:** Competitive

**Employer:**

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

**Work Environment:**

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

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

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

**Audit:**

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

**Advisory:**

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

**Tax:**

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

Full job descriptions are available when you click ‘Apply Now’.

**What will I Learn?**

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

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

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

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

Some things we will look for include:

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

Closing Date:

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

Job Title: Manufacturing Craft - Modern Apprenticeship

Contract: 3 years

Salary: Competitive starting salary

Employer:

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

Work Environment:

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

What might a day in this job look like?

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

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

What will I Learn?

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

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

What Qualifications / Qualities are required?

Academic requirements:

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

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

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

Other requirements:

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

Closing Date:

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

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

Contract: All types of contracts available

Salary: National Minimum Wage or above

Employer: Various Employers and Locations

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

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

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

Work environment:

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

What might a day in this job look like?

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

What will I Learn?

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

What Qualifications / Qualities are required?

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

Closing Date:

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

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

**Contract:** Full time

**Salary:** National Apprenticeship Wage or above

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

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

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

**What might a day in this job look like?**
A typical day will include preparing the environment, planning activities suitable for children’s development, preparing snacks and supervising meals, meeting the physical and emotional needs of the children and some housekeeping duties.

**What will I Learn?**
- SVQ level 3 Social Services (Children and Young People)
- Work based Core skills, ICT and Numeracy to SCQF level 5.

**What Qualifications / Qualities are required?**
You should have or expect to achieve at least 3 National 4 or 5.

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

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

Job Title: Nursery Nurse – Modern Apprenticeship

Contract: Permanent

Salary: National Apprenticeship Wage

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

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

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

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

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

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

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

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

Job Title: Audit Assistant

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

Salary: £15,500 per annum

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

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

What might a day in this job look like?

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

What will I Learn?

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

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

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

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

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

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

Job Title: Playwork Assistant - Employability Fund

Contract: 12 week work placement. Successful applicants will secure a job and progress to a Modern Apprenticeship.

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

Employer:
A reputable After School Club with venues on the west side of Edinburgh.

Work Environment:
You will provide a fun and safe environment for children. You will work as part of a dedicated team to provide first class support and supervision to children in Primary 1 – 7. This involves indoor and outdoor working as well as outings and trips during holiday periods.

What might a day in this job look like?
This is a fast moving and varied environment. Duties will include:

- offering a warm welcome to all children and visitors
- assisting your team in the planning, set up and delivery of activities
- observing and participating in activities inspired by the children
- preparing snacks for children.

What will I Learn?
You will learn how to be an effective member of the team working in an After School Club environment. You will work towards the Pre Employability Certificate of Work Readiness (SQA) during your 12 week work placement. If you secure a job, you can then progress to an SVQ Level 2/3 in Playwork.

What Qualifications / Qualities are required?
This employer is looking for someone who genuinely wants to work with children and is enthusiastic, friendly and polite. You must be a good communicator and enjoy practical tasks and activities and enjoy being involved.

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

Job Title: Playwork Assistant - Employability Fund

Contract: 12 week work placement. Successful applicants will secure a job and progress to a Modern Apprenticeship. The programme is expected to start mid August.

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

Employer:
A reputable After School Club with venues across Edinburgh.

Work Environment:
You will provide a fun and safe environment for children. You will work as part of a dedicated team to provide first class support and supervision to children in Primary 1 – 7. This involves indoor and outdoor working as well as outings and trips during holiday periods.

What might a day in this job look like?
This is a fast moving and varied environment. Duties will include:

- offering a warm welcome to all children and visitors
- assisting your team in the planning, set up and delivery of activities
- observing and participating in activities inspired by the children
- preparing snacks for children.

What will I Learn?
You will learn how to be an effective member of the team working in an After School Club environment. You will work towards the Pre Employability Certificate of Work Readiness (SQA) during your 12 week work placement then progress to SVQ Level 2/3 in Playwork.

What Qualifications / Qualities are required?
This employer is looking for someone who genuinely wants to work with children and is enthusiastic, friendly and polite. You must be a good communicator and enjoy practical tasks and activities and enjoy being involved.

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

Job Title: Kitchen Assistant – Employability Fund

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

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

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

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

What might a day in this job look like?
You will be expected to arrive early ready to start your shift. This is a fast moving, varied and demanding environment. You will have a list of tasks to complete. These will include:

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

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

What Qualifications / Qualities are required?
The employer is looking for someone who genuinely wants to work towards becoming a ‘chef of the future’ and who can understand and follow instructions.

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

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

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