Edinburgh Guarantee Schools Bulletin
Week beginning Monday 23 March 2015

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 a 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 Gina on 529 4920 or Sheena on 529 3525 or email edinburghguarantee@edinburgh.gov.uk.
Edinburgh College Application process - Important Information

You will be aware that the deadline for applications to Edinburgh College was advertised as 15 May 2015.

However, there has been a very high demand for some courses that has led the College to block some applications.

The College advice is:

- Please submit your application as soon as possible to ensure the best chance of being considered for a place on your desired course.
- Please check your Edinburgh College account regularly.
- If a course is blocked please contact the course tutor as soon as possible.
Edinburgh Guarantee opportunities are specifically created for Edinburgh school leavers from the past 3 years.

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.
Edinburgh Guarantee opportunities are specifically created for Edinburgh school leavers from the past 3 years.

Job Title: Administrative Assistant - Modern Apprenticeship

Contract: Fixed Term – 14 months

Salary: £11,418 per annum

Employer: Royal College of Nursing

With a membership of over 410,000, the RCN is the largest professional association and union of nursing staff and students in the UK. We’re proud to be a leading player in the development of nursing policy and practice, with an influential voice at home and abroad. Plus, we’re number 30 in The Sunday Times Top 100 Companies to work for, with Best Companies Accreditation for 2015 and are accredited with Investors in People Gold Standard. So join us, and you’ll have the chance to nurture your career and improve standards of care.

Work Environment:

Working in an office based team.

What might a day in this job look like?

The Administrative Assistant will provide a range of administrative support to the Communications team, the Business Support Assistant and the PA to the Director. Duties will include:

- Assist in answering telephone enquiries, handling sensitive information with absolute discretion.
- Make travel and accommodation arrangements.
- Provide reception cover for three half days per week, greeting visitors, booking taxis and couriers, managing the incoming and outgoing mail.
- Participate in centralised administrative support duties.
- Provide administrative support for events, internally and externally.
- Assist with meeting room set up and break down, including clearing of catering.

What will I Learn?

Working in the communications team you will develop a variety of skills including team work, communication and customer service skills while working towards an SVQ Level 3 in Business Administration.

What Qualifications / Qualities are required?

A minimum 5 Standard Grades (or equivalent) with at least 1 or 2 in English.

We are looking for someone who:

- is self-reliant whilst seeking advice and support when required
- is open to sharing knowledge and learning from others
- communicates clearly and concisely
- listens carefully, asks questions and records information accurately
- is helpful, courteous and patient
- develops productive relationships within and outside the team
- offers support and help to colleagues
- respects and utilises the expertise of colleagues
- plans work to ensure ability to deliver a quality service
- adapts plans or reprioritise to respond to urgent needs
- demonstrates the ability to work within tight timescales
- contributes ideas for making improvements
- respond quickly to request for information
- demonstrates initiative
- takes person ownership of projects.

Closing Date:

Thursday 9 April.
Edinburgh Guarantee opportunities are specifically created for Edinburgh school leavers from the past 3 years.

**Job Title:** Apprenticeship in Business Administration Level 3 progressing to Apprentice Structural CAD Technician (Civil & Structural Engineering)

**Contract:** Full time Permanent with 4 year training scheme and day release to college for HNC

**Salary:** £7000 per annum for first year

**Employer:**
SDC Ltd are leading Structural Design Consultants with a distinguished reputation for providing cutting edge and cost effective design solutions for a demanding market place. Our engineers have previously worked for world class consultants helping to develop distinctive and award winning buildings with some of the country’s leading architects. Many of the projects were for blue chip clients in the financial, retail and commercial sectors which required complex value engineered design solutions.

**Work Environment:**
Based in a small office of 10 to 12 staff in Rothesay Place with day release for last two of the four year training.

**What might a day in this job look like?**
You will be on a structured training course to become a fully qualified Structural CAD Technician with an HNC as part of a four year training programme. There will also be general office duties including printing and running errands locally.

**What will I Learn?**
- Soft Skills including communication, teamwork, problem solving
- Modern Apprenticeship Level 3 in Business Administration
- HNC in Civil Engineering from Edinburgh College
- Experience and training in MS Office and AutoCAD.

**What Qualifications / Qualities are required?**
Ideally the candidates should have a good understanding of basic maths, computing and science. We are looking for someone who is positive, reliable and enthusiastic

**Closing Date:**
Friday 10 April.
Edinburgh Guarantee opportunities are specifically created for Edinburgh school leavers from the past 3 years.

Job Title: 2015 Modern Apprenticeship Programme - Pre-registration (Ref No: 4571)

Contract: 18 Months - 4 Years depending on the type of Apprenticeship - Full Time (37 hours p/week)

Salary: £12,506 per annum

Employer:

Scottish Water is one of the UK’s largest water companies, as well as being one of Scotland’s biggest businesses. With a turnover of around £1.2bn, 3400 employees and a capital investment programme of £500m per annum, it delivers the investment and management expertise vital to transforming Scotland’s water infrastructure, improving water quality, the environment and customer service. Our employment engagement score is well in the UK top quartile and Scottish Water was voted ‘Scotland’s Best Workplace in 2012.

Scottish Water is committed to developing talent to ensure that we continue to deliver excellent customer service and to achieve our vision of being ‘Trusted to care for the water on which Scotland depends’. As part of this commitment we are now seeking applications for our 2015 Modern Apprentice Programme.

Work Environment:

Your working environment will depend on the type of Apprenticeship you undertake (Business Administration, Customer Service, Technical or Scientific). There are Apprenticeships across a variety of locations in Scotland including Edinburgh.

What might a day in this job look like?

Start an apprenticeship at Scottish Water and you’ll be well on your way to receiving first class training and mentoring, gaining huge investment in your development and earning nationally recognised qualifications - all while getting paid!

Our apprenticeship schemes are a real alternative to university and not only will you gain qualifications you will also get hands-on, real work experience with the chance to learn from our professional and experienced team.

What will I Learn?

In supporting us build our operational capabilities for the future we will provide you with a four year apprenticeship - providing satisfactory educational progress is achieved - at a designated further education college or an agency who specialise in providing Scottish Vocational Qualifications (SVQ) in line with relevant work experience within the relevant disciplines.

We run apprenticeship programmes in a range of specialist areas: choose from Business Administration, Customer Service, Technical or Scientific Apprenticeships.

What Qualifications / Qualities are required?

- Successful candidates must have at least five National 4 or 5 qualifications (or equivalent), three of which should be English, Maths and any Science
- Ideally the candidate will also hold two Highers (or equivalent) or relevant technical qualification or relevant technical experience (minimum of one year)
- It is preferred that the candidate holds a full current UK driving licence.

This is an excellent opportunity to develop through a structured Modern Apprenticeship with a progressive company. If this sounds like the ideal opportunity to you please apply online now.
Find out more:

You can find out more about Scottish Water’s Modern Apprenticeship Programme by clicking on this link: http://www.scottishwater.co.uk/about-us/careers/modern-apprentices.

Closing Date:

You can register your interest now by clicking on Apply Now and completing the short application (registering your interest will take around 5 minutes).

Full application to the 2015 Modern Apprenticeships will be accepted in April 2015.

The Modern Apprenticeship Programmes will start in September 2015.
Edinburgh Guarantee opportunities are specifically created for Edinburgh school leavers from the past 3 years.

**Job Title:** IT Service Technician – Modern Apprenticeship (4216)

**Contract:** 12-14 months

**Salary:** £120 - £180 per week

**Employer:** Opal

Opal are Scotland’s only Apple Premium Service Provider providing exemplary customer service for Apple customers to achieve an exceptional level of customer satisfaction. As an Apple Authorised Service Provider we work in partnership with Apple to provide repair and support services for consumer and business customers. We handle both Walk-in and Mail-in Apple hardware warranty and out-of-warranty repairs. We are looking to expand our small, dynamic and ambitious team.

**Work Environment:**

Edinburgh EH3 - office based.

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

- Booking in and administration of hardware walk-in and mail-in repairs
- Providing timely repair updates through to repair completion and collection
- Providing the highest level of customer satisfaction
- Highly professional customer interaction is critical including first customer contact;
- Mentored and trained in Apple Hardware repair and Software support, working towards obtaining the Apple Certified Macintosh Technician Qualification (ACMT).

**What will I Learn?**

- Diploma for Information Technology and Telecommunications Professionals SCQF Level 6
- Microsoft Certified Professional (MCP) in Windows 7/8 Configuration

**What Qualifications / Qualities are required?**

You must have or expect to gain 5 National 4s or 5s, Credit or General Level Standard Grades, and/or Intermediates including Maths and English.

**Closing Date:**

Thursday 30 April.
**Edinburgh Guarantee opportunities are specifically created for Edinburgh school leavers from the past 3 years.**

**Job Title:** Learning and Development Administrator - Modern Apprenticeship

**Contract:** 12 month fixed term appointment leading to a permanent position if during the apprenticeship you successfully complete probation; pass an SVQ Level 2, and then pass a competency based selection interview.

**Salary:** This position has an attractive starting salary of £16,442

**Employer:** Scottish Government (Saughton House)

**Main Duties:**

The role of Modern Apprentice posts in this range 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.

Modern Apprentices may be required to operate an internal electronic finance and budgeting system, an electronic ordering and payment system, an electronic filing system and an electronic human resources system.

As a Learning and Development Administrator your role will be to provide administrative support to the team, Facilitators running workshops/ courses and course delegates. The applicant must be able to work flexibly on a variety of duties including:

**Learning Intervention Programme Management:**

- Assist with the creation of quarterly learning intervention
- Issuing event call up letters
- Issuing pre-event work
- Preparation of event materials
- Preparing delegate lists and access/visitor sheets
- Reception duties on event days to register delegates
- Maintenance of ‘notes of interest’ and ‘delegate cancellation’ databases
- Post-event administration
- Providing administrative support for events and workshops held within our bespoke Learning delivery suite and other external venue events
- Management of an electronic event booking and electronic suite booking systems. This also includes Excel spreadsheet completion for management information data capture.

**Learning & Development Suite Management:**

Day-to-day management of our bespoke Learning Suite.

- Daily maintenance of Learning Suite rooms
- Offer help and support to users of our digital technologies including Smart boards, Video Conferencing and webinar
- Initial troubleshooting assistance for Information Technology (IT) systems.

**Finance Management Support:**

You will have the opportunity to develop some basic finance administrative and monitoring skills relating to our Learning and Development provision which will include supporting the Finance Manager in the use of:
- Internal Scottish Government (SG) finance systems
- Raising Purchase Orders
- Arranging payment of invoices
- General maintenance of finance Excel spreadsheets and databases.

**General Administration Duties:**

You will provide administrative support to the team covering the following areas:

- Office stationery management
- Ordering travel tickets
- Arranging meetings for members of staff
- Other ad hoc office management duties.

On the job and formal training will be provided for all areas of work.

**Essential Criteria:**

A3 posts within the Scottish Government are normally filled by individuals who have 5 Standard Grades at level 3 or above. Although we do not specify this educational criteria for our Modern Apprenticeships, we wish to attract high quality candidates who have the:

- ability and commitment to achieve all the outcomes of the apprenticeship including passing SVQ 2 in Business Administration
- good organisational skills and the ability to prioritise workload
- experience in the use of Outlook and Microsoft Word
- good communication skills.

In this post you will be able to develop your skills within the following core competencies:

**Communications and Engagement** - Through contact with a wide number of contacts at all levels you will have the opportunity to develop your written and verbal skills.

**Self-Awareness** - You will develop the skills required to enable you to plan and prioritise work against competing deadlines.

**Team Work** – Working as part of a team you will have a flexible approach to your responsibilities ensuring that the work of the team is achieved.

**Information about the branch/unit/team:**

This Learning and Development Administrator post is in Organisational Development and Learning (ODL) which is part of the Scottish Government's overall People Development offer. The team provides advice and support to identify, develop and deliver learning and development products and interventions to staff, while also encouraging an empowered learning culture across the Scottish Government.

From online learning to mentoring, to events, workshops and seminars, ODL have a range of learning and development options that aims to support staff in helping them achieve their learning and development goals. In addition, ODL aims to create and manage simple, effective, manageable systems and processes to support leaders, managers and staff in their role as learners and developers.

The post is suited to someone who is confident, friendly, reliable, adaptable and enjoys working within a team environment.

To aid your own development the successful candidate will also have the opportunity to be involved in other interesting projects being delivered by the organisation as they arise.

**How to apply:**

Candidates should explain in their CVs specifically how they meet the competencies indicated in the attached job description and should include a short covering letter. Please email CVs and covering letters to christopher.ruane@sd.co.uk.
Key Dates in the Application Schedule

Interviews for this post will commence in the week beginning 13 April in Saughton House with candidates being notified of the outcome in the week beginning 20 April.

The successful candidate must be willing to apply for their Basic Disclosure Certificate (cost £25).

The successful candidate should expect to start work as soon as their security clearance has been processed.

The successful candidate must confirm in their covering letter that they are available on the above dates for interview, and if successful, they will complete security clearance forms in time to start work with us in early June.

Closing date:

Friday 27 March.

NB: Please DO NOT click on ‘Apply Now’. See the instructions above for guidance on ‘How to Apply’
Edinburgh Guarantee opportunities are specifically created for Edinburgh school leavers from the past 3 years.

Job Title: Secretary to Deputy Director/Administrative Assistant - Modern Apprenticeship

Contract: One year fixed term appointment leading to a permanent position if during the apprenticeship you successfully complete probation; pass the SVQ Level 2 in Business and Administration, and then pass a competency based selection interview.

Salary: This position has an attractive starting salary of £16,442.

Employer: Scottish Government (Victoria Quay)

Main Duties:
The role of this Modern Apprentice post is to offer business administrative and secretarial support. The post will report to the Business Manager and will be mentored by colleagues within the Directorate.

- Operating internal electronic systems to manage finance and budgeting, ordering and payment, filing and human resources
- Managing the Deputy Director's calendar, including making decisions on meeting requests as appropriate and providing logistical support, commissioning and organising relevant papers, including briefing material
- Ensuring the Deputy Director's mail is actively monitored and managed by prioritising information and filtering e-mails, ensuring that items are appropriately allocated, auctioned and followed up. This process aims to reduce and prioritise the Deputy Director's responsibilities and workload
- Providing general support to the divisional Business Manager on appropriate finance and learning and development activities.

Essential Criteria:
Scottish Government posts at this grade normally require 5 National 4s and/or 5s. Although we do not specify these educational criteria for our Modern Apprenticeships, we wish to attract high quality candidates who have the:

- ability and commitment to achieve all the outcomes of the apprenticeship including passing SVQ2 in Business Administration
- potential to perform at this level.

Desirable Criteria:

- IT based skills
- Excellent communication skills, both oral and written
- Adaptable and proactive with the ability to prioritise and manage workloads to meet tight deadlines and work under pressure
- Ability to work effectively, both within a team and on your own
- Strong organisational skills, including the ability to use e-mail, phone and word processing systems.

Information about the branch/unit/team:

Public Bodies and Public Service Reform Division forms part of the Local Government and Communities Directorate. We are a friendly, supportive Division with responsibility for issues around driving improvement in the scale and pace of public service reforms, providing direction for public bodies and their sponsors, strengthening community planning and supporting communities to have greater control and influence over their lives and services.
How to apply:
Candidates should explain in their CVs specifically how they meet the competencies indicated in the job description and should include a short covering letter. Please email CVs and covering letters to christopher.ruane@sds.co.uk.

Closing date:
Wednesday 25 March.

NB: Please DO NOT click on ‘Apply Now’. See the instructions above for guidance on ‘How to Apply’
**Edinburgh Guarantee opportunities are specifically created for Edinburgh school leavers from the past 3 years.**

**Job Title:** Public Appointment Assistant - Modern Apprenticeship

**Contract:** 12 month fixed term appointment leading to a permanent position if during the apprenticeship you successfully complete probation; pass an SVQ Level 2, and then pass a competency based selection interview.

**Salary:** This position has an attractive starting salary of £16,442.

**Employer:** Scottish Government (Saughton House)

**Main Duties:**

The key tasks you will carry out will include:

- Provide administrative support in all aspects of appointment rounds supporting the team and Selection Panels.
- Deal regularly with a range of internal and external customers often at a senior level, which involves meeting their needs in a helpful and courteous manner.
- You will be expected to fulfil your own tasks, while, working flexibly with other team members to deliver a high standard of customer service.
- Assisting in the initial preparation, collation and issue of relevant papers.
- Meet all requests for application packs in the correct format within the specified timescale, and keep an accurate record of these requests.
- Record and file applications on the Scottish Governments electronic document management system and Public Appointment applicant tracker system.
- Liaise with customers about forthcoming vacancies and the appointments, providing guidance and advice.
- Prepare and issue all types of correspondence for applicants and appointees.
- Preparing and publishing news releases on public appointment website with agreement of senior managers and customers.
- Maintain all relevant records and databases as required.

**Essential Criteria:**

A3 posts within the Scottish Government are normally filled by individuals who have 5 Standard Grades at level 3 or above. Although we do not specify this educational criteria for our Modern Apprenticeships, 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 2 in Business Administration
- ability to provide a high level of customer service
- a good quality of written, telephone and face-to-face communication
- be a good team player.

**Desirable Criteria:**

- IT based skills.
Information about the branch/unit/team:

The Public Appointments Wellbeing and Diversity, administration team, support the senior managers in the appointment process of chairs and members to a variety of different public bodies boards. Its work is wide-ranging and includes everyday contact with colleagues across Scottish Government and diverse range of public bodies.

Closing date:

Wednesday 25 March.

NB: Please DO NOT click on ‘Apply Now’. See the instructions above for guidance on ‘How to Apply’
Edinburgh Guarantee opportunities are specifically created for Edinburgh school leavers from the past 3 years.

Job Title: Administrative Support

Contract: Permanent (depending on a successful 3 months probationary period) – Full Time (09:00 to 17:30, Monday - Friday)

Salary: £12,000 per annum

Employer: Petroleum Experts Limited

Petroleum Experts is a worldwide market leader in developing and delivering state of the art production, modelling and optimisation software and technical support to the oil and gas industry. We shape and influence changes to exploration and production work practices for major international oil and gas companies worldwide. Our petroleum engineering software tools are the worldwide standard at BP, Chevron, ExxonMobil, Shell, Statoil, Total and used in over 400 other companies worldwide. As a company we face a huge demand for our products and services, and we continue to grow year on year. As one of the fastest growing technology companies in the UK our success has been recognised by a string of awards over the past 15 years including the prestigious Queen's Award for Enterprise in International Trade in 2013.

Work Environment:

Based at Logie Mill, Edinburgh, you will be part of a small administration team working closely with your colleagues to ensure the provision of an efficient and quality administrative service to our clients in 80 countries around the world.

What might a day in this job look like?

This is very much a hands-on position where you will learn by doing the job rather than following a formal training programme. You will initially be involved with:

Reception duties:
- Answer incoming calls in polite manner, assess and transfer as appropriate
- Meet, greet and register visitors to office, and ensure reception area is kept tidy at all times
- Receive all post and deliveries to the office, register, scan and distribute incoming mails
- Process outgoing mail & courier dispatches.

Booking Worldwide Travel:
- Arrange engineers' visas, travel and accommodation for training courses in clients’ offices
- Liaise with engineers to ensure passports are up to date
- Liaise with accounts regarding foreign currency and expense claims.

Edinburgh Training Courses:
- Administer Open training course bookings, changes, cancellations
- Print and bind course manuals and diplomas
- Order catered lunches and daily consumables
- Book restaurants for course dinners.

General administrative tasks:
- Filing, typing, scanning and copying as required
- Control and order stationery, office and kitchen consumables.

As you gain more experience, you may have the opportunity to join our Sales Administration team and take on Sales Administration duties:
• Preparation of price quotations for the purchase/rental of software and the provision of training
• Preparation of more complex tender/bid documentation
• Issuing of licence agreements and addenda
• Distribution of product and associated shipping documentation
• Assisting clients with download and security device problems
• Providing ad hoc assistance and support to clients and colleagues to achieve the goals of the company.

What will I Learn?

• Soft Skills such as Communication, Teamwork and Problem Solving.
• The opportunity to complete a Modern Apprenticeship in Business Administration through QA Apprenticeships.

What Qualifications / Qualities are required?

Petroleum Experts are looking for a motivated individual with the following:

• Good Highers in Maths and English
• A good knowledge of Microsoft Office Excel and Word
• Excellent communication skills
• Can demonstrate attention to detail
• A willingness to help clients and colleagues to achieve the goals of the company
• An enquiring mind.

Closing Date:

Monday 6 April.
Edinburgh Guarantee opportunities are specifically created for Edinburgh school leavers from the past 3 years.

**Job Title:** Apprentice Architectural Technician

**Contract:** 3 month trial to permanent contract

**Salary:** Starting salary £8,000 (£18,000 - £36,000 after qualification)

**Employer:** Yeoman McAllister Architects

We are a small open plan Design Studio on the edge of the Water of Leith at Roseburn in Edinburgh which is a 2 minute walk from the main east / west bus route from the City Centre to the Airport.

**Work Environment:**

You will be working as part of a small team. Your job will be mostly office based; however, you will have outdoor duties from time to time. Our working hours are: Mon to Thurs, 9am – 5.30pm with a one hour unpaid lunch between 1pm – 2pm; and Friday 9am - 4pm with a 45 minute unpaid lunch break between 1pm and 1.45pm.

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

General office duties; survey of existing buildings; preparation of survey information into drawn format; assisting colleagues with the preparation of feasibility designs; planning applications and building warrant drawings including the detailing of construction etc.

**What will I Learn?**

As part of your training, you will learn on the job skills while working in the office and you will attend a day release course; firstly, for an NC in Built Environment and then an HNC in Architectural Technology. You will submit planning and building warrants then progress from submission of small to medium sized projects to large sized multi million pound projects.

**What Qualifications / Qualities are required?**

You must have:

- National 5, Credit Standard Grade or equivalent qualifications in Maths and English - plus a minimum of 2 additional qualifications that are complementary (eg Craft, Design & Technology)
- an interest in the art of drawing and construction with a keen eye for detail
- a desire to learn new skills with a flexible “can do” attitude and core moral values such as honesty, trustworthy and reliability.

**Closing Date:**

Sunday 29 March.
**Edinburgh Guarantee opportunities are specifically created for Edinburgh school leavers from the past 3 years.**

**Job Title:** Business Administrator - Modern Apprenticeship  
**Contract:** One year but with the possibility of being kept on  
**Salary:** National Minimum Wage  
**Employer:** A leading travel agent within the area of Leith.  
**Work Environment:**  
Working within a team in an office environment.  

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

- Dealing with customers face to face and on the telephone  
- Using IT to research, process and present information  
- Working effectively within the business environment  
- Contributing and co-ordinating administrative services  
- and possibly dealing with financial information.  

**What will I Learn?**

You will be contributing to the development and implementation of administrative services within the organisation, thus enabling you to gain a qualification which improves knowledge, experience and competence in a work based environment - whilst gaining an SVQ Level 3 in Business Administration.  

**What Qualifications / Qualities are required?**

You must have or expect to gain National 4s or 5s, Credit or General Level Standard Grades, and/or Intermediates in:  

- English  
- Maths  
- and an Administrative or Computer Studies subject.  

It is essential that you are literate, numerate, reliable and keen to learn.  

**Closing Date:**

Friday 28 March.
Edinburgh Guarantee opportunities are specifically created for Edinburgh school leavers from the past 3 years.

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

**Contract:** One year but with the possibility of being kept on

**Salary:** National Minimum Wage

**Employer:**
A leading nursery group within the inner city of Edinburgh.

**Work Environment:**
Working within a team in an office environment

**What might a day in this job look like?**
- Dealing with customers face to face and on the telephone
- Using IT to research, process and present information
- Working effectively within the business environment
- Contributing and co-ordinating administrative services
- and possibly dealing with financial information.

**What will I Learn?**
You will be contributing to the development and implementation of administrative services within the organisation, thus enabling you to gain a qualification which improves knowledge, experience and competence in a work based environment - whilst gaining an SVQ Level 3 in Business Administration.

**What Qualifications / Qualities are required?**
You must have or expect to gain National 4s or 5s, Credit or General Level Standard Grades, and/or Intermediates in:

- English
- Maths
- and an Administrative or Computer Studies subject.

It is essential that you are literate, numerate, reliable and keen to learn.

**Closing Date:**
This opportunity will close when a suitable number of applications has been received.
Edinburgh Guarantee opportunities are specifically created for Edinburgh school leavers from the past 3 years.

Job Title: Business Administrator - Modern Apprenticeship

Contract: One year but with the possibility of being kept on

Salary: National Minimum Wage

Employer:
A leading car show room within the Sighthill area of Edinburgh.

Work Environment:
Working within a team in an office environment.

What might a day in this job look like?

• Dealing with customers face to face and on the telephone
• Using IT to research, process and present information
• Working effectively within the business environment
• Contributing and co-ordinating administrative services
• and possibly dealing with financial information.

What will I Learn?
You will be contributing to the development and implementation of administrative services within the organisation, thus enabling you to gain a qualification which improves knowledge, experience and competence in a work based environment - whilst gaining an SVQ Level 3 in Business Administration.

What Qualifications / Qualities are required?
You must have or expect to gain National 4s or 5s, Credit or General Level Standard Grades, and/or Intermediates in:

• English
• Maths
• and an Administrative or Computer Studies subject.

It is essential that you are literate, numerate, reliable and keen to learn.

Closing Date:
This opportunity will close when a suitable number of applications has been received.
Edinburgh Guarantee opportunities are specifically created for Edinburgh school leavers from the past 3 years.

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

**Contract:** One year but with the possibility of being kept on

**Salary:** National Minimum Wage

**Employer:**
A leading college in the Sighthill area of Edinburgh.

**Work Environment:**
Working within a team in an office environment.

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

- Dealing with customers face to face and on the telephone
- Using IT to research, process and present information
- Working effectively within the business environment
- Contributing and co-ordinating administrative services
- and possibly dealing with financial information.

**What will I Learn?**

You will be contributing to the development and implementation of administrative services within the organisation, thus enabling you to gain a qualification which improves knowledge, experience and competence in a work based environment - whilst gaining an SVQ Level 3 in Business Administration.

**What Qualifications / Qualities are required?**

You must have or expect to gain National 4s or 5s, Credit or General Level Standard Grades, and/or Intermediates in:

- English
- Maths
- and an Administrative or Computer Studies subject.

It is essential that you are literate, numerate, reliable and keen to learn.

**Closing Date:**

This opportunity will close when a suitable number of applications has been received.
Edinburgh Guarantee opportunities are specifically created for Edinburgh school leavers from the past 3 years.

Job Title: Assistant Nursery Practitioner - Modern Apprenticeship
Contract: Full time
Salary: National apprenticeship wage or above
Employer: Various employers in Edinburgh

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

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

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

What Qualifications / Qualities are required?
You should have or expect to achieve at least 3 of the following:

- Standard Grades at 4 or above
- Intermediate 1 or 2 at grade C or above
- 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.
Edinburgh Guarantee opportunities are specifically created for Edinburgh school leavers from the past 3 years.

**Job Title:** Microsoft IT Support Analyst - Modern Apprenticeship (4149)

**Contract:** 9 - 12 months

**Salary:** £9,000 - £12,000 per annum

**Employer:**
A leading Scottish Microsoft Gold Certified Partner and leading resource for advanced infrastructure, security, e-commerce and e-business solutions offers exciting apprenticeship opportunity. Based in Edinburgh City Centre, this technical company likes similar technical minded people. They support a range of clients across Edinburgh in Microsoft based infrastructures.

They are on the lookout for an Apprentice Microsoft Support Analyst to join their support team, dealing with both clients and 3rd party suppliers on a daily basis.

They are looking for an extremely well organised and incredibly driven individual who is looking to pursue a career in the IT Industry. You will need to be a proactive go getter, with initiative, who is looking to grow with the company. Training will be provided and they expect the individual to work towards a professional IT certification.

An award winning, Ofsted outstanding apprenticeship from QA - 94% go onto full-time jobs.

**Work Environment:**
Edinburgh EH1 - office based.

**What might a day in this job look like?**
- Support of clients and 3rd party suppliers on a daily basis
- Dealing with multiple projects and tasks
- Helping clients with technologies like Windows Server, SCOM, SCSM, Exchange, Office 365, Threat Management Gateway, SQL Server and Citrix
- Working directly with clients on problems through to completion
- Dealing with all other tasks as required.

**What will I Learn?**
- Systems & Networking Apprenticeship Level 3
- MCSA in Windows 7 Configuration
- Interconnecting Cisco Networking Devices Part 1
- Diploma for Information Technology & Telecommunications Professionals SCQF Level 6.

**What Qualifications / Qualities are required?**
You must have or expect to gain 5 National 4s or 5s, Credit or General Level Standard Grades, and/or Intermediates including Maths and English.

**Closing Date:**
The job will be closed when a satisfactory level of suitable applications have been received.
Edinburgh Guarantee opportunities are specifically created for Edinburgh school leavers from the past 3 years.

Edinburgh Leisure’s 2 Your Future Project is now in its third and final year. It is a fully funded opportunity that provides a combination of sports based activities and tailored employment support for young people not currently engaged in education, employment or training or young people at high risk of falling into this category. We are currently looking to recruit young people who would be able to commit to the project for up to 16 hours per week over a 16 week period between May and August 2015.

What is involved and what will I learn?

- Sports coaching experience in Athletics, Football and Gymnastics
- Quality, structured sports coaching sessions and the opportunity to participate in sport and physical activity
- National Governing Body coaching qualifications
- Advice and guidance on education and training opportunities
- Information and advice on accessing further education and training
- Increased confidence and self-esteem.

What Qualifications / Qualities are required?

No qualifications are required but you should be 16-24 years old, motivated, enthusiastic and reliable and have a passion for sport.

How to Apply:

For further information or to apply for 2 Your Future, please download the Registration Form which can be found within the advert on the Edinburgh Guarantee website.

Closing Date:

Friday 24 April.
Edinburgh Guarantee opportunities are specifically created for Edinburgh school leavers from the past 3 years.

**Job Title:** Engineering Foundation Programme

**Type:** Pre-Apprenticeship training and assessment

**Contract:** August 2015 - June 2016. Monday - Wednesday 9 am - 4.30pm

**Salary:** £200 per month sponsorship

**Employer:**
ScottishPower is part of the Iberdrola Group, a global energy company and world leader in wind energy. Our SP Energy Networks business distributes electricity on behalf of supply companies to over 3.5 million homes including the central belt of Scotland, through a network of cables and power lines we own and maintain. We do it responsibly. We do it with respect for people and for the environment. We do it looking at the long term, not just today. We do it innovatively.

**Work Environment:**
Our Engineering Foundation Programme involves studying at a local college mixed with technical training providing you with a fantastic way to gain valuable knowledge and experience. At the end of the programme you may also be considered for a full Apprenticeship with ScottishPower. This is a government funded initiative for 16-19 year olds. For more information visit [http://www.scottishpower.com/pages/engineering_foundation_programme.asp](http://www.scottishpower.com/pages/engineering_foundation_programme.asp).

**What might a day in this job look like?**
Your Engineering Foundation Programme combines on-site technical skills training and academic study at a local college in Edinburgh. The programme will last over an academic year as you work towards nationally recognised qualifications.

**What will I Learn?**

- Communication; Teamwork; Problem Solving skills
- SCQF National Certificate in Engineering Level 5
- Skills for Work in Energy
- ScottishPower in-house technical training.

**What Qualifications / Qualities are required?**

- You should have an interest in electrical engineering, highly motivated with a positive attitude and a willingness to learn.
- You will need at least two subjects at National 5 or equivalent from English, Maths and/or a Science subject. We will also consider National 4 or equivalent.

**Closing Date:**
Sunday 29 March.
Edinburgh Guarantee opportunities are specifically created for Edinburgh school leavers from the past 3 years.

Job Title: First Line Helpdesk – Modern Apprenticeship – 2 posts (4071)

Contract: 12 months

Salary: £12,000

Employer:

An award winning, Ofsted outstanding apprenticeship from QA - 94% go onto full-time jobs.

Work Environment:

Edinburgh EH7 - office based.

What might a day in this job look like?

The role will initially be focused on the Service Request work stream but will transition into wider service desk functions:

- Helpdesk ticket management
- Resolution of first line support issues
- Network patching
- Desk moves, installation of new kit
- Consumables ordering
- Asset management
- Security cards
- Printer maintenance and problem resolution
- Mobile phone provisioning
- Network, hardware and software audits.

What will I Learn?

- Systems & Networking Apprenticeship Level 3
- MCSA in Windows 7 Configuration
- Interconnecting Cisco Networking Devices Part 1
- Diploma for Information Technology & Telecommunications Professionals SCQF Level 6.

What Qualifications / Qualities are required?

You must have or expect to gain 5 National 4s or 5s, Credit or General Level Standard Grades, and/or Intermediates including Maths and English.

Closing Date:

The job will be closed when a satisfactory level of suitable applications have been received.
**Edinburgh Guarantee opportunities are specifically created for Edinburgh school leavers from the past 3 years.**

**Job Title:** Online Marketing Consultant - Modern Apprenticeship - 2 posts (4038)

**Contract:** 12 months

**Salary:** £10,000 per annum

**Employer:**
With their main offices in Edinburgh, one of the largest and most advanced providers of eCommerce and online solutions in Europe are looking for apprentices to join their growing company. This is a fantastic opportunity for ambitious and driven individuals, keen to pursue a career with us. In this exciting industry sector your apprenticeship role will train you to be able to identify opportunities for web, broadband and eCommerce products on behalf of a number of major brands. An award winning, Ofsted outstanding apprenticeship from QA - 94% go onto full-time jobs.

**Work Environment:**
Edinburgh EH6 - office based.

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

- Providing eCommerce solutions to SME market through identifying and maximising sales opportunities for both new and existing customers, using a clear sales process
- Delivering a clear demonstration of capabilities and features of the products/services by consultation with the customer and identifying their bespoke requirements
- Achieving and exceeding sales targets as an individual and as part of a lively and professional sales team through speaking to clients via a B2B database/dialler
- Managing own pipeline to ensure quality leads are converted, ensuring customer needs are met, whilst achieving sales target on a consistent basis.

**What will I Learn?**

- SVQ Level 3 in Business & 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, Credit or General Level Standard Grades, and/or Intermediates including Maths and English.

**Closing Date:**

The job will be closed when a satisfactory level of suitable applications have been received.
Edinburgh Guarantee opportunities are specifically created for Edinburgh school leavers from the past 3 years.

Job Title: Business Administration – Modern Apprenticeship (3988)

Contract: 12 months

Salary: £130 - £150 per week

Employer:
An award winning online wedding stationery and favour company selling on ‘notonthehighstreet.com’ since September 2012 and offering greetings cards and social stationery.

Work Environment:
Edinburgh EH16 - office based

What might a day in this job look like?
A great opportunity has arisen to join a leading online social stationery business, based in Edinburgh who are seeking a Business Administration Apprentice to provide efficient administrative services to the business.

They are looking for an extremely well organised and incredibly driven individual who is looking to pursue a career in this fast-paced industry. You will need to be a proactive go-getter, with initiative, who likes to be in charge of your own destiny.

Your responsibilities will evolve as you gain more experience and confidence in dealing and assisting with:

- customer enquiries via telephone and email
- the delivery of products via post
- orders via online systems
- product material on in house design systems
- the makeup of products
- updating websites.

What will I Learn?

- SVQ Level 3 in Business & 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, Credit or General Level Standard Grades, and/or Intermediates including Maths and English.

Closing Date:
The job will be closed when a satisfactory level of suitable applications have been received.
Edinburgh Guarantee opportunities are specifically created for Edinburgh school leavers from the past 3 years.

**Job Title:** Software and Web Development - Modern Apprenticeship (4017)

**Contract:** 12 months

**Salary:** £130 - £170 per week

**Employer:**

This company is an award winning Edinburgh success story which is currently ranked No1 in Scotland for the following categories:

- Website Design
- Ecommerce
- Search Engine Optimisation
- Social Media Marketing.

**Work Environment:**

Edinburgh EH11 - office based.

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

The company is looking to take on a driven, ambitious and talented individual to join their existing hub in a Web Development capacity. You will be learning in a dynamic and enviable environment and gaining exposure and training on an array of industry skills that will develop you further.

**What will I Learn?**

- Software & Web Development Level 3
- Diploma for Information Technology and Telecommunications Professionals SCQF Level 6
- Plus either MTA in Software Development Fundamentals or OCA Java SE7 Programmer.

**What Qualifications / Qualities are required?**

You must have or expect to gain 7 National 4s or 5s, Credit or General Level Standard Grades, and/or Intermediates including Maths and English.

**Closing Date:**

The job will be closed when a satisfactory level of suitable applications have been received.
Edinburgh Guarantee opportunities are specifically created for Edinburgh school leavers from the past 3 years.

**Job Title:**  
IT Software - Modern Apprenticeship (4035)

**Contract:**  
12 months

**Salary:**  
£150 increasing to £200 per week

**Employer:**

This company is a creative, flamboyant and growing Software as a Service (SaaS) provider based in central Edinburgh providing a bespoke package for businesses of varying sizes throughout the UK.

**Work Environment:**

Edinburgh EH11 - office based.

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

They are keen to bring on board an enthusiastic and intelligent Software Apprentice who can demonstrate passion for this industry and creativity when it comes to problems and ideas. You will be:

- Self-Motivated
- An excellent communicator
- Quick to learn
- Familiar with basic software and web development
- Ambitious.

In return the company offers an excellent environment to work in along with a structured beneficial programme of guidance to take your skills to the next level. They will increase your technical skills through exposure to top end projects and technologies. You will also get the chance to attend trade shows throughout the UK and demonstrate the strengths of the business and product.

**What will I Learn?**

- Software & Web Development Level 3
- Diploma for Information Technology and Telecommunications Professionals SCQF Level 6
- Plus either MTA in Software Development Fundamentals or OCA Java SE7 Programmer.

**What Qualifications / Qualities are required?**

You must have or expect to gain 7 National 4s or 5s, Credit or General Level Standard Grades, and/or Intermediates including Maths and English.

**Closing Date:**

The job will be closed when a satisfactory level of suitable applications have been received.
**Edinburgh Guarantee opportunities are specifically created for Edinburgh school leavers from the past 3 years.**

**Job Title:** Business Administration - Modern Apprenticeship (3997)

**Contract:** 12 months

**Salary:** £130 - £160 per week

**Employer:**
An award winning, Ofsted outstanding apprenticeship from QA - 94% go onto full-time jobs.

**Work Environment:**
Edinburgh EH7 - office based.

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

- Data inputting – including the use of word processing and spreadsheets
- Filing
- Scanning
- Letter and telephone enquiries
- General administration tasks
- Sorting and franking mail
- Taking packages to Post Office
- Organising couriers – involves liaising with external companies
- Providing cover to take cheques/cash to bank
- Setting up the Board Room for meetings
- Providing cover for reception duties
- Ensuring the appropriate stocks of stationery are held, including ordering then checking deliveries before re-stocking
- Ensuring kitchen area is kept tidy and making tea/coffee in conjunction with other members of the team
- Learning additional tasks within the Department with a view to future development.

**What will I Learn?**

- SVQ Level 3 in Business & 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, Credit or General Level Standard Grades, and/or Intermediates including Maths and English.

**Closing Date:**

The job will be closed when a satisfactory level of suitable applications have been received.
Edinburgh Guarantee opportunities are specifically created for Edinburgh school leavers from the past 3 years.

Job Title: Pathway SQA Apprenticeship Programme

Contract: 2 years (with an opportunity to apply for a permanent job)

Salary: £14,342 per annum

Employer: Scottish Qualifications Authority (SQA)

The SQA is Scotland’s national awarding and certification body that develops and certifies most of the qualifications offered by Scotland’s schools, colleges and training organisations. Each year around 360,000 people receive certificates from the SQA. We employ around 750 people at our offices in Glasgow and Midlothian, and actively support our local communities. Our staff are given three days a year to volunteer to support activities in our local communities.

Work Environment:

You will be based at Lowden, our new office complex in Shawfair Business Park near Dalkeith. Over 200 staff are based there, but this number increases by over 100 during the summer months when we employ temporary staff. There is a staff restaurant and coffee shop within the building. Free car parking, bicycle racks and tea/coffee are provided.

What might a day in this job look like?

Pathway is a unique apprenticeship scheme for young people offered by the Scottish Qualifications Authority. You will be assigned a mentor who will be a colleague who has agreed to support you throughout your apprenticeship. They will meet with you regularly to review your progress and to support you in lots of practical ways. They are someone you can talk to in confidence about any work issue and they will help you through this process so that you are never alone or unsupported.

What will I Learn?

- Training at College to study a HNC Administration and Information Technology.
- Achieving an SVQ level 3 qualification in Business and Administration.
- A tailored training plan and an SQA Mentor to support your personal development and career plans.
- Two years on-the-job training and work experience to add to your CV and kick start your career in Business and Administration.
- A welcoming and inclusive workplace that supports the local community.
- An opportunity to apply for a permanent job at SQA on successful completion of your apprenticeship!

What Qualifications / Qualities are required?

We are looking for individuals who are reliable, creative and willing to learn new things.

- Young people aged 16 - 19 years old from, Edinburgh, East Lothian or Midlothian.
- One Higher pass at C in either English, Administration, Business Management or a related discipline; or a group of Intermediate 2 passes in Administration or Business Management.
- Good attendance record.

Closing Date:

Friday 22 May.
Edinburgh Guarantee opportunities are specifically created for Edinburgh school leavers from the past 3 years.

**Job Title:** Store Assistant

**Contract:** Permanent but flexible contracts from 15 to 30 hours per week  
Additional hours available  
Overtime rate available (hours over 40 per week)  
Night premium rate available  
28 days’ holiday (including Bank Holidays)  
Pension scheme available from day one

**Salary:** £8.15 rising to £9.75 per hour (Regional variances may apply)

**Employer:** Aldi

We'd like to clear something up if we may. If you want 'a job in a supermarket', then look away now. Aldi isn't just a supermarket and we don’t just offer jobs. People tend to stay with Aldi for a long time. In some cases ever since 1990 when Aldi first came to the UK. Why? Because we’re wonderfully different. We do things our way, we always have. It's why we’re one of the world’s fastest-growing retailers and why we're such a great employer.

We don’t have bored Store Assistants sitting around twiddling their thumbs on the till. We don’t have Store Managers who moan about their lot and how things are run. We have happy, productive teams who understand exactly what needs to happen to make their store a success.

Join us and you’ll grow in confidence and ability as you take on energetic, exciting retail challenges. Plus you'll be given the kind of rewards and support that make you feel special (let's face it, we couldn't do without you). Aldi is different. It’s fresh, it’s better. And we like it. We hope you do too.

**Work Environment:**

Aldi are currently recruiting for their store in Gorgie as well as their new store in Gilmerton.

You’ll never find yourself bored and twiddling your thumbs on the till as a Store Assistant with Aldi.

It’s a really fast paced environment, for a start. And everyone here understands exactly what needs to happen to make their store a success – and gets on with doing it. But the team is fairly small, so if you’re not contributing it will soon show.

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

The time will fly by as you work hard to:

- provide a quick and accurate check-out service  
- provide excellent customer service at all times by attending to customer needs in a quick and friendly way  
- help out with inventory counting  
- check off deliveries  
- ensure the shelves are fully stocked with attractive, well presented products.

**What will I Learn?**

- You will undertake Aldi’s thorough induction and training programme.  
- Once complete, you will be given industry related training to ensure that you can carry out your duties to the utmost of your ability.
What Qualifications / Qualities are required?

- You’re a real grafter; someone who takes pride in what they do
- You’re a bundle of enthusiasm and positivity
- Someone who absolutely loves rolling their sleeves up to keep the store running as efficiently as possible
- A naturally friendly colleague who loves smiling at customers to make their day
- A queue of customers at the till? You’ll jump on a different till and halve their waiting time
- A pallet of bananas waiting in the stockroom? You’ll put them out in the store, rather than wait for someone else to do it
- You’re thoughtful, flexible and full of initiative.
- During the application process you will take part in the Aldi Situational Judgement Test. This is a real opportunity to get a further insight into the kinds of situations you could find in the role you’re applying for. It’s also a good opportunity for us to see how you might approach each scenario
- Where possible, we aim to give 4 weeks’ notice of shift patterns. However, we do require some flexibility from you in terms of the hours that you work (e.g. working weekend or evening hours as required and changing shifts to cover for colleagues)
- You must be authorised to work in the UK and able to substantiate this by holding a British, EU or EEA passport - or have a visa or other authorised document, as stated by the Home Office (specifically List A or List B), confirming you have the right to work in the UK.

Closing Date:

The jobs will remain open until a satisfactory number of applications have been received. Therefore, the application process could close without notice.
Edinburgh Guarantee opportunities are specifically created for Edinburgh school leavers from the past 3 years.

**Job Title:** Stock Assistant

**Contract:** Permanent but flexible contracts from 10 to 30 hours per week  
Night premium rate  
Double pay for any hours worked on bank holidays  
Full training provided  
28 days’ paid holiday*  
Pension from commencement*  
Long Service Reward  
Enhanced maternity & paternity pay*

*Conditions apply.

**Salary:** £7.25 rising to £7.40 per hour (Regional variances may apply)

**Employer:** Aldi

We’d like to clear something up if we may. If you want ‘a job in a supermarket’, then look away now. Aldi isn’t just a supermarket and we don’t just offer jobs. People tend to stay with Aldi for a long time. In some cases ever since 1990 when Aldi first came to the UK. Why? Because we’re wonderfully different. We do things our way, we always have. It’s why we’re one of the world’s fastest-growing retailers and why we’re such a great employer.

We don’t have bored Store Assistants sitting around twiddling their thumbs on the till. We don’t have Store Managers who moan about their lot and how things are run. We have happy, productive teams who understand exactly what needs to happen to make their store a success.

Join us and you’ll grow in confidence and ability as you take on energetic, exciting retail challenges. Plus you’ll be given the kind of rewards and support that make you feel special (let’s face it, we couldn’t do without you). Aldi is different. It’s fresh, it’s better. And we like it. We hope you do too.

**Work Environment:**

Aldi are currently recruiting for their store in **Gorgie** as well as their new store in **Gilmerton**.

It feels brilliant to be part of a business that does things its own way and achieves fantastic results while doing so. That’s how you’ll feel as a Stock Assistant with Aldi.

It’s a really fast paced environment, so there’s certainly no risk of getting bored. And everyone here understands exactly what needs to happen to make their store a success – and gets on with doing it. But the team is fairly small, so if you’re not contributing it will soon show.

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

The time will fly by as you work hard to:

- keep stock losses to a minimum,
- help out with inventory counting
- check off deliveries
- ensure the shelves are fully stocked with attractive, well presented products
- provide excellent customer service at all times by attending to customer needs in a quick and friendly way.
What will I Learn?

- You will undertake Aldi’s thorough induction and training programme.
- Once complete, you will be given industry related training to ensure that you can carry out your duties to the utmost of your ability.

What Qualifications / Qualities are required?

- You’ll be a real grafter; someone who takes pride in what they do
- During the application process you will take part in the Aldi Situational Judgement Test. This is a real opportunity to get a further insight into the kinds of situations you could find in the role you're applying for. It's also a good opportunity for us to see how you might approach each scenario.
- Where possible, we aim to give 4 weeks’ notice of shift patterns. However, we do require some flexibility from you in terms of the hours that you work (e.g. working weekend or evening hours as required and changing shifts to cover for colleagues)
- You must be authorised to work in the UK and able to substantiate this by holding a British, EU or EEA passport - or have a visa or other authorised document, as stated by the Home Office (specifically List A or List B), confirming you have the right to work in the UK.

Closing Date:

The jobs will remain open until a satisfactory number of applications have been received. Therefore, the application process could close without notice.
Edinburgh Guarantee opportunities are specifically created for Edinburgh school leavers from the past 3 years.

**Job Title:** Sales Consultant - Modern Apprenticeship (3959)

**Contract:** 12 months

**Salary:** £7,390 per annum

**Employer:**

With their main offices in Edinburgh, one of the largest and most advanced providers of e-Commerce and Online solutions in Europe are looking for Apprentice Sales Consultants to join their growing Sales team. This is a fantastic opportunity for an ambitious and driven individual, keen to pursue a career in sales. In this exciting industry sector your role will train you to be able to identify sales opportunities for web, broadband and e-commerce products on behalf of a number of major brands.

**Work Environment:**

Edinburgh EH6 - office based.

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

- Providing e-commerce solutions to SME market through identifying and maximising sales opportunities for both new and existing customers, using a clear sales process.
- Delivering a clear demonstration of capabilities and features of the products/services by consultation with the customer and identifying their bespoke requirements.
- Achieving and exceeding sales targets as an individual and as part of a lively and professional sales team through speaking to clients via a B2B database/dialler.
- Managing own pipeline to ensure quality leads are converted, ensuring customer needs are met, whilst achieving sales target on a consistent basis.

**What will I Learn?**

- SVQ Level 3 in Business & 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 at least 5 Standard Grades at level 1-3, or equivalent, including Maths and English.

**Closing Date:**

The job will be closed when a satisfactory level of suitable applications have been received.
Edinburgh Guarantee opportunities are specifically created for Edinburgh school leavers from the past 3 years.

**Job Title:** Software Engineer - Modern Apprenticeship (3942)

**Contract:** 12 months

**Salary:** £8,000-£10,000

**Employer:**

The Faculty of Advocates is one of Scotland’s most ancient and prestigious organisations with a vibrant, professional body of about 460 practising advocates. The IT department has a key role in supporting the Faculty and modern business practices. The Faculty are looking for an enthusiastic, technology driven Apprentice Software Engineer to work alongside the Chief IT Officer to support various business applications, and build new internal applications using the latest Microsoft tools.

**Work Environment:**

Edinburgh EH1 - office based.

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

- Work alongside the Chief IT Officer
- Support various business applications
- Build new internal applications
- Use latest Microsoft tools
- Work flexibly and adapt to business needs which may differ in nature day-to-day
- Cover all aspects of the software development life cycle
- Application development, testing, deployment and application support
- This is an excellent opportunity to learn a variety of technologies including Visual Studio, C#, ASP.Net and MVC, SQL, Entity Framework, jQuery, Dynamics CRM and SharePoint.

**What will I Learn?**

- Software & Web Development Level 3
- Diploma for Information Technology and Telecommunications Professionals SCQF Level 6
- Plus either: MTA in Software Development Fundamentals or OCA Java SE7 Programmer.

**What Qualifications / Qualities are required?**

You must have at least 7 Standard Grades at level 1-3, or equivalent, including Maths and English.

**Closing Date:**

The job will be closed when a satisfactory level of suitable applications have been received.
Edinburgh Guarantee opportunities are specifically created for Edinburgh school leavers from the past 3 years.

Job Title: IT Hardware Engineer - Modern Apprenticeship (3952)

Contract: 12 months

Salary: £130-£150 per week

Employer:

QA Apprenticeships have been retained by an expanding, dynamic and well respected IT consultancy in Edinburgh to source for them an Apprentice with basic understanding of IT Hardware and Systems for an excellent opportunity to join and train with a growing local company. This is an excellent opportunity to join an exciting company going through a rapid growth phase and cement your place within the company long term.

Work Environment:

Edinburgh EH11 - office based.

What might a day in this job look like?

This will be an interesting and varied role in which you will learn how to:

- Diagnose and repair hardware faults on all types of hardware, laptops, desktops, tablets and smart phones across various makes and models
- Diagnosing and repairing / installing software and operating systems on Microsoft systems as well as Linux and Apple OS
- Malware removal and disinfection
- Desktop security, data backup and restore.

Once having progressed with the company and demonstrated competency in the areas listed above you will then take on more of a client facing role displaying a good and professional level of both technical understanding and customer service over the phone and at client sites.

- Supporting small to medium sized businesses through telephone support, remote desktop support, on-site support
- Server support, MS Small Business Server, MS Exchange, Linux OS
- Wired and wireless networking support using a variety of network devices
- Installations, moves and changes.

What will I Learn?

- Systems & Networking Apprenticeship Level 3
- MCSA in Windows 7 Configuration
- Interconnecting Cisco Networking Devices Part 1
- Diploma for Information Technology & Telecommunications Professionals SCQF Level 6.

What Qualifications / Qualities are required?

You must have at least 5 Standard Grades at level 1-3, or equivalent, including Maths and English.

Closing Date:

The job will be closed when a satisfactory level of suitable applications have been received.
**Edinburgh Guarantee opportunities are specifically created for Edinburgh school leavers from the past 3 years.**

**Job Title:** Online Marketing Consultant - Modern Apprenticeship (3844)

**Contract:** 12 months

**Salary:** £10,000 per annum

**Employer:**

With their main offices in Edinburgh, one of the largest and most advanced providers of eCommerce and Online solutions in Europe are looking for Apprentice Online Marketing Consultants to joint their growing Sales team. This is a fantastic opportunity for an ambitious and driven individual, keen to pursue a career in online marketing.

**Work Environment:**

Edinburgh EH6 - office based.

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

- Customer Account Management and Consultation
- On and Off Page SEO techniques and strategies
- Content and Social Media management
- Understanding how campaign tracking works, specifically Google Analytics & AdWords
- Providing aggregated campaign management reports.

**What will I Learn?**

- SVQ Level 3 in Business & 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 at least 5 Standard Grades at level 1-3, or equivalent, including Maths and English.

**Closing Date:**

The job will be closed when a satisfactory level of suitable applications have been received.
Edinburgh Guarantee opportunities are specifically created for Edinburgh school leavers from the past 3 years.

Job Title: IT Software Developer - Modern Apprenticeship (3795)

Contract: 12 months

Salary: £130 per week

Employer:
This company designs, manufactures, sells and supports, systems and software for the marine-survey, construction and security industries.

Work Environment:
Edinburgh EH6 - office based.

What might a day in this job look like?

You must have an interest in Software Engineering and ideally you will have some foundation experience of software development gained either during your education, or perhaps in pursuit of your outside interests. We would ideally like you to have some knowledge and/or experience of C++ and/or of writing simple gaming software. You will possess excellent interpersonal skills, be ambitious and must have the ability to work well within a team. You will have problem solving and creativity skills, honesty and integrity, an eagerness to learn and a high level of personal motivation, drive and energy. This is a position where the right applicant will be able learn quickly and become a fully-fledged and valued member of the Software Development Team within a few months.

What will I Learn?

- Software & Web Development Level 3
- Diploma for Information Technology and Telecommunications Professionals SCQF Level 6
- Plus either: MTA in Software Development Fundamentals or OCA Java SE7 Programmer.

What Qualifications / Qualities are required?

You must have at least 7 Standard Grades at level 1-3, or equivalent, including Maths and English.

Closing Date:
The job will be closed when a satisfactory level of suitable applications have been received.
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Job Title: IT Support - Modern Apprenticeship (3679)
Contract: 12 Months
Salary: £8,000 - £10,000 per annum

Employer:
A private hospital was founded in 2008 and in 2011 became part of an international health group, which owns several other healthcare facilities in England. Their aim is to provide first-class independent healthcare for the local community in a safe, comfortable and welcoming environment. They are currently looking for an IT Service Desk Apprentice to join their IT team and will assist the Service Delivery Manager in the day to day operation of all IT Systems.

Work Environment:
Private hospital, Edinburgh, EH10.

What might a day in this job look like?

• Day to day call logging including Change Management.
• Problem and incident management ensuring that SLAs are achieved and user expectations are met (or exceeded).
• Deliver 1st line support to help users to recover or continue operations swiftly in relation to the company’s support systems, products and services, including initial diagnoses and provision of advice on known solutions where possible.
• Provide remote resolution of infrastructure incidents for desktops, printers, software and peripherals.
• Investigate complex incidents, diagnosing underlying causes and propose, discuss and evaluate potential solutions with service providers.
• For all calls that cannot be resolved internally, provide an effective interface between users and service providers, including external commercial suppliers where applicable, including supplying all necessary diagnostic information and providing timely updates to users.
• To ensure reports are provided to an agreed schedule (or on request), including management and account performance reports.
• Work as a team member within the organisation to provide a resilient service to our users.

What will I Learn?

• Systems & Networking Apprenticeship Level 3
• MCSA in Windows 7 Configuration
• Interconnecting Cisco Networking Devices Part 1
• Diploma for Information Technology & Telecommunications Professionals SCQF Level 6.

What Qualifications / Qualities are required?
You must have 7 Standard Grades Level 1-3, or equivalent, including Maths and English.

Closing Date:
The job will be closed when a satisfactory level of suitable applications have been received.
Edinburgh Guarantee opportunities are specifically created for Edinburgh school leavers from the past 3 years.

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

**Contract:** Permanent

**Salary:** National Apprenticeship Wage

**Employer:** Various employers/ opportunities/ locations

**Work environment:**

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

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

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

**What will I Learn?**

You will train towards your SVQ Level 3 in Social Services (Children and Young People). You will attend a workshop for theory one day every 4 weeks and an assessor will visit the workplace on a monthly basis to observe and assess your practical competence.

**What Qualifications / Qualities are required?**

In order to be eligible for the Modern Apprenticeship Programme, applicants must be aged between 16 to 19 years old. You must have or expect to achieve 3 of the following (one of which must include English):

- Standard Grades (1-4);
- Intermediate 1 or 2 (A-C); or
- National 4 or 5.

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

No experience is required.

**Closing Date:** We recruit all year round.
Vincent Bell Training Academy – Employability Stage 3

We are offering a unique insight into the hairdressing industry. On our 13 week course, you will complete SVQ1 Hairdressing and be on placement in a salon 4 days a week for 12 weeks. This course is funded by Skills Development Scotland.

On your first week you will complete an induction which includes Health & Safety and what is expected from you in the workplace. Towards the end of this week you will be sent for interviews with salons that are looking to employ hairdressing assistants. The next 12 weeks are spent in house on a Monday where you do written and practical work towards your SVQ1 Hairdressing. The units covered include “Shampoo and Condition Hair”, “Blow Dry Hair” and “Assist with Colouring Services”.

After the end of the 13 weeks, it is hoped that you have made yourself so much part of the salon team, having demonstrated your time keeping and attendance, that they will offer you full time employment and sign you up for a Modern Apprenticeship with Vincent Bell Training.

We work with salons across Edinburgh from large city centre salons to small suburban salons so we can help you find the salon that is right for you.

You will be paid a training allowance of £55 per week and your travel will be reimbursed weekly after the first £3.

We have a proven track record of progressing young people from this course onto Modern Apprenticeships.

If you are 16-17 years old and are interested in applying for the course then telephone Karen Irvine 0131 228 1383 to arrange an interview.
Job Title: Crew Member/Customer Care

Employer: McDonald's

We're the world's biggest family restaurant business, serving 3m customers a day in the UK alone. But we can only do this with the support and dedication of the people that work here. Together, they help us create a great customer experience. So we invest in their talent in a culture that thrives on flexibility, opportunity, equality and development. Join us and we can promise you a wealth of training, career opportunities, rewards, benefits and plenty more besides.

McDonald's currently has various openings in Edinburgh. Please check back often for new Edinburgh job openings to find a career that is right for you. Thank you for considering a career at McDonald's. For a full list of jobs available please visit http://jobs.mcdonalds.co.uk/uk/edinburgh-jobs/job-list-1.

Requirements:

Quite simply, you'll be working in our fast moving, high energy environment and we're looking for a genuine smile plus an ability to connect with customers and make them feel valued.

Attributes:

To join us as a Crew Member you'll need to be confident in approaching and dealing with diverse groups of people. Friendly, courteous and helpful behaviour will come naturally to you and you'll work well as part of a team. Effective communication skills such as attentive listening, face-to-face verbal communication and eye contact are a must. You'll also need to understand the importance of maintaining high standards of quality and service as well as cleanliness. The ability to maintain high energy levels whilst working both efficiently and productively is essential. Finally, your appearance should be smart and clean.

For a full list of jobs available at McDonald's and to apply online please visit http://jobs.mcdonalds.co.uk/uk/edinburgh-jobs/job-list-1.