



# **100 Apprenticeships Scheme**

## **Vacancy Bulletin**

**Week Commencing 9<sup>th</sup> January  
2012**

The following vacancies have been made available through Sheffield City Council's 100 Apprenticeships scheme. These vacancies can only be accessed via the Opportunity 100 Apprenticeships preparation programme delivered by The Source (details below).

*In addition, there will be a recruitment event on **Thursday 19<sup>th</sup> January, 12-3pm at the Sheffield Town Hall** where eligible young people are encouraged to attend to meet with employers to find out and register their interest in the vacancies in this bulletin and sign up for the preparation programme.*

Young people wanting to access this course must:

- Be 16, 17 or 18 years of age
- Not be in any other learning, training or employment
- Be resident in Sheffield
- Be able to complete the required Apprenticeship qualifications

To apply for course, please contact either:



on 0114 263 5711

Or



on 0114 201 2828

## Opportunity 100 Apprenticeships



Young people involved in this profile creation?



Participants said that they are able to progress because.....

“This course has given me skills that I need for work”

“I have gained more skills, knowledge and overcome confidence issues that I had before.”

“Being on this course has helped me in many ways. I've not just learnt new things to do with work I have also learnt to communicate better and my confidence has boosted a lot, I also think my behaviour has changed.”

**You get support to help you move on to an apprenticeship, job or more learning**



Pictures: Cllr Julie Dore with young people who have completed the programme & moved in to Apprenticeships

**Monday to Friday for 3-6 weeks**

**What makes this Course Different from others?**

Real work experience  
“I got to do my health and safety and manual handling”

You find out “what to expect in the work place such as good customer service, the code of conduct and work place requirements.”

**You get a qualification to help you evidence your skills in the work place.**

Helps to make positive decisions about my future

“The delivery staff are great”

**Course Summary** – Opportunity 100 Apprenticeships is an intensive course designed to give you a chance to put you on the path to your chosen career and possibly access one of the 100 Apprenticeships supported by Sheffield City Council. During the six week programme, you will: meet new people and build your confidence; prepare for interviews & Apprenticeships; do real work experience; meet professionals currently working within the industry; receive careers advice, gain recognised qualifications; attend a guaranteed interview with a prospective employer; develop skills to prepare you for an Apprenticeship. **Potential Progression Routes:** Apprenticeships, Employment, other learning or training

Vacancy Ref	Vacancy Title	Vacancy Sector	Vacancy Summary	Vacancy District
Opp100/001	Reception & Administration Apprentice	Business Admin	<p><b>Requirements</b> We require a smart, confident and articulate person to:</p> <ul style="list-style-type: none"> <li>Meet and greet delegates, register them for their course and to take them to the reception lounge.</li> <li>Answer the office telephone and to undertake office administration duties, which will include creating certificates, course notes and booklets.</li> <li>Develop a comprehensive range of computer skills which we will teach through work experience at the company and attending our own IT courses.</li> </ul>	S9
Opp100/002	Apprentice Machinist	Engineering	<p><b>Title</b> Apprentice Machinist</p> <p><b>Outline</b> Undertake training to achieve NVQ Qualification</p> <p><b>Responsibilities</b> It is the job holders responsibility to ensure he fully understands any tasks undertaken and carries them out safely with guidance from his mentor.</p> <p><b>Training</b> Develop the knowledge and skills necessary with guidance from his mentors to operate the following equipment safely and efficiently: Lathes Milling Machines Drilling Machines Surface Grinders</p>	S9
Opp100/049	Administration Apprentice	Business Admin	<p><b>Job Description</b></p> <ul style="list-style-type: none"> <li>Filing</li> <li>Answering the telephone</li> <li>Scanning documents</li> <li>Invoicing</li> <li>Entering engineers report sheets</li> <li>Updating computer records</li> <li>General office assistance</li> </ul> <p><b>Person Specification</b></p> <ul style="list-style-type: none"> <li>Presentable</li> <li>Confident on telephone</li> <li>Keyboard/computer skills</li> </ul>	S9
Opp100/006	Administration Apprentice	Business Admin	<p><b>Job Description</b> Duties to include:</p> <ul style="list-style-type: none"> <li>Answering phones</li> </ul>	S7, moving to S1 in

			<ul style="list-style-type: none"> <li>• Filing and setting up files</li> <li>• Sorting mail</li> <li>• Working with computers</li> <li>• Updating and maintaining databases</li> <li>• General office assistance</li> </ul> <p><b>Person Specification</b></p> <ul style="list-style-type: none"> <li>• Excellent timekeeping</li> <li>• Reliability and trustworthiness</li> <li>• Good communication skills</li> <li>• Good computer skills</li> <li>• Presentable and professional</li> <li>• Willing to learn with a positive attitude</li> </ul>	early 2012
Opp100/008	Cleaning & Environmental Services Apprentice	Cleaning	<p><b>Job Description - Following appropriate training, duties include:</b></p> <ul style="list-style-type: none"> <li>▪ Operate cleaning machinery</li> <li>▪ Support staff in the retail shop</li> </ul> <p><b>Person specification</b></p> <ul style="list-style-type: none"> <li>▪ Need to be physically fit</li> <li>▪ Have excellent communication skills</li> </ul>	S6
Opp100/010	Apprentice Machinist	Engineering	<p><b>Duties involved in this role include:</b></p> <ul style="list-style-type: none"> <li>▪ Precision machining &amp; drilling -using column mills &amp; drilling machines.</li> <li>▪ Grinding -using various type of grinding machines/wheels.</li> <li>▪ Tool preparing -including stripping spare or damaged parts.</li> <li>▪ Welding – opportunity to learn basic welding procedures &amp; methods using tig process.</li> <li>▪ Ensuring specifications are met for insert location &amp; screw thread viability.</li> <li>▪ Working with other types of machinery, measuring &amp; inspection equipment relevant to achieving the quality required i.e.: micrometers, verniers, tool-presetters, projectors.</li> </ul> <p><b>Person Specification</b></p> <ul style="list-style-type: none"> <li>▪ We are looking for a person with a passion for engineering who wants to learn.</li> <li>▪ Aptitude &amp; attitude together with good interpersonal skills are more important than high educational achievement.</li> <li>▪ This is a labour intensive job which requires standing for most of the working day.</li> </ul>	S6
Opp100/011	Administration Apprenticeship	Business Admin	<p><b>Job Description:</b></p> <ul style="list-style-type: none"> <li>▪ Entering data into Microsoft Access for clients of salon</li> <li>▪ Reception duties including booking in clients and entering their treatments into system, telephone work and working cash register</li> <li>▪ Updating Facebook and Twitter accounts for both sides of business</li> <li>▪ General salon duties</li> <li>▪ Possibly processing orders for the wholesale side of the business as well as periodically updating both websites</li> </ul> <p><b>Person Specification</b></p> <ul style="list-style-type: none"> <li>▪ Punctual and reliable</li> </ul>	S6

			<ul style="list-style-type: none"> <li>▪ Enthusiastic</li> <li>▪ Good customer service and communication skills</li> <li>▪ Comfortable with a predominantly female working environment</li> </ul>	
Opp100/012	Counter Assistant Apprentice	Customer Service	<p><b>Job Description</b></p> <ul style="list-style-type: none"> <li>▪ The job involves interaction with customers dealing with cash transactions and working in the world of finance.</li> <li>▪ Learning system procedures, sending money all over the world and dealing with loans and assets.</li> <li>▪ The successful candidate will be given full training in compliance courses relating to money laundering and proceeds of crime act 1974 all to a high level of knowledge.</li> <li>▪ The business also has a retail gold division and the person will learn all about gold and other precious metals and their value when having loans against them.</li> </ul> <p><b>Person Specification</b></p> <ul style="list-style-type: none"> <li>▪ Must be of smart appearance and well spoken with good communication skills.</li> </ul>	S5
Opp100/018	Printing Apprentice	Printing	<p><b>Job Description</b></p> <ul style="list-style-type: none"> <li>▪ Report to the Print Manager, and work with the trained printer on a daily basis.</li> <li>▪ Learn all aspects of print production; from receiving artwork, assessing the artwork, preparing the artwork for print, overseeing the printing process, then finishing the printed sheets into the appropriate product: Flyers, Posters, Brochures, Stationery etc.</li> </ul> <p><b>Person Specification</b></p> <ul style="list-style-type: none"> <li>▪ Attention to detail (be able to spot discrepancies on a printed sheet), reliability, enthusiasm and the ability to work and think for themselves; this may involve lateral thought and problem solving.</li> </ul>	S3
Opp100/046	Telesales Apprentice	Sales	<p><b>Working towards carrying out the following tasks:</b></p> <ul style="list-style-type: none"> <li>• Managing and prioritising time for sales activities</li> <li>• Demonstrating compliance with legal, regulatory and ethical requirements for sales activities</li> <li>• Selling products and services over the telephone</li> <li>• Obtaining and using sales-related information</li> <li>• Developing, implementing and monitoring call planning</li> <li>• Managing their own personal and professional development in sales</li> <li>• Developing and delivering a professional sales presentation</li> <li>• Inputting and accessing data in our information systems</li> <li>• Processing customer orders and payments</li> <li>• Monitoring the delivery of products.</li> </ul>	S3
Opp100/019	Retail Sales Apprentice	Retail	<p><b>Job Description</b></p> <ul style="list-style-type: none"> <li>▪ Working towards carrying out tasks in IT, Microsoft office, housekeeping, customer service, stock management, filing, dealing with correspondence.</li> <li>▪ Retail side of business is for kitchens and successful candidate will be involved in the planning and designs of kitchens, layouts and sales.</li> </ul> <p><b>Person Specification</b></p> <ul style="list-style-type: none"> <li>▪ Need to be, smart &amp; presentable; outgoing customer focussed and flexible and have good telephone skills &amp; handwriting and able to use own initiative.</li> </ul>	S3

Opp100/020	Marketing Support Administration Apprentice	Business Admin	<p><b>Job Description</b></p> <ul style="list-style-type: none"> <li>▪ <b>To support the admin supervisor.</b> Specifically: Progression/follow up of quotations; jobs on “Proof” and other jobs as tasked.</li> <li>▪ <b>Maintain a professional environment</b> by ensuring that work area is clean and tidy; giveaways are available and distributed (to visitors); ensuring adequate tools and supplies of material for processing your job</li> <li>▪ <b>Professional Client Liaison</b> through prompt and professional telephone response; acknowledging &amp; greeting all clients/visitors promptly; advise and provide clients with products and services available to meet their needs</li> <li>▪ <b>Administration</b> by taking payments; maintaining stock levels; work as a team; pre-proof finished artwork as requested and other duties as requested by Admin supervisor.</li> </ul>	S3
Opp100/021	Apprentice Embroidery Machine Operator	Textiles	<p><b>Job Description:</b></p> <ul style="list-style-type: none"> <li>▪ Framing up of garments and loading onto Multi-head Embroidery Machines.</li> <li>▪ Operation of Embroidery Machines (full training will be given).</li> <li>▪ Folding and packaging of embroidered garments ready for dispatch to customers.</li> </ul> <p><b>Person Specification:</b></p> <ul style="list-style-type: none"> <li>▪ Ideally applicant will have experience of using either Sewing Machinery or preferably Embroidery Machinery.</li> <li>▪ The applicant must have good hand / eye coordination.</li> <li>▪ Good spelling ability as typing into the embroidery software is vital.</li> <li>▪ The applicant should also be able to read and follow instructions.</li> <li>▪ The personality to fit in with a small flexible labour force.</li> </ul>	S20
Opp100/047	Apprentice Graphic Designer	Graphic Design	<p><b>Job Description:</b></p> <ul style="list-style-type: none"> <li>▪ Modify pre-designed artwork for product packaging requirements.</li> <li>▪ Create a graphic library of garment images for displaying garment designs.</li> <li>▪ Create copies of customer logos for our printing machinery processes.</li> <li>▪ Manipulate images for uploading to our web site.</li> </ul> <p><b>Person Specification:</b></p> <ul style="list-style-type: none"> <li>▪ Ideally the applicant will be interested in using computer based design programs ideally Adobe Illustrator &amp; Photoshop.</li> <li>▪ The applicant must have good hand / eye coordination.</li> <li>▪ Good spelling ability as typing into printed sales &amp; packaging documentation is vital</li> <li>▪ The applicant should also be able to read and follow instructions.</li> <li>▪ The type of personality to cope with working mainly on their own in addition to working within a small team.</li> </ul>	S20

Opp100/023	Apprentice Garment Decoration	Printing	<b>Job Description:</b> <ul style="list-style-type: none"> <li>▪ Using Print Machinery</li> <li>▪ Uploading Design's</li> <li>▪ Customer Relations</li> <li>▪ Delivery and pick up organisation</li> <li>▪ Ordering from Suppliers</li> <li>▪ Undertaking General Admin Duties</li> <li>▪ Using Design Software</li> <li>▪ Dealing with Customer Enquiries</li> </ul>	S2
Opp100/024	Apprentice Food Production Operative	Hospitality	<b>Job Description:</b> The Apprentice would start as an assistant to the food production staff and assist with tasks including preparation; cooking; bottling; labelling and cleaning and over time you would be trained to be able to lead any of these tasks; be trained in all aspects of food manufacturing and become involved with other areas of the business such as sales and marketing	S2
Opp100/025	Administration Apprentice	Business Admin	<b>Job Description</b> We are looking for someone to come in and do some business admin and some customer service calls - there is scope for the right person to move into a sales role and earn commission <b>Person Specification</b> § Keen to be involved in growing company.§ Punctual§ Good communication skills	S2
Opp100/026	Administration Apprentice	Business Admin	<b>Job Description</b> <ul style="list-style-type: none"> <li>▪ Fielding Phone Calls between to companies on site</li> <li>▪ Taking messages and advising on products when trained</li> <li>▪ Entering calls into call logging system</li> <li>▪ Entering invoices into account books</li> <li>▪ Basic Telemarketing – Showing initiative when given a product or service to tele market</li> <li>▪ Producing purchase orders</li> <li>▪ Filing</li> <li>▪ Typing Quotations</li> </ul> <b>Person Specification</b> <ul style="list-style-type: none"> <li>▪ Keen to be involved in a growing company.</li> <li>▪ Punctual</li> <li>▪ Good communication skills</li> </ul>	S17



Opp100/048	Fire Alarm Apprentice	Health & Safety	<p><b>Job Description</b></p> <ul style="list-style-type: none"> <li>▪ Installing cables</li> <li>▪ Servicing of Fire Alarm Systems</li> <li>▪ Commissioning of Fire Alarm Systems</li> <li>▪ Connecting of equipment (smoke detectors etc)</li> </ul> <p><b>Person Specification</b></p> <ul style="list-style-type: none"> <li>▪ Keen to be involved in growing company.</li> <li>▪ Punctual</li> <li>▪ Good communication skills</li> </ul>	S17
Opp100/051	Administration Apprentice	Business Admin	<p><b>Office Assistant required to work in a busy Repairs &amp; Maintenance Department for an expanding company based in Sheffield.</b></p> <p><b>Duties include:</b></p> <ul style="list-style-type: none"> <li>▪ Planning engineers' work load for the week</li> <li>▪ Arranging replacement parts and materials</li> <li>▪ Dealing with the client direct by phone, emails &amp; faxes</li> <li>▪ Hiring &amp; off hiring of plant equipment</li> <li>▪ Liaising with other departments to ensure projects run smoothly</li> <li>▪ General day to day ad hoc office duties</li> </ul> <p><b>Person Specification</b></p> <ul style="list-style-type: none"> <li>▪ Must be computer literate and have a good standard of education.</li> <li>▪ Smart appearance and good telephone manner.</li> </ul>	S13
Opp100/028	Lettings Administrator Apprentice	Business Admin	<p><b>Job Description</b></p> <ul style="list-style-type: none"> <li>▪ Assistant to the Lettings Manager</li> <li>▪ Managing the diary for properties to let.</li> <li>▪ Look after administration – booking in tradesmen to do certificates</li> <li>▪ Booking home visits for inspections</li> <li>▪ Letter writing</li> <li>▪ Answering and making telephone calls</li> </ul> <p><b>Person Specification</b></p> <ul style="list-style-type: none"> <li>▪ Computer Skills</li> <li>▪ Working on a bespoke database</li> <li>▪ Good telephone manner</li> <li>▪ Excellent customer service skills</li> </ul>	S13

Opp100/029	Warehouse/ Office Apprentice	Business Admin/ Warehousing	<p><b>Job Description</b></p> <ul style="list-style-type: none"> <li>▪ Logical, hardworking and confidential Warehouse/Office Apprentice required to work within small growing business within the fashion industry.</li> <li>▪ To help, with fashion brands, within the swimwear and underwear sector.</li> <li>▪ Also required to take on general day to day tasks within office such as working on websites, customer relationship management and building, social media, press and PR, marketing and selling.</li> </ul> <p><b>Person Specification</b></p> <ul style="list-style-type: none"> <li>▪ Good telephone manner</li> <li>▪ A-C English, Maths GCSE (not essential)</li> <li>▪ Organisational Skills</li> <li>▪ Logical</li> <li>▪ Confidentiality</li> <li>▪ Good All-rounder</li> </ul>	S11
Opp100/035	Apprentice Baker	Catering & Food Preparation	<p><b>Job Description – duties will include:</b></p> <ul style="list-style-type: none"> <li>▪ weighing up and mixing ingredients</li> <li>▪ preparation of baking trays</li> <li>▪ oven work</li> <li>▪ finishing of products</li> <li>▪ creaming and piping work</li> <li>▪ packaging of finished products</li> </ul> <p><b>Person Specification</b></p> <ul style="list-style-type: none"> <li>▪ We are a small family run bakery. The type of person we would be looking for must have a genuine interest in the baking industry and a willingness to learn and be able to start work at 6am</li> </ul>	S13
Opp100/036	Administration Apprentice	Business Admin	<p><b>Job Description</b></p> <p>General administration tasks, such as inputting data, answering the phone, assisting with payroll</p>	S12

Opp100/037	Apprentice Resident Liaison Officer	Customer Service	<p><b>Job Description:</b></p> <ul style="list-style-type: none"> <li>▪ The role of the Resident Liaison Officer is key to making sure customers are kept informed and involved in when the company makes changes to their homes or local environments.</li> <li>▪ You will facilitate the smooth running of projects by building and maintaining positive relationships between the residents, sub-contractors, client representatives and colleagues</li> <li>▪ It is the company's belief that your role is one of the most critical within the site team, as achieving excellent customer relationships is a main route to repeat business.</li> </ul> <p><b>Person specification</b></p> <ul style="list-style-type: none"> <li>▪ Your words, action and commitment to giving good service will give customers an impression of the company so we are looking for an individual with excellent communication skills who is good at developing and maintaining positive relationships with customers, colleagues and others.</li> <li>▪ The successful candidate may also have a basic understanding of construction and/or social housing</li> <li>▪ Ability to work within guidelines</li> <li>▪ People person (this role requires a lot of interaction with people from all walks of life and at all levels)</li> <li>▪ Good team member, whilst still happy to work alone</li> <li>▪ Excellent attention to detail</li> </ul>	S9
Opp100/042	Administration Apprentice	Business Admin	<p><b>Job Description – following training, duties will include:</b></p> <ul style="list-style-type: none"> <li>▪ Data entry to our CMS including product and supplier details</li> <li>▪ Answering the Reception telephone</li> <li>▪ Communicating with suppliers regarding product information</li> <li>▪ Researching specific products on the internet</li> <li>▪ Carrying out market research</li> <li>▪ Communicating with their manager as to progress</li> <li>▪ Dealing with and managing orders derived from our e-commerce site</li> </ul> <p><b>Person Specification</b></p> <ul style="list-style-type: none"> <li>▪ Good communication skills</li> <li>▪ Good English language, literacy, numeracy and IT skills</li> <li>▪ Interest in renewable energy and cost saving products</li> </ul>	S9
Opp100/043	Retail Apprentice	Retail	<p><b>Job Description</b> General shop duties, high levels of customer service</p> <p><b>Person Specification</b> Enthusiasm for urban fashion Good customer service skills</p>	S3

Opp100/052	Administration Apprentice	Business Admin	<b>Job Description</b> <ul style="list-style-type: none"> <li>▪ Various office duties including inputting data and updating systems</li> </ul>	S12
Opp100/058	Events Apprentice	Hospitality	<b>Job Description</b> <ul style="list-style-type: none"> <li>• To help support to increase the visitor footfall throughout Sheffield Manor Lodge</li> <li>• To help coordinate and market the main Manor Lodge events</li> <li>• to assist in the development of the education and visitor experience</li> </ul>	S2
Opp100/059	Marketing Apprentice	Marketing	<b>Job Description</b> <ul style="list-style-type: none"> <li>• To assist in writing regular press releases and placing them in target publications – both local and national.</li> <li>• To support and assist in the regular updates and maintenance of the Green Roof website</li> <li>• Database development – to assist in set-up, development and exploitation of several niche databases.</li> <li>• Internet publicity – to develop an online presence on social networking sites and local forums</li> <li>• To develop a web-link exchange programme with other compatible organisations.</li> <li>• To assist with order-taking of existing products / services of the green roof department</li> <li>• To assist in investigating, researching and trailing new business opportunities</li> </ul>	S2
Opp100/060	HR & Volunteer Co-ordinator	HR	<b>Job Description</b> <ul style="list-style-type: none"> <li>• To support with the day to day volunteer enquiries, enabling volunteers to enlist with Green Estate.</li> <li>• To help maintain accurate records of volunteer involvement in Green Estate's work</li> <li>• To assist with policies, procedures and systems for the recruitment, evaluation, review, monitoring and recognition of volunteers are followed, including CRB checks where required.</li> <li>• Filing of letters, notes, certificates etc in personal files</li> <li>• Comply with all in house Health &amp; Safety procedures</li> <li>• To liaise with external bodies to establish new volunteering opportunities and placements and build positive working relationships with relevant agencies</li> <li>• To help to organise celebratory events for volunteers including an annual party.</li> <li>• To help keep up to date records of H&amp;S training volunteers undertake</li> </ul>	S2
Opp100/056	Retail Apprentice	Retail	<b>Job Description</b> We are looking for an apprentice to learn a very wide role. Helping our domestic customers with their laundry needs, learning the detail of a 4 star hotel housekeeping stockroom, assisting the staff with marketing campaigns and maintaining strict hygiene standards on site are just part of our duties.  <b>Person Specification</b> The ideal candidate will be of smart appearance, have good PC skills, a clear telephone manner,	S10

			<p>bubbly 'can do' attitude and be just as comfortable helping to clean a washing machine or updating a database. Full training will be given.</p> <p>Non-smoker (due to working with clean linen)</p>	
Opp100/055	Cleaning Apprentice	Commercial Cleaning	<p><b>Job Description</b>  Working alongside the mobile team, learning all forms of cleaning and usage of cleaning chemicals. Training will be provided in usage of all forms of cleaning equipment – This may be NVQs up to level 3 or through B.I.C.S up to level 3. The role is in commercial cleaning, which is very different to general cleaning.</p> <p>The role is fairly physical and requires hard work.</p>	S9
Opp100/054	Admin/Accounts /Web	Business Admin	<p><b>Job Description</b>  <b>Web designer/ICT Support</b> - To provide IT support, including maintaining company and client data, using E Commerce, Emailing clients, producing mail merge documents, database management, dealing with clients data support needs.  <b>Office Junior</b> - To provide admin/IT support, including maintaining company and client data, Delivering UK Online training using E Commerce packages  Emailing clients, producing mail merge documents, database management, dealing with clients' data support needs.</p>	S20
Opp100/064	Trainee Chef and Catering Assistant	Catering	<p><b>Job Description</b>  Producing the required food and drink items to the agreed standards and to the necessary time schedules  Working within Food Codes of Practice and Health and Safety Practices  Cleaning, washing-up and maintaining hygiene standards in all work areas  Demonstrating excellent customer service skills  Develop ability to work accurately with cash registers  Ensure excellent standards of personal, kitchen and outlet presentation  Develop an understanding and put into practice the key skills of good kitchen management  Work as a team member to deliver events and functions  Learn and apply how to complete all required paperwork  Undertake all appropriate training as agreed with PJ Taste</p>	S10
Opp100/067	Business Admin	Business Admin	<p><b>Job Description</b>  Logistics management  Stock control  Customer service – dealing with calls, emails and visitors  General office admin</p>	S11

Opp100/069	Business Admin	Business Admin	<p><b>Job Description</b></p> <ol style="list-style-type: none"> <li>1. To provide a range of administrative support services</li> <li>2. To provide word processing and data in-putting using a range of Microsoft Office packages.</li> <li>3. To provide postal, filing and reprographic services.</li> <li>4. To ensure that all telephone calls are answered and dealt with in a professional manner, logged and replied to within agreed time limits.</li> <li>5. To work with IT systems, to utilise and maintain all records and filing systems, in compliance with the Data Protection Act.</li> <li>6. To assist in the organising and servicing of meetings including preparation and distribution of agendas and papers.</li> <li>7. To provide on site support for courses and conferencing</li> <li>8. Assist in preparing information for displays and publications.</li> <li>9. Process course booking forms, registers and feedback.</li> </ol> <p><b>Person Specification</b></p> <p>Knowledge &amp; experience of Microsoft Office Packages  Good customer service, communication and organisational skills  Able to work within a team  Able to work on own initiative when required  Able to meet tight deadlines  Display confident manner  Flexible approach to work  Willingness to undertake further training</p>	S1
Opp100/070	Retail	Retail	<p><b>Job Description</b></p> <p>General shop duties, high levels of customer service</p> <p><b>Person Specification</b></p> <p>Enthusiasm for snowboarding  Good customer service skills</p>	S1
Opp100/071	Childcare	Childcare	<p><b>Job Description</b></p> <ul style="list-style-type: none"> <li>• Carry out childcare duties as required</li> <li>• Support the planning, organisation and delivery of high quality learning opportunities through play</li> <li>• Help set up and maintain a stimulating and purposeful play environment for young children</li> <li>• Train to meet children's individual needs</li> </ul> <p><b>Person Spec</b></p> <ul style="list-style-type: none"> <li>• Good communication with adults and children</li> <li>• Ability to work within a team</li> <li>• Ability to respond positively to children</li> <li>• Interested in a career in childcare</li> <li>• Enthusiastic, polite and committed</li> <li>• Warm and friendly manner and a positive outlook</li> <li>• Must be over 17</li> </ul>	S9

Opp100/073	Administrator/ Receptionist	Business Admin	<p><b>Job description</b>          Provide reception, message and information services to personal and telephone callers          Organise the reception area, ensuring that information is available to callers          Operate and assist in the development of administrative and IT systems, providing a text processing and data inputting service          Maintain the room booking system for the service          General office duties e.g. mail, filing, photocopying and collating          Financial procedures such as raising purchase orders and maintaining information systems</p> <p><b>Person Specification</b>          Knowledge &amp; experience of Microsoft Office Packages          Good customer service, communication and organisational skills          Able to work within a team          Able to work on own initiative when required          Able to meet tight deadlines</p>	S6
Opp100/074	Business Admin	Business Admin	<p><b>Job Description</b>          To provide a range of administration tasks and support to the Business Services and Central Services function.</p> <p><b>Person specification / Skills requirements for the post</b>  <i>Essential:</i></p> <ul style="list-style-type: none"> <li>• Good written and oral communication skills</li> <li>• IT literate, able to use the Microsoft Office package</li> <li>• Accuracy and attention to detail</li> <li>• Self-motivation and drive to complete tasks to required timescales and quality standards</li> <li>• Good organisation, administration skills &amp; ability to prioritise workload</li> <li>• Ability to work as part of a team</li> </ul> <p><i>Desirable:</i></p> <ul style="list-style-type: none"> <li>• Achieved or working towards NVQ2/3</li> </ul> <p>Experience of working in an office environment</p>	S4
Opp100/075	Office Administrator	Business Admin	<p>Reporting to the Office Head Administrator this position will involve administration duties including telephone answering, processing financial paperwork and working alongside a team of advisors for whom they will carry out admin duties for.</p> <p>All basic admin duties will be carried out and you will be expected to achieve a Level2/3 in administration as part of your apprenticeship.</p> <p>A new fast growing business in the financial sector, the suitable candidate will have excellent communication skills and the ability to adapt and pick things up quickly.</p>	S3

			Computer experience is preferable and Maths and English desirable but not essential.	
Opp100/076	Retail	Retail	<p>To provide support for sales of products in farm shop and pet feeds.</p> <p>You duties will include:</p> <ul style="list-style-type: none"> <li>• Stock control</li> <li>• Visual Merchandising</li> <li>• Customer Service</li> <li>• Till operation</li> <li>• General Housekeeping</li> <li>• Helping out with the animals as and when required.</li> </ul> <p>You will be ideally located in S20 or S26 Area due to the location of the company we are looking for local candidates.</p>	S26
Opp100/077	Care Apprentice	Social Care	<p><b>Job Description</b> Further to appropriate training, you will shadow experienced staff and assist in providing care to adults to enable them to live independently in their own home.</p> <p><b>Person Specification</b> Enthusiastic, hardworking and willing to undertake training.</p>	S10
Opp100/079	Administrator	Business Admin	<p><b>Job Description</b> Main duties will be to provide a full range of administrative support to all department, including:</p> <ul style="list-style-type: none"> <li>• Phone enquiries.</li> <li>• Welcoming to visitors.</li> <li>• Production of promotional literature e.g. Posters &amp; Flyers</li> <li>• Sending out application forms and information packs.</li> <li>• Acknowledging received application forms.</li> <li>• Stock control.</li> <li>• Filing &amp; Photocopying</li> <li>• Opening &amp; distributing mail which may contain sensitive correspondence regarding client applications.</li> <li>• Applicants need to be confident and friendly as they will have to deal with clients who have a wide range of medical conditions and members of the public both on the telephone and face to face. They must also be comfortable in the presence of dogs.</li> </ul>	S9



Opp100/080	Childcare	Childcare	<p><b>Job Description</b>  General childcare duties  Communicating with children and their parents/guardians  Some administration/paperwork</p> <p><b>Person Specification</b>  Enthusiastic, polite and committed with excellent time keeping. Eager to pursue a career in childcare</p>	S2
Opp100/081	Junior Admin	Business Admin	<p><b>Job Description</b>  General office duties such as typing, filing, answering phones.</p> <p><b>Person Specification</b>  Hardworking and enthusiastic  Excellent timekeeper  Good communication skills  Keen to learn new skills</p>	S60
Opp100/082	Business Admin	Business Admin	<p>The postholder will be required to undertake general business support tasks, which will include:</p> <ul style="list-style-type: none"> <li>• Supporting team members to create documents in Microsoft Word and Excel</li> <li>• Assisting with printing and photocopying</li> <li>• Using Outlook for emails</li> <li>• Arranging meetings</li> <li>• Answering the telephone</li> <li>• Undertaking other appropriate duties as and when required</li> </ul> <p>The postholder will need to:</p> <ul style="list-style-type: none"> <li>• Be a team player</li> <li>• Be reliable</li> <li>• Be a good timekeeper</li> <li>• Have a friendly manner</li> <li>• Have a flexible approach</li> <li>• Show enthusiasm</li> <li>• Be self motivated</li> <li>• Have good ICT skills</li> <li>• Have good communication skills</li> <li>• Understand the meaning of confidentiality</li> <li>• Be able to work to deadlines and under pressure</li> </ul>	S1
Opp100/083	Assistant Professional Officer	Business Admin	<p><b>Job Description</b>  Responding to general enquiries face to face, by telephone or online  Use IT systems including workflows, regular data reports and templates  Collate data  Complete court runs and deliveries  Produce data/information as required  Produce quality documents from standard formats using a range of IT applications.</p>	S1

			<p>Handle cash and account for fees Deal with all relevant administrative processes and enquiries in relation to the service area Book and arrange facilities for meetings and travel</p> <p><b>Person Specification</b> Hardworking and enthusiastic Excellent timekeeper Good communication skills Keen to learn new skills</p>	
Opp100/084	Care Assistant	Social Care	<p><b>Job Description</b> Working with people with autism and associated conditions General care duties</p> <p><b>Person Specification</b> Enthusiastic, hardworking and willing to undertake training.</p>	S10
Opp100/085	Early Years Apprentice	Childcare	<p><b>Job Description</b> To work as part of the Early Years team under the direction of the Preschool Deputy to provide safe, high quality education and care for babies and young children. MUST BE LEVEL 2</p> <ol style="list-style-type: none"> <li>1. To assist in planning, preparation and implementation of activities and experiences for young children.</li> <li>2. To interact with children and babies at all times including lunch time and during staff breaks</li> <li>3. To facilitate children's learning, through offering appropriate child centred support, stimulation and interaction.</li> <li>4. To attend staff meetings.</li> <li>5. To attend in-service training courses and meetings as required.</li> <li>6. Maintain levels of confidentiality as expected.</li> <li>7. To contribute to the observation and assessment of children.</li> <li>8. To undertake any other duties as directed by the Early Years Manager, in accordance with the pre-school business plan and objectives.</li> <li>9. To adhere to current policies, procedures and legislation e.g Children Act 2004, health and safety.</li> <li>10. To work within key worker system</li> <li>11. To provide a stimulating outdoor learning environment</li> </ol> <p><b>Person Specification</b> Previous experience of working with children Commitment to young children and families. Commitment to anti discrimination or practice Friendly, flexible approach. Suitable both mentally and physically to care for children.</p>	S13

Opp100/086	Library and Information Assistant	Libraries	<p><b>Job Description</b>  Customer service  Retrieving printed and electronic information  Making effective referrals to meet the information and learning needs of customers  Contribute to the effective use of the People's Network  Participate in library promotional events and to ensure displays, exhibitions and information leaflets and posters are relevant and well presented</p>	
Opp100/087	Schools Library Assistant	Libraries	<p><b>Job Description</b>  Undertake training to contribute to the day to day running of the Schools Library Service and to assist in preparations for activities within the Young People's Library network  Issue and discharge book projects to teachers  Pack and unpack projects and shelve Library materials  Accompany staff on visits to schools  Carry out administrative duties  Act in an appropriate and professional manner</p> <p><b>Person specification</b>  Understand principles of customer service  Accuracy  Good communication  Good IT skills  Ability to work with a wide range of people, both adult and children  Confidence and ability to travel around the City to Schools, Libraries and other venues</p>	S7
Opp100/088	Community Engagement and Learning Trainee	Environmental	<p><b>Job Description</b>  Working with children and young people in an outdoor environment, through education sessions, youth work, play work, community engagement and other health related activities.  Develop and create resources  Assist in delivery of education sessions  Assist in the planning of community engagement and learning activities  Undertake NVQ training with support and supervision</p> <p><b>Person Specification</b>  Enthusiastic, committed and passionate about developing a career in Community Engagement and Learning  Confidence, positive and friendly approach  Willingness to learn, develop and undertake training  Willingness to work outdoors on a range of sites. Able to undertake practical work on a daily basis  Understanding of health and safety  Organised, with a good track record of attendance and timekeeping</p>	S2
Opp100/089	Land Management Apprentice	Environmental	<p><b>Job Description</b>  Work with volunteers to carry out practical conservation work on sites, implementing site management and maintenance work.  Assist in recording of site works by taking photographs and keeping records.  Assist in undertaking regular safety checks  Book tools appropriately, ensuring they are safe to use  Actively recruit new members when opportunities arise</p>	S2

			<p><b>Person Specification</b>  Physically fit, with experience of practical work.  Good attitude towards health and safety, and a careful approach to work  Interest in the environment and wildlife  Good communication and team work  Willing to undertake training  Good timekeeping and a strong work ethic  Positive and friendly approach</p>	
Opp100/090	Apprentice River Steward	Environmental	<p><b>Job Description</b></p> <ul style="list-style-type: none"> <li>• Assist in the organisation, leadership and delivery of practical waterway maintenance and habitat management work tasks</li> <li>• Assist in the management and maintenance of the tool store, vehicle, tools and equipment</li> <li>• Assist in developing contracts and partnerships with organisations, community groups and residents involved in or located near Sheffield's waterways to develop opportunities to carry out waterway maintenance and habitat management/creation contracts</li> <li>• Support the delivery of volunteer days and team building days</li> <li>• Assist in maintaining financial records, photographic records and monitoring forms</li> <li>• Assist in maintaining health and safety and environmental standards and records</li> </ul> <p><b>Person Specification</b></p> <ul style="list-style-type: none"> <li>• Interest in the ecology and land management of urban habitats and river corridors</li> <li>• Practical and logical aptitude and an ability to come up with solutions to practical problems</li> <li>• Interest in using and maintaining a variety of hand and power tools</li> <li>• Desire to work with a wide variety of people, including volunteers and community groups</li> <li>• Good communication skills</li> <li>• Flexibility, confidence and energy, self-motivation and the ability to work well on your own initiative or as part of a team</li> <li>• Appreciation of and commitment to equal opportunities issues</li> <li>• Basic understanding of health and safety issues</li> <li>• Commitment to personal and professional development of self and others.</li> </ul>	S1 4DP