

Please note this Apprenticeship / Traineeship vacancy bulletin is updated regularly - contact the Opportunity Sheffield team if you require further information around any role. **If you wish to find out more about a vacancy below please contact apprenticeshipready@sheffield.gov.uk or if you would like to express an interest in applying for any of the vacancies or apprenticeships listed please send your CV to apprenticeshipready@sheffield.gov.uk.**

Please note: some vacancies require a CV to be sent to sccapprenticeships@sheffield.gov.uk instead of Apprenticeship Ready – these are outlined in the Account Manger box.

The vacancy reference number and Account Manager of the role you wish to apply for should be included in your email.

Post Code	Job Title / Vacancy ID	Job Description	Closing Date	Account Manager
S40 2WG	Legal Administration Apprentice VAC2022103559	<p>Duties and responsibilities will include:</p> <p>To provide and ensure excellent levels of client care at all times</p> <p>To undertake telephone calls in accordance with internal procedures and prescribed timescales</p> <p>To process, verify and ensure correct data input at all times</p> <p>To work as part of a team to answer incoming calls</p> <p>To undertake internal procedures to efficiently facilitate case progression</p> <p>To communicate with insurers and related parties to obtain all relevant information</p> <p>To provide continuous support to other members of the team as appropriate</p> <p>To undertake telephone calls professionally and efficiently</p> <p>To respond to client and/or third-party enquiries and to follow up as necessary</p> <p>To record, continuously update and quality check all data to ensure accuracy of corresponding case management screens</p> <p>To provide legal assistance in line with best practice and within the relevant sphere of expertise</p> <p>To ensure accuracy of all communications at all times; ensuring guidance is sought</p>	21/03/2022 CLOSES TODAY	Sophie Mazzola

		<p>as and when appropriate</p> <p>To action designated administrative tasks in line with requirements and in accordance with instructions</p> <p>To attend and communicate with clients, courts and barristers as required</p> <p>To comply with all company policies and procedures</p> <p>To undertake any training necessary to perform the role effectively</p>		
S8 OPS	Apprentice Administrator VAC2022103588	<ol style="list-style-type: none"> 1. To respond to customer enquiries in a friendly and effective manner, making sure electronic records are maintained. 2. To show visitors around the care home in absence of the Manager. 3. Maintain accurate records for any enquiries confidentially in line with the company's policies and procedures. 4. Dealing with telephone calls effectively from Doctors, Social Workers, Residents Family members and Professionals. 5. Report any maintenance issues to the Home Manager accordingly 6. Communicating with residents in a friendly and appropriate manner. 7. Liaising with Head Office Staff accordingly. 8. Process alongside Manager receipts of monies against resident's accounts 9. Arrange, calculate and maintain stock takes relating to admin 10. Provide administration support to the Home Manager and any other duties required to include registration of covid swabs and visits through pandemic 	31/03/2022	Matt Lawrie
S91RT	Commercial Apprenticeship VAC2022103491	<p>Evans Piling, a stockholder and provider of high grade steel products to the civil and contracting industry, are looking for a commercial business apprentice to assist with the running of the day to day applications. The role will involve assisting with general administration and customer service.</p> <p>If you work well as part of a team, have excellent communication skills and are a keen problem solver, then this role will be suitable for you. Allowing you the platform to develop these skills within a professional working environment.</p> <p>Working on project critical applications you will be involved with:</p>	31/03/2022	Asima Zahir

		<p>Order handling Customer service Transport planning Inventory control Business administration Invoicing Purchasing and data entry</p> <p>You will also be trained to use relevant software packages and databases.</p> <p>Health and Safety and Quality Assurance standards apply across the business and adherence to these are mandatory. You will also become familiar with the technical aspects of Evan's product range and with the operational and manufacturing aspects of the business.</p> <p>This is an exciting opportunity to join a business within the distribution, stockholding and manufacturing industry. The position is built around you to develop your skills and knowledge to progress into a commercial or customer service role.</p>		
S173LJ	Apprentice Nursery Assistant L2 VAC2022103506	<p>Responsible to:</p> <p>Nursery Manager/Deputy, Early Years Teacher, Room Leader</p> <p>Main Duties:</p> <p>To effectively deliver the EYFS ensuring that the individual needs and interest of children in the setting are met (in conjunction with other team members)</p> <p>To complete and maintain accurate records of your key children's development and learning journeys and share with parents, carers and other key adults in the child's life.</p> <p>Support all staff and engage in a good staff team.</p> <p>To develop and maintain strong partnerships and communication with parents/carers to facilitate</p>	31/03/2022	Asima Zahir

		<p>day-to-day caring and early learning needs.</p> <p>To ensure the provision of a high-quality environment to meet the needs of individual children having an awareness of any disabilities, family cultures and medical histories to uphold the principles of equality and inclusion</p> <p>To advise appropriate person (Manager, EYT, SENCO, DSL) of any concerns e.g. over children, parents, the safety of the environment, preserving confidentiality as necessary.</p> <p>To be involved in out of working hours activities e.g. training, monthly staff meetings etc.</p> <p>To be flexible within working practices of the setting, undertaking other responsible duties where needed, such as domestic tasks, preparation of snack meals, cleansing of equipment, etc.</p> <p>To work alongside the manager and staff team to ensure that the setting's philosophy is fulfilled.</p> <p>To read, understand and adhere to all policies and procedures relevant to your role and the safe running of the setting.</p> <p>To develop your role within the team, especially with regarding key person role.</p> <p>To keep completely confidential any information regarding the children, their families or other staff that is acquired as part of the job.</p> <p>To be aware of the profile of the setting and to uphold its standards always, both in work hours and outside.</p> <p>To support other nursery assistants, students and volunteers.</p> <p>To ensure good standards of safety, hygiene and cleanliness are always maintained.</p>		
S80PS	Apprentice Administrator VAC2022103588	<ol style="list-style-type: none"> 1. To respond to customer enquiries in a friendly and effective manner, making sure electronic records are maintained. 2. To show visitors around the care home in absence of the Manager. 3. Maintain accurate records for any enquiries confidentially in line with the company's policies and procedures. 4. Dealing with telephone calls effectively from Doctors, Social Workers, Residents Family members and Professionals. 5. Report any maintenance issues to the Home Manager accordingly 	31/03/2022	Matt Lawrie

		<p>6. Communicating with residents in a friendly and appropriate manner.</p> <p>7. Liaising with Head Office Staff accordingly.</p> <p>8. Process alongside Manager receipts of monies against residents accounts</p> <p>9. Arrange, calculate and maintain stock takes relating to admin</p> <p>10. Provide administration support to the Home Manager and any other duties required to include registration of covid swabs and visits through pandemic</p>		
S89HJ	<p>Apprentice Teaching Assistant</p> <p>VAC2022103595</p>	<p>Vacancy description</p> <p>The apprentice will receive training and support to carry out the following duties and responsibilities:</p> <p>Support for pupils:</p> <p>Supervise and provide particular support for pupils, including those with special needs, ensuring their safety and access to learning activities</p> <p>Assist with the development and implementation of Individual Education/Behaviour Plans and Personal Care programmes, including the delivery of interventions</p> <p>Establish constructive relationships with pupils and interact with them according to individual needs</p> <p>Promote the inclusion and acceptance of all pupils</p> <p>Encourage pupils to interact with others and engage in activities led by the teacher</p> <p>Set challenging and demanding expectations and promote self-esteem and independence</p> <p>Provide feedback to pupils in relation to progress and achievement under guidance of the teacher</p> <p>Support for the teacher:</p> <p>Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils' work</p> <p>Use strategies, in liaison with the teacher, to support pupils to achieve learning goals</p>	04/04/2022	Tony Robinson

		<p>Assist with the planning of learning activities</p> <p>Monitor pupils' responses to learning activities and accurately record achievement/progress as directed</p> <p>Provide detailed and regular feedback to teachers on pupils' achievement, progress, problems, etc.</p> <p>Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour</p> <p>Establish constructive relationships with parents/carers</p> <p>Undertake marking of groups of pupils' work</p> <p>Provide clerical/admin support e.g. photocopying, typing, filing</p> <p>Support for the curriculum:</p> <p>Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses</p> <p>Undertake programmes linked to local and national curriculums</p> <p>Support the use of ICT in learning act</p>		
S89HJ	<p>Apprentice Early Years Teaching Assistant</p> <p>VAC2022103596</p>	<p>The Apprentice will receive training and support to carry out the following duties and responsibilities.</p> <p>Support for pupils:</p> <p>Support the learning and development of small groups or individual children (4-5 years) through the Early Years Foundation Stage curriculum, as directed by the teacher</p> <p>Help with the care and support of children</p> <p>Under the guidance of the teachers deliver high quality play and learning experiences</p> <p>Contribute to the health and well-being of children</p> <p>Training and support will also enable the apprentice to:</p>	04/04/2022	Tony Robinson

Supervise and provide particular support for pupils, including those with special needs, ensuring their safety and access to learning activities

Assist with the development and implementation of Individual Education/Behaviour Plans and Personal Care programmes including the delivery of interventions

Establish constructive relationships with pupils and interact with them according to individual needs

Promote the inclusion and acceptance of all pupils

Encourage pupils to interact with others and engage in activities led by the teacher

Set challenging and demanding expectations and promote self-esteem and independence

Provide feedback to pupils in relation to progress and achievement under guidance of the teacher

Support for the teacher:

Create and maintain a purposeful, orderly, and supportive environment, in accordance with lesson plans and assist with the display of pupils' work

Use strategies, in liaison with the teacher, to support pupils to achieve learning goals

Assist with the planning of learning activities

Monitor pupils' responses to learning activities and accurately record achievement/progress as directed

Provide detailed and regular feedback to teachers on pupils' achievement, progress, problems etc.

Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour