



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](mailto: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](mailto:apprenticeshipready@sheffield.gov.uk).**

**Please note: some vacancies require a CV to be sent to [sccapprenticeships@sheffield.gov.uk](mailto:sccapprenticeships@sheffield.gov.uk) instead of Apprenticeship Ready – these are outlined in the Account Manager 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
S1 1DA	<b>Communications Executive</b> VAC2022103608	To produce creative and innovative communications and campaigns for Sheffield Theatres' work, targeting appropriate audiences, and delivering activity to achieve sales targets. Specific accountability for producing on sale materials (e.g., season brochure) and for managing the development of Sheffield Theatres online presence	19/04/2022	
S1 1DA	<b>New Work Officer</b> VAC2022103614	Managing the scripts process through maintaining a system for receiving and reading script submissions and managing relationships with freelance script readers play rights and agents Taking an active role in application selection for opportunities offered to local artists and promoting the development of a diverse range of artists Coordinating any writers' programs readings or workshops in conjunction with the talent development coordinator playwriting mentor and assistant producer including maintaining resources notes and feedback on managing the final projects Being a point of contact for any ride to any stage in their career	21/04/2022	

		Maintaining and developing relationships with literary agents' theatre writing organisations and literary departments and other theatres		
S1 4PL	<b>Apprentice Support Worker</b> VAC2022103611	<p>The Short-Term Intervention Team is the councils in house social care provider service which delivers support to adults enabling them to live in their own homes by promoting choice and independence in their daily routine. This is primarily following discharge from hospital or intermediate care settings but can also be to avoid hospital admissions.</p> <p>We have 4 Apprenticeships to offer within our team.</p> <p>You will be expected to work towards Care certificate and the Level 2 Diploma in care. We are investing in our workforce and are promoting opportunities to our under-represented groups. We value equality, diversity and inclusion and are focused on increasing the diversity of our workforce, particularly the number of Black, Asian, Minority Ethnic, Disabled and LGBTQ+ people, so that our teams reflect the communities in the city we serve. We are also supporting staff with unpaid caring responsibilities to work flexibly.</p> <p>It is a great time to join us, and we welcome your application.</p> <p>Under the Disability Confident Scheme, disabled applicants, who meet the essential criteria of this job, are guaranteed an interview.</p>	24/04/2022	Terry Mitchell
S11 7ED	<b>Business Administrator</b> VAC2021103471	<p>Monitoring office supplies and reordering them as needed:</p> <p>Operating and overseeing the maintenance of office equipment, such as printers and photocopiers</p> <p>Typing letters, reports and other business documents</p> <p>Updating and maintaining records, both on paper and digitally</p> <p>Arranging meetings on behalf of the staff, including booking meeting spaces and organising refreshments</p> <p>Taking and distributing meeting minutes</p> <p>Making travel and accommodation arrangements for staff</p> <p>Responding to questions and requests for information</p> <p>Generating memos, emails and reports where appropriate</p>	25/04/2022	Sophie Mazzola

		<p>Acting as a point of contact for customers, clients or suppliers via email, over the phone or in person</p> <p>Welcoming visitors to the building, organising security clearance and showing them to meetings</p> <p>Booking meeting rooms for colleagues and arranging meeting schedules</p> <p>Organising filing systems and updating office databases</p> <p>Arranging travel plans and hotel stays for staff members</p> <p>Ordering new office equipment, such as stationery, printer refills or staff uniforms</p> <p>Scheduling office meetings between teams, managers and departments</p> <p>Responding to questions and requests for information"</p>		
S3 7AW	<b>Outbound Sales Advisor</b> VAC2022103572	<p>Working on behalf of the major multimedia provider Sky, you will be responsible for making outbound calls to new and existing customers. The campaign is split into 3 sub-campaigns:</p> <ul style="list-style-type: none"> <li>• Prospect – Contacting potential customers to discuss the current offers with sky and offer the best deals and packages to suit the customer’s needs.</li> <li>• Value – Contacting existing/previous customers who have recently cancelled part of their sky package and offering exclusive deals and offers for the customer to reinstate their package.</li> <li>• Upgrades – Contacting existing Sky customers to perform an account review and ensure they are getting the best value for money, whilst also meeting the customers’ needs and offering additional products and services.</li> </ul> <p>In all campaigns of the role, you will primarily be discussing TV packages (Sports, cinema, Netflix, Disney+), with the opportunity to upsell on broadband and mobile (sim card) packages. A great amount of rapport must be built with the customers to ensure you perform an effective needs analysis to offer the most suitable packages</p>	25/04/2022	Sophie Mazzola
S38DB	<b>Apprentice Business Administrator</b> VAC2022103536	<p><b>Duties Include:</b></p> <p>Answer incoming calls/reception duties</p> <p>Sending out marketing letters</p> <p>Digital marketing on blogs and social media</p> <p>Accepting deliveries from couriers</p> <p>Ensuring adequate stock levels of stationary</p> <p>Produce management reports</p> <p>Provide an excellent level of customer service</p>	30/04/2022	Asima Zahir

		Provide support to the sales team Update the CRM and chase paperwork from new clients Other admin tasks		
S40 2WG	<b>Legal Administration Apprentice</b>  VAC2022103559	Duties and responsibilities will include:  To provide and ensure excellent levels of client care at all times To undertake telephone calls in accordance with internal procedures and prescribed timescales To process, verify and ensure correct data input at all times To work as part of a team to answer incoming calls To undertake internal procedures to efficiently facilitate case progression To communicate with insurers and related parties to obtain all relevant information To provide continuous support to other members of the team as appropriate To undertake telephone calls professionally and efficiently To respond to client and/or third-party enquiries and to follow up as necessary To record, continuously update and quality check all data to ensure accuracy of corresponding case management screens To provide legal assistance in line with best practice and within the relevant sphere of expertise To ensure accuracy of all communications at all times; ensuring guidance is sought as and when appropriate To action designated administrative tasks in line with requirements and in accordance with instructions To attend and communicate with clients, courts and barristers as required To comply with all company policies and procedures To undertake any training necessary to perform the role effectively	30/04/2022	Sophie Mazzola
S626LJ	<b>Business Admin Apprenticeship</b> VAC2022103609	<ul style="list-style-type: none"> <li>· Handling / processing returns</li> <li>· Dealing with suppliers (Internationally)</li> <li>· Currencies transfers + Monitor exchange rates</li> <li>· Sourcing new products / suppliers</li> <li>· Firefighting day to day operational issues i.e., Machinery/IT breakdowns</li> </ul>	30/04/2022	Asima Zahir

		<ul style="list-style-type: none"> <li>· Payroll</li> <li>· Fleet vehicle maintenance/inspection bookings</li> <li>· Answering emails/telephone</li> <li>· Producing Certificates of Destruction / liaising with Environment Agency</li> <li>· Monitoring Health &amp; Safety / Environmental procedures are maintained</li> </ul>		
DE655GE	<b>Apprentice Groundwork</b> VAC2022103612	Working under the direction and guidance of our experienced site teams, you will be trained to carry out a range of construction skills including all aspects of groundworks including drainage and ducting installation plus brickwork, concreting and other civil engineering activities. As part of your on-going training and development, you will be enrolled into a fully funded course at college with paid time to attend during normal working hours. We expect the Apprentice Groundworker to be self-motivated and be flexible to manage both their working and study time as required.	30/04/2022	Joh Whittaker
S80PS	<b>Apprentice Administrator</b> VAC2022103588	<p>To respond to customer enquiries in a friendly and effective manner, making sure electronic records are maintained.</p> <ol style="list-style-type: none"> <li>2. To show visitors around the care home in absence of the Manager.</li> <li>3. Maintain accurate records for any enquiries confidentially in line with the company's policies and procedures.</li> <li>4. Dealing with telephone calls effectively from Doctors, Social Workers, Residents Family members and Professionals.</li> <li>5. Report any maintenance issues to the Home Manger accordingly</li> <li>6. Communicating with residents in a friendly and appropriate manner.</li> <li>7. Liaising with Head Office Staff accordingly.</li> <li>8. Process alongside Manager receipts of monies against resident's accounts</li> <li>9. Arrange, calculate and maintain stock takes relating to admin</li> <li>10. Provide administration support to the Home Manager and any other duties required to include registration of covid swabs and visits through pandemic</li> </ol>	30/04/2022	Matt Lawrie
S20 3FJ	<b>Signs and Graphics Fabricator</b> VAC2022103533	<p>We're looking to train staff to take us to the next level, allowing the directors to concentrate on business development.</p> <p>Dyson Signs and Graphics specialise in producing high quality signage and interior graphics for some large blue-chip companies as well as smaller family run businesses. We pride ourselves on quality and service. You would be joining an ambitious family run business wanting to drive forward and expand to the next level.</p>	30/04/2022	

		<ul style="list-style-type: none"> <li>• Use design packages</li> <li>• Operate printers, plotters, CNC router, Laminator</li> <li>• Size graphics</li> <li>• Cut / print prepare for install</li> <li>• Install smaller vinyl jobs</li> <li>• Fabricate signs</li> </ul>		
S9 4LR	<b>Trainee Tool Maker</b> VAC2022103573	<p>The company require a Trainee Toolmaker who is flexible and enthusiastic to complement the existing team and play a key role in supporting the business and helping it grow.</p> <p>All training will be provided in this position.</p> <p>You will be a team player with a strong and flexible work ethic</p> <p>Responsibilities:</p> <ul style="list-style-type: none"> <li>• Manufacture new tooling when required to issued drawings</li> <li>• Repair and service of (high speed) multistage progression tools for production</li> <li>• Preventative maintenance on tooling, all aspects of machining and bench fitting, i.e., grinding, turning milling etc</li> <li>• Utilisation of precision/optical measuring equipment to maintain tooling to produce parts to drawing tolerance</li> <li>• Testing tooling prior to release</li> <li>• Attending power press to identify or overcome problem whilst tooling is in a running condition, report to those above to identify problem or requirements for spares /replacements or backup</li> <li>• To assess the life of a press tool and to order any new parts or make new parts that need replacing</li> <li>• Replace pilots, probe pins, springs, designing and making special fixtures to fit to tools</li> <li>• Always observe Health and Safety Regulation</li> </ul>	30/04/2022	
S9 4LR	<b>Trainee Wire Erosion Technician</b> VAC2022103574	<p>The company require a Trainee Wire Erosion Technician who is flexible and enthusiastic to complement the existing team and play a key role in supporting the business and helping it grow.</p> <p>All training will be provided. However, you will be a team player with a strong and flexible work ethic, with a willingness to learn.</p> <p>Responsibilities:</p>	30/04/2022	

		<ul style="list-style-type: none"> <li>• Operating Wire Erosion and Spark Erosion machinery</li> <li>• Manufacturing components and spares for Tooling</li> <li>• Maintaining Wire Erosion Machinery</li> </ul>		
S9 4LR	<b>Trainee Injection Mould Setter</b> VAC2022103575	<p>As an Injection Mold Setter, you will develop your skills to be mechanically minded and can troubleshoot multiple issues. You will set machines accurately, maintaining quality and efficiency throughout.</p> <p>Due to the specialist nature of the machine, full training will be given to the right candidate, previous experience is not required. Just a willingness and endeavour to learn!</p> <p>Machines:  The role of Injection Mold Setter will include a full training package with salary increases in line with skills increases.</p> <p>Responsibilities once validated and/or trained:</p> <ul style="list-style-type: none"> <li>·Set machine within timeframes ensuring they produce parts and run efficiently.</li> <li>·Manufacture products used in consumer electrical products and in the automotive industry</li> <li>·Report any issues to the management team</li> <li>·Maintain production targets</li> <li>·Carry out regular quality checks on our products</li> <li>·Ensure machines, spares and auxiliary equipment are kept at the required levels for maximum efficiency for the duration of your shift</li> </ul>	30/04/2022	
S9 4LR	<b>Trainee Machine Setter</b> VAC2022103576	<p>As a Trainee machine setter, you be trained how to be mechanically minded and troubleshoot multiple issues. You will set machines accurately, maintaining quality and efficiency throughout. Due to the specialist nature of the machines full training will be given to the right candidate although previous experience would be advantageous.</p> <p>Machines:  The role of machine setter will include a full training package with salary increases in line with skills increases. Pathways for progression from Trainee Machine Setter up to Senior Setter status and beyond.</p> <p>Responsibilities once validated and/or trained:</p> <ul style="list-style-type: none"> <li>·Set machines within timeframes ensuring they produce parts and run efficiently.</li> </ul>	30/04/2022	

		<ul style="list-style-type: none"> <li>·Assist operators on requirements of the process.</li> <li>·Manufacture product used in consumer electrical products and in the automotive industry</li> <li>·Report any issues to the management team</li> <li>·Maintain production targets</li> <li>·Carry out regular quality checks on our products</li> <li>·Ensure machines, spares and auxiliary equipment are kept at the required levels for maximum efficiency for the duration of your shift</li> </ul>		
S9 4AE	<b>Shop Assistance</b> VAC2022103587	<p>Basic Duties: Initially to understand basic mobile phone and Apple iOS (Operating Systems) and their basic functionality.</p> <p>To take “on the job” training, leaning how to recover data, diagnose software and hardware issues to include functionality and to undertake fault diagnosis and repairs.</p> <p>Specific Duties: Fault Diagnosis, Part Replacement, Fine Soldering, Rewiring, Disassembly and Reassembly of mobile phones, tablets, and Apple iOS products.</p> <p>Admin Work (Make sure all paperwork is up to Date)</p> <p>Packing and processing orders (Make sure we hit daily deliveries)</p> <p>Ordering supplies (Stock Control)</p> <p>Counting and managing stock (Stock Control)</p> <p>Listing items online (Selling products through multiple portals e.g., Amazon eBay Wish)</p> <p>talking to customers (customer Service, point of sale)</p> <p>General shop duty's</p>	30/04/2022	
S13 9NR	<b>Trainee Sheet Metal Fabricator</b> VAC2022103600	<p>We are looking for a proactive and ambitious Trainee Sheet Metal Fabricator to join our team. The candidate will complete sheet metal work in accordance with the company's fabrication processes. This is an excellent opportunity to join a forward-thinking business who invest in their people within and encourage progression internally.</p> <p>Powertherm Contract Services Ltd are a family run business that provides multi-discipline industrial services with over 30 years of experience, technical expertise, and industry knowledge. Our core values focus on the development of our business and those within it. Our people are our most important asset, and we employ hard working people who want to be part of the Powertherm team. We train and develop our people to ensure they deliver a high-quality service. All these values maintain our reputation within our industry</p>	30/04/2022	



S8 OPS	<b>Apprentice Administrator</b> VAC2022103618	<p>Duties: To respond to customer enquiries in a friendly and effective manner, making sure electronic records are maintained</p> <p>To show visitors around the care home in absence of the Manager</p> <p>Maintain accurate records for any enquiries confidentially in line with the company's policies and procedures</p> <p>Dealing with telephone calls effectively from Doctors, Social Workers, Residents Family members and Professionals</p> <p>Report any maintenance issues to the Home Manager accordingly</p> <p>Communicating with residents in a friendly and appropriate manner</p> <p>Liaising with Head Office Staff accordingly</p> <p>Process alongside Manager receipts of monies against resident's accounts</p> <p>Arrange, calculate and maintain stock takes relating to admin</p> <p>Provide administration support to the Home Manager and any other duties required to include registration of covid swabs and visits through pandemic</p>	30/04/2022	
S9 1JQ	<b>Civil &amp; Structural Engineering Apprentice Technician Level 3</b> VAC2022103620	<p>Due to up-and-coming new contracts/increased workloads EN:Able Futures are pleased to offer a further amazing Civil &amp; Structural Engineering apprenticeship opportunity with Alan Wood &amp; Partners, a thriving local Civil and Structural Engineering consultant.</p> <p>The successful candidate will work with The Civil &amp; Structural Engineering Team of Alan Wood &amp; Partners in Sheffield and support the daily needs of projects within the team. Following a thorough induction, the successful candidate will embark on an exciting 3-year programme where you will be exposed to a variety of disciplines (including flood risk, drainage, highways, foundations and structures), and learn how to use a range of computer modelling and drawing products fluently, prepare calculations and become an integral part of the team.</p>	06/05/2022	
S35 2PW	<b>Apprenticeship - Creative Marketing Content Producer</b> VAC2022103621	<p>A Creative Marketing Content Producer is responsible for developing and creating promotional content that can be used across a variety of communication platforms such as digital, social media, broadcast or in print. Working to specific briefs, they research, prepare and develop the media messaging to maximise audience engagement to meet the objectives of the brand and needs of the customer they represent. During your apprenticeship programme you will be joining our Marketing and Sales Communications and Services Team who are responsible for our external and internal marketing communications to our customers and employees.</p>	06/05/2022	

		You will gain hands on experience in a variety of exciting tasks. We are looking for someone to develop original content and suggest creative ways to promote the B. Braun brand and products and services in an engaging way		
S35 2PW	<b>Apprenticeship - Engineering - Medical Instruments</b> VAC2022103624	<p>Our apprenticeship scheme gives candidates of all ages the chance to boost their existing skillset and kick-start an exciting new career as part of a forward-thinking business, all whilst earning a full-time wage.</p> <p>Developing your skills alongside our experienced Engineers who operate from our modern and purpose-built workshop, you will be mentored to use our specialised equipment and machinery to become part of our Technical Services team, who are renowned for exceptional quality and eye for detail.</p> <p>You will learn to repair and refurbish a wide range of medical surgical instruments using hand tools and machinery.</p>	06/05/2022	
S35 2PW	<b>Apprenticeship - Supply Chain Practitioner</b> VAC2022103625	<p>Our apprenticeship scheme gives candidates of all ages the chance to boost their existing skillset and kick-start an exciting new career as part of a forward-thinking business, all whilst earning a full-time wage and gaining a fully funded qualification.</p> <p>Supply Chain is at the heart of every business – it is a system of teams, people, activities, information and resources involved in moving products or services from supplier to customer.</p> <p>During this apprenticeship programme, you will work within multiple areas of our Supply Chain team learning how the function works. You will gain hands on experience of a variety of different tasks which are essential to ensure our business function operates successfully and effectively, resulting in our products reaching our customers on time.</p> <p>You will be supported through this programme, and you will build your knowledge from a range of experienced Supply Chain professionals whilst working towards a recognised qualification, a Supply Chain Practitioner Diploma Level 3 through our provider The Supply Chain Academy. You will get the opportunity to travel to London every other month to complete your apprenticeship studies.</p>	06/05/2022	

S1 2GN	<b>Part Time Barista</b> VAC2022103630	If you are a passionate coffee lover as we are, if you enjoy a fast-paced, vibrant, rewarding environment and you have barista experience, this is a great opportunity for you. You won't stand still or have a dull moment during your day, with coffee to make, customers to serve and delicious food offers to present to our customers. This role is very hands-on, lots of multi-tasking but most importantly – making the perfect coffee that satisfy even the most demanding customers.	19/05/2022	Asima Zahir
S1 2GN	<b>Part Time Front of House</b> VAC2022103631	If you are a passionate coffee lover as we are, if you enjoy a fast-paced, vibrant, rewarding environment and you have barista experience, this is a great opportunity for you. You won't stand still or have a dull moment during your day, with coffee to make, customers to serve and delicious food offers to present to our customers. This role is very hands-on, lots of multi-tasking but most importantly – satisfy even the most demanding customers.	19/05/2022	Asima Zahir
S1 2GN	<b>Part Time Kitchen Porter</b> VAC2022103632	If you are a passionate coffee lover as we are, if you enjoy a fast-paced, vibrant, rewarding environment and you have kitchen experience, this is a great opportunity for you. You won't stand still or have a dull moment during your day, prepare all aspects of the kitchen for the upcoming shifts and ensure everything is sparkling clean. This role is very hands-on, lots of multi-tasking but most importantly – satisfy even the most demanding customers.	19/05/2022	Asima Zahir
S1 2GN	<b>Full Time Kitchen Porter</b> VAC2022103633	If you are a passionate coffee lover as we are, if you enjoy a fast-paced, vibrant, rewarding environment and you have kitchen experience, this is a great opportunity for you. You won't stand still or have a dull moment during your day, prepare all aspects of the kitchen for the upcoming shifts and ensure everything is sparkling clean. This role is very hands-on, lots of multi-tasking but most importantly – satisfy even the most demanding customers.	19/05/2022	Asima Zahir
S1 2GN	<b>Full Time Front of House</b> VAC2022103634	If you are a passionate coffee lover as we are, if you enjoy a fast-paced, vibrant, rewarding environment and you have barista experience, this is a great opportunity for you. You won't stand still or have a dull moment during your day, with coffee to make, customers to serve and delicious food offers to present to our customers. This role is very hands-on, lots of multi-tasking but most importantly – satisfy even the most demanding customers.	19/05/2022	Asima Zahir

S1 2GN	<b>Full Time Barista</b> <b>VAC2022103635</b>	If you are a passionate coffee lover as we are, if you enjoy a fast-paced, vibrant, rewarding environment and you have barista experience, this is a great opportunity for you. You won't stand still or have a dull moment during your day, with coffee to make, customers to serve and delicious food offers to present to our customers. This role is very hands-on, lots of multi-tasking but most importantly – making the perfect coffee that satisfy even the most demanding customers.	19/05/2022	Asima Zahir
S2 4SU	<b>Bar Staff (Match Day)</b> <b>VAC2022103591</b>	<p>Why work with us?</p> <ul style="list-style-type: none"> <li>· Competitive pay rate of £10 p/hr, paid weekly</li> <li>· Become part of a fun and friendly Team of Bar Staff that delivers a range of incredible events both at Sheffield United and across the UK!</li> <li>· The opportunity to progress within your role and/or across others within Compass Group UK and Ireland</li> <li>· Flexible shifts to suit you, work as little or as many shifts as you want</li> <li>· A variety of different shift times available throughout the year, not only do we need waiting staff for match days but for conferences and events held at the venue all year round.</li> </ul> <p>These roles include Cashiers-working on the tills and taking orders and payments, Beer Pourers and Food Service Assistants. No experience needed, just the right attitude and a willing to deliver excellent service to our guests!</p> <p>Responsibilities:</p> <ul style="list-style-type: none"> <li>· Serving drink and food at a variety of bar outlets at Franklins Gardens</li> <li>· Welcoming guests</li> <li>· Clearing tables</li> <li>· Communicating with colleagues and taking direction to ensure timely service to our guests</li> <li>· Maintaining a clean and tidy bar and working environment</li> <li>· Serving simple food and serving tea and coffee</li> <li>· Develop an understanding of the product range available</li> <li>· Manage cash through our till system</li> </ul> <p>Experience is preferred; however, we do have excellent in-house training for those who don't! So, what are you waiting for? Apply now to become part of our fantastic team</p>	31/05/2022	Andrew Wallace

S2 4SU	<b>Waiting Staff (match day)</b> VAC2022103590	<p>Constellation are looking for enthusiastic Waiting staff to join the team at Beautiful Downtown Bramhall Lane -Home of Sheffield United Football Club</p> <p>Why work with us?</p> <ul style="list-style-type: none"> <li>· Competitive pay rate of £10 p/hr, paid weekly</li> <li>· Become part of a fun and friendly Team of Waiting Staff that delivers a range of incredible events both at Sheffield United and across the UK!</li> <li>· The opportunity to progress within your role and/or across others within Compass Group UK and Ireland</li> <li>· Flexible shifts to suit you, work as little or as many shifts as you want</li> <li>· A variety of different shift times available throughout the year, not only do we need waiting staff for match days but for conferences and events held at the venue all year round.</li> </ul> <p>As part of our team of waiting staff, you will be involved in the delivery of our delicious range of food and drink to our guests, balancing efficiency with product knowledge and ensuring customers are greeted with a smile. You will be working with chefs, managers, and other catering assistants effectively to ensure a smooth delivery of service.</p> <p>Responsibilities:</p> <ul style="list-style-type: none"> <li>· Serving food and drinks in one of our Restaurants, Hospitality Suites, or private lounges.</li> <li>· Welcoming guests to the venue</li> <li>· Taking orders</li> <li>· Preparing and clearing tables</li> <li>· Communicating with colleagues and taking direction to ensure timely service to our guests</li> <li>· Maintaining a clean and tidy dining and working environment</li> <li>· Preparing simple food and serving tea and coffee</li> <li>· Develop an understanding of the product range available</li> <li>· Manage cash through our till system</li> </ul> <p>Experience is preferred; however, we do have excellent in-house training for those who don't!</p>	31/05/2022	Andrew Wallace
S71NF	<b>Apprentice Administrator</b> VAC2022103557	<p>Role</p> <p>2.1 To provide administration support and to work with colleagues to deliver a comprehensive service.</p> <p>3. Main Responsibilities</p> <p>3.1 To assist all departments with their day-to-day administration tasks to include opening and distributing post, delivering and scanning documents, photocopying, typing notes and letters from dictation, archiving and storage of client files and documents.</p>	31/05/2022	Tariq Ali

		<p>3.2 To ensure that there is sufficient stationery within the departments and to replenish as and when required.</p> <p>3.3 Departmental filing on a regular basis.</p> <p>3.4 Take hand deliveries</p> <p>3.5 Frank the post and deliver it to the Post Office at the end of each day</p> <p>3.6 At all times comply with the company policies, procedures and instructions.</p> <p>3.7 Implement new ideas and methods and continue to seek ways of both improving the contribution to the organisation's goals and enhancing the reputation of the company.</p> <p>3.8 Help take incoming telephone calls and taking messages.</p> <p>3.9 Greet visitors.</p> <p>3.10 Assisting with and covering reception as and when necessary</p> <p>3.11 Schedule meetings.</p> <p>3.12 Providing refreshments.</p> <p>3.13 Manage emails.</p> <p>3.14 Anything else that may be asked of you from time to time</p>		
S2 4SU	<b>Kiosk Staff (Match Day)</b> VAC2022103589	<p>The key responsibilities of this role are:</p> <p>Prepare and serve alcoholic, non-alcoholic beverages and hot food and snacks.</p> <p>Ensure all Health and Safety regulations are adhered to.</p> <p>Interact with customers, ensuring orders are taken, customer needs and preferences are assessed and make appropriate recommendations.</p> <p>Always ensure the highest standard of cleanliness at your workstation and assist in ensuring all units are cleaned and restocked as required.</p> <p>Taking card payments.</p> <p>Work within your team to take ownership of problems and provide solutions/resolutions.</p> <p>Try and resolve any customer complaints using the training you have been provided and ensure issues are logged.</p> <p>Deliver relevant feedback to the Kiosk Supervisor.</p> <p>Ensure appropriate uniform is worn.</p> <p>Follow company procedure for clocking in and out and ensure all breaks are authorised.</p> <p>Attend staff training as required.</p> <p>Perks at Work.</p>	31/05/2022	Andrew Wallace

		By joining the Constellation team, you can enjoy many of the benefits we have to offer; Compass exclusive benefits Lifestyle benefits 'perks' platform Health & wellbeing support programmes including access to our Employee Assistance Programme		
S2 4SU	<b>Kitchen Porter/Pot Wash (Match Day)</b> VAC2022103592	Working match days in the kitchens, the roles can involve basic food prep, pot wash and some cooking dependant on skills and experience.	31/05/2022	Andrew Wallace
S41 7JD	<b>Engineering Fitter Apprentice</b> VAC 57765	Engineering apprenticeship course Company: Multiplex Engineering Apply online via: <a href="#">Apprenticeships</a>   <a href="#">AMRC Training</a>	19/06/2022	
S41 7JD	<b>Engineering Fitter Apprentice</b> VAC 57915	Engineering apprenticeship course Company: Multiplex Engineering Apply online via: <a href="#">Apprenticeships</a>   <a href="#">AMRC Training</a>	19/06/2022	
S9 1FZ	<b>Fabricator Apprentice</b> VAC 57984	Engineering Apprenticeship Course: Machinist advanced manufacturing Engineer Company: PEM Stainless Ltd Apply online via: <a href="#">Apprenticeships</a>   <a href="#">AMRC Training</a>	19/06/2022	
S63 0EW	<b>Fabricator/Welder Apprentice</b> VAC 57902	Engineering Apprenticeship Course: Metal Fabricator Company: Balmoral tanks Apply online via: <a href="#">Apprenticeships</a>   <a href="#">AMRC Training</a>	19/06/2022	
S4 8LU	<b>Fabricator Apprentice</b> VAC 57949	Engineering Apprenticeship Course: Machinist advanced manufacturing Engineer Company: Sheffield precision Medical Ltd Apply online via: <a href="#">Apprenticeships</a>   <a href="#">AMRC Training</a>	19/06/2022	
WF9 3AP	<b>Automation and control Engineering technician Apprentice</b> VAC 57889	Higher Engineering Apprenticeship Course: Automation and control Engineering technician Company: Tait brilliant stages Apply online via: <a href="#">Apprenticeships</a>   <a href="#">AMRC Training</a>	27\06\2022	

S74 9TG	<b>Plate Welder Apprentice</b> VAC 57901	Engineering Apprenticeship Course: Plate Welder Company: Niftylift Ltd Apply online via: <a href="#">Apprenticeships</a>   <a href="#">AMRC Training</a>	19/06/2022	
S43 3YN	<b>Plate Welder Apprentice</b> VAC 57935	Engineering Apprenticeship Course: Plate Welder Company: Fulwood Fabrications Limited Apply online via: <a href="#">Apprenticeships</a>   <a href="#">AMRC Training</a>	19/06/2022	
S41 9EY	<b>Production Engineer Apprentice</b> VAC 57912	Engineering Apprenticeship Course: Mechatronics maintenance technician Company: Trans-Tronic Ltd Apply online via: <a href="#">Apprenticeships</a>   <a href="#">AMRC Training</a>	19/06/2022	
S25 3QU	<b>Production Operative (welding) Apprentice</b> VAC 57939	Engineering Apprenticeship Course: Metal Fabricator Company: M R Machine Knives Apply online via: <a href="#">Apprenticeships</a>   <a href="#">AMRC Training</a>	19/06/2022	
S64 8BH	<b>Technical Support Apprentice</b> VAC 57849	Engineering Apprenticeship Course: Technical Support Apprentice Company: Gen-Fab Ltd Apply online via: <a href="#">Apprenticeships</a>   <a href="#">AMRC Training</a>	19/06/2022	
S36 9QU	<b>Maintenance Fitter Apprentice</b> VAC 57913	Engineering Apprenticeship Course: Mechatronic Maintenance technician Company: James Durrans and sons Ltd Apply online via: <a href="#">Apprenticeships</a>   <a href="#">AMRC Training</a>	19/06/2022	
S66 8HN	<b>Maintenance Technician Apprentice</b> VAC 57721	Engineering Apprenticeship Course: Mechatronics Maintenance Technician Company: Stanley Black and Decker Apply online via: <a href="#">Apprenticeships</a>   <a href="#">AMRC Training</a>	19/06/2022	



S18 2XJ	<b>Manufacturing Engineer Apprentice</b> VAC 57957	Engineering Apprenticeship Course: Machinist Advanced Manufacturing Engineer Company: Armeg Ltd Apply online via: <a href="#">Apprenticeships</a>   <a href="#">AMRC Training</a>	19/06/2022	
LS9 0PJ	<b>Mechanical Maintenance Fitter Apprentice</b> VAC 57927	Engineering Apprenticeship Course: Mechatronics Maintenance technician Company: FCC Recycling UKL Ltd Apply online via: <a href="#">Apprenticeships</a>   <a href="#">AMRC Training</a>	19/06/2022	
WF9 3AP	<b>Mechanical technician Apprentice</b> VAC 57897	Engineering Apprenticeship Course: Engineering Fitter Company: Tait Brilliant Stages Apply online via: <a href="#">Apprenticeships</a>   <a href="#">AMRC Training</a>	19/06/2022	
S9 1ZA	<b>Mechatronics Apprentice</b> VAC 57958	Engineering Apprenticeship Course: Mechatronics Maintenance Technician Company: University of Sheffield AMRC IMG Apply online via: <a href="#">Apprenticeships</a>   <a href="#">AMRC Training</a>	19/06/2022	
S35 2PH	<b>Fabricator Apprentice</b> VAC 57936	Engineering Apprenticeship Course: Metal Fabricator Company: Shepley Engineers Apply online via: <a href="#">Apprenticeships</a>   <a href="#">AMRC Training</a>	19/06/2022	
S23 3FF	<b>Level 1 programme Apprentice</b> VAC 57944	Technical Support technician Company: Advanced Engineering techniques Limited Apply online via: <a href="#">Apprenticeships</a>   <a href="#">AMRC Training</a>	19/06/2022	
S26 5PN	<b>Machine Shop Apprentice</b> VAC 57930	Machinist Advanced Manufacturing Engineer Company: Schaeffler UK Ltd Apply online via: <a href="#">Apprenticeships</a>   <a href="#">AMRC Training</a>	19/06/2022	
S1 4JX	<b>Machinist Apprentice</b> VAC 57938	Machinist Advanced Manufacturing Engineer Company: Edward Pryor Ltd Apply online via: <a href="#">Apprenticeships</a>   <a href="#">AMRC Training</a>	19/06/2022	

DE4 2JB	<b>Machinist Shop Apprentice</b> VAC 57951	Machinist Advanced Manufacturing Engineer Company: Forged Solutions Darley Dale Apply online via: <a href="#">Apprenticeships</a>   <a href="#">AMRC Training</a>	19/06/2022	
S9 2RW	<b>Machinist/Production Fitter Apprentice</b> VAC 57950	Machinist Advanced Manufacturing Engineer Company: Sheffield Foragemasters Apply online via: <a href="#">Apprenticeships</a>   <a href="#">AMRC Training</a>	19/06/2022	
WF9 3AP	<b>Machinist Apprentice</b> VAC 57884	Machinist Advanced Manufacturing Engineer Company: Tait Brilliant Stages Apply online via: <a href="#">Apprenticeships</a>   <a href="#">AMRC Training</a>	19/06/2022	
DE4 2JB	<b>Machinist Test House Apprentice</b> VAC 57952	Machinist Advanced Manufacturing Engineer Company: Forged Solutions Darley Dale Apply online via: <a href="#">Apprenticeships</a>   <a href="#">AMRC Training</a>	19/06/2022	
S9 1HD	<b>CNC Machinist Apprentice</b> VAC 57955	Mechatronics Maintenance Technician Company: Forged solutions Meadowhall Apply online via: <a href="#">Apprenticeships</a>   <a href="#">AMRC Training</a>	19/06/2022	
S4 7UR	<b>Tool Maker Apprentice</b> VAC 57857	Engineering Apprenticeship Course: Toolmaker Company: Ancon Leviaat Apply online via: <a href="#">Apprenticeships</a>   <a href="#">AMRC Training</a>	19/06/2022	
S9 4WG4	<b>Engineering Apprentice</b> VAC 57880	Engineering fitter Company: Arkote Ltd Apply online via: <a href="#">Apprenticeships</a>   <a href="#">AMRC Training</a>	19/06/2022	
S26 5PN	<b>Maintenance Apprentice</b> VAC 57956	Mechatronics maintenance Technician Company: Schaeffler UK Ltd Apply online via: <a href="#">Apprenticeships</a>   <a href="#">AMRC Training</a>	19/06/2022	

S60 5WG	<b>Apprentice Foundry Engineer</b> VAC 57905	Technical support Technician Company: Castings Technology International Ltd Apply online via: <a href="#">Apprenticeships</a>   <a href="#">AMRC Training</a>	19/06/2022	
S91DZ	<b>Assembly Maintenance Engineer</b> VAC 57925	Engineering Fitter Company: ITM Power Apply online via: <a href="#">Apprenticeships</a>   <a href="#">AMRC Training</a>	19/06/2022	
S60 5WG	<b>Metrology Engineer Apprentice</b> VAC 57904	Technical Support Technician Company: Castings Technology International Ltd Apply online via: <a href="#">Apprenticeships</a>   <a href="#">AMRC Training</a>	19/06/2022	
S9 1DZ	<b>Mechanical Maintenance Fitter Apprentice</b> VAC 57928	Mechatronics Maintenance Technician Company: ITM Power Apply online via: <a href="#">Apprenticeships</a>   <a href="#">AMRC Training</a>	19/06/2022	
S9 1DZ	<b>Assembly Technician (Mech) Apprentice</b> VAC 57926	Mechatronics Maintenance Technician Company: ITM Power Apply online via: <a href="#">Apprenticeships</a>   <a href="#">AMRC Training</a>	19/06/2022	
S4 7UR	<b>Fabricator/Welder Apprentice</b> VAC NA	Machinist advanced manufacturing technician Company: Ancon Leviat Apply online via: <a href="#">Apprenticeships</a>   <a href="#">AMRC Training</a>	19/06/2022	
S9 1HD	<b>CNC Machinist Apprentice</b> VAC 57954	Machinist Advanced Manufacturing Engineer Company: Forged Solutions Meadowhall Apply online via: <a href="#">Apprenticeships</a>   <a href="#">AMRC Training</a>	19/06/2022	

S73 OBS	<b>CNC programmer/process technician Apprentice</b> VAC 57888	Machinist Advanced manufacturing technician Company: Naylor Industries Ltd Apply online via: <a href="#">Apprenticeships</a>   <a href="#">AMRC Training</a>	19/06/2022	
S9 1HW	<b>Crankshaft Grinders Apprentice</b> VAC 57942	Machinist Advanced manufacturing technician Company: Bifrangi UK Ltd Apply online via: <a href="#">Apprenticeships</a>   <a href="#">AMRC Training</a>	19/06/2022	
S75 4AD	<b>Electrical maintenance drainage Apprentice</b> VAC 57890	Mechatronics Maintenance Technician Company: Naylor Drainage Ltd Apply online via: <a href="#">Apprenticeships</a>   <a href="#">AMRC Training</a>	19/06/2022	
S9 2RQ	<b>Engineering Apprentice</b> VAC 57946	Machinist Advanced manufacturing Engineer Company: Maher Ltd Apply online via: <a href="#">Apprenticeships</a>   <a href="#">AMRC Training</a>	19/06/2022	
S41 7JD	<b>Engineering Fitter Apprentice</b> VAC 57765	Engineering Fitter Company: Multiplex Engineering Apply online via: <a href="#">Apprenticeships</a>   <a href="#">AMRC Training</a>	19/06/2022	
S41 7JD	<b>Engineering Fitter Apprentice</b> VAC 57915	Engineering Fitter Company: Multiplex Engineering Ltd Apply online via: <a href="#">Apprenticeships</a>   <a href="#">AMRC Training</a>	19/06/2022	
S9 1FZ	<b>Fabricator Apprentice</b> VAC 57948	Machinist Advanced Manufacturing Engineer Company: PEM Stainless Ltd Apply online via: <a href="#">Apprenticeships</a>   <a href="#">AMRC Training</a>	19/06/2022	
S63 0EW	<b>Fabricator/Welder Apprentice</b> VAC 57902	Metal Fabricator Company: Balmoral Tanks Apply online via: <a href="#">Apprenticeships</a>   <a href="#">AMRC Training</a>	19/06/2022	

S4 8LU	<b>Fabricator Apprentice</b> VAC 57949	Machinist Advanced Manufacturing Engineer Company: Sheffield precision Medical Ltd Apply online via: <a href="#">Apprenticeships</a>   <a href="#">AMRC Training</a>	19/06/2022	
WF9 3AP	<b>Automation &amp; control engineering technician Apprentice</b> VAC 57889	Automation and control engineering technician Company: Tait Brilliant Stages Apply online via: <a href="#">Apprenticeships</a>   <a href="#">AMRC Training</a>	19/06/2022	