



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 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
S71NF	Apprentice Administrator VAC2022103557	Role 2.1 To provide administration support and to work with colleagues to deliver a comprehensive service. 3. Main Responsibilities 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. 3.2 To ensure that there is sufficient stationery within the departments and to replenish as and when required. 3.3 Departmental filing on a regular basis. 3.4 Take hand deliveries 3.5 Frank the post and deliver it to the Post Office at the end of each day 3.6 At all times comply with the company policies, procedures and instructions. 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. 3.8 Help take incoming telephone calls and taking messages.	14/04/2022	Tariq Ali

		3.9 Greet visitors. 3.10 Assisting with and covering reception as and when necessary 3.11 Schedule meetings. 3.12 Providing refreshments. 3.13 Manage emails. 3.14 Anything else that may be asked of you from time to time		
S38DB	Apprentice Business Administrator VAC2022103536	Duties Include: Answer incoming calls/reception duties Sending out marketing letters Digital marketing on blogs and social media Accepting deliveries from couriers Ensuring adequate stock levels of stationary Produce management reports Provide an excellent level of customer service Provide support to the sales team Update the CRM and chase paperwork from new clients Other admin tasks	15/04/2022	Asima Zahir
S40 2WG	Legal Administration Apprentice 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	21/04/2022	Sophie Mazzola

		<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 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>		
S1 4PL	Apprentice Support Worker 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>The Short-Term Intervention Team works over 7 days between the hours of 7.00 am and 10.00 pm. Tasks will include providing personal care and practical support and working with people in order for them to achieve their goals and outcomes as part of an assessed need with a view to maximise independence.</p> <p>We are looking for people who understand what good customer service is, can display sensitivity and tolerance, be able to listen actively and have good overall communication skills both written and verbal.</p> <p>Applicants need to be able to work collaboratively with colleagues, managers and other partners/stakeholders.</p> <p>If you would like to be part of a dynamic team who take pride in their work, we look forward to receiving your application.</p> <p>You will be expected to work towards Care certificate and the Level 2 Diploma in care.</p>	24/04/2022	Terry Mitchell

		<p>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>		
S626LJ	Business Admin Apprenticeship VAC2022103609	<ul style="list-style-type: none"> · Handling / processing returns · Dealing with suppliers (Internationally) · Currencies transfers + Monitor exchange rates · Sourcing new products / suppliers · Fire fighting day to day operational issues i.e. Machinery/IT breakdowns · Payroll · Fleet vehicle maintenance/inspection bookings · Answering emails/telephone · Producing Certificates of Destruction / liaising with Environment Agency · Monitoring Health & Safety / Environmental procedures are maintained 	30/04/2022	Asima Zahir
DE655GE	Apprentice Groundwork VAC2022103612	<p>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.</p>	30/04/2022	John Whittaker
S41 7JD	Engineering Fitter Apprentice VAC 57765	<p>Engineering apprenticeship course Company: Multiplex Engineering Apply online via: Apprenticeships AMRC Training</p>	19/06/2022	

S41 7JD	Engineering Fitter Apprentice VAC 57915	Engineering apprenticeship course Company: Multiplex Engineering Apply online via: Apprenticeships AMRC Training	19/06/2022	
S9 1FZ	Fabricator Apprentice VAC 57984	Engineering Apprenticeship Course: Machinist advanced manufacturing Engineer Company: PEM Stainless Ltd Apply online via: Apprenticeships AMRC Training	19/06/2022	
S63 0EW	Fabricator/Welder Apprentice VAC 57902	Engineering Apprenticeship Course: Metal Fabricator Company: Balmoral tanks Apply online via: Apprenticeships AMRC Training	19/06/2022	
S4 8LU	Fabricator Apprentice VAC 57949	Engineering Apprenticeship Course: Machinist advanced manufacturing Engineer Company: Sheffield precision Medical Ltd Apply online via: Apprenticeships AMRC Training	19/06/2022	
WF9 3AP	Automation and control Engineering technician Apprentice VAC 57889	Higher Engineering Apprenticeship Course: Automation and control Engineering technician Company: Tait brilliant stages Apply online via: Apprenticeships AMRC Training	27\06\2022	
S74 9TG	Plate Welder Apprentice VAC 57901	Engineering Apprenticeship Course: Plate Welder Company: Niftylift Ltd Apply online via: Apprenticeships AMRC Training	19/06/2022	
S43 3YN	Plate Welder Apprentice VAC 57935	Engineering Apprenticeship Course: Plate Welder Company: Fulwood Fabrications Limited Apply online via: Apprenticeships AMRC Training	19/06/2022	
S41 9EY	Production Engineer Apprentice VAC 57912	Engineering Apprenticeship Course: Mechatronics maintenance technician Company: Trans-Tronic Ltd Apply online via: Apprenticeships AMRC Training	19/06/2022	

S25 3QU	Production Operative (welding) Apprentice VAC 57939	Engineering Apprenticeship Course: Metal Fabricator Company: M R Machine Knives Apply online via: Apprenticeships AMRC Training	19/06/2022	
S64 8BH	Technical Support Apprentice VAC 57849	Engineering Apprenticeship Course: Technical Support Apprentice Company: Gen-Fab Ltd Apply online via: Apprenticeships AMRC Training	19/06/2022	
S36 9QU	Maintenance Fitter Apprentice VAC 57913	Engineering Apprenticeship Course: Mechatronic Maintenance technician Company: James Durrans and sons Ltd Apply online via: Apprenticeships AMRC Training	19/06/2022	
S66 8HN	Maintenance Technician Apprentice VAC 57721	Engineering Apprenticeship Course: Mechatronics Maintenance Technician Company: Stanley Black and Decker Apply online via: Apprenticeships AMRC Training	19/06/2022	
S18 2XJ	Manufacturing Engineer Apprentice VAC 57957	Engineering Apprenticeship Course: Machinist Advanced Manufacturing Engineer Company: Armeg Ltd Apply online via: Apprenticeships AMRC Training	19/06/2022	
LS9 0PJ	Mechanical Maintenance Fitter Apprentice VAC 57927	Engineering Apprenticeship Course: Mechatronics Maintenance technician Company: FCC Recycling UKL Ltd Apply online via: Apprenticeships AMRC Training	19/06/2022	
WF9 3AP	Mechanical technician Apprentice VAC 57897	Engineering Apprenticeship Course: Engineering Fitter Company: Tait Brilliant Stages Apply online via: Apprenticeships AMRC Training	19/06/2022	

S9 1ZA	Mechatronics Apprentice VAC 57958	Engineering Apprenticeship Course: Mechatronics Maintenance Technician Company: University of Sheffield AMRC IMG Apply online via: Apprenticeships AMRC Training	19/06/2022	
S35 2PH	Fabricator Apprentice VAC 57936	Engineering Apprenticeship Course: Metal Fabricator Company: Shepley Engineers Apply online via: Apprenticeships AMRC Training	19/06/2022	
S23 3FF	Level 1 programme Apprentice VAC 57944	Technical Support technician Company: Advanced Engineering techniques Limited Apply online via: Apprenticeships AMRC Training	19/06/2022	
S26 5PN	Machine Shop Apprentice VAC 57930	Machinist Advanced Manufacturing Engineer Company: Schaeffler UK Ltd Apply online via: Apprenticeships AMRC Training	19/06/2022	
S1 4JX	Machinist Apprentice VAC 57938	Machinist Advanced Manufacturing Engineer Company: Edward Pryor Ltd Apply online via: Apprenticeships AMRC Training	19/06/2022	
DE4 2JB	Machinist Shop Apprentice VAC 57951	Machinist Advanced Manufacturing Engineer Company: Forged Solutions Darley Dale Apply online via: Apprenticeships AMRC Training	19/06/2022	
S9 2RW	Machinist/Production Fitter Apprentice VAC 57950	Machinist Advanced Manufacturing Engineer Company: Sheffield Foragemasters Apply online via: Apprenticeships AMRC Training	19/06/2022	
WF9 3AP	Machinist Apprentice VAC 57884	Machinist Advanced Manufacturing Engineer Company: Tait Brilliant Stages Apply online via: Apprenticeships AMRC Training	19/06/2022	

DE4 2JB	Machinist Test House Apprentice VAC 57952	Machinist Advanced Manufacturing Engineer Company: Forged Solutions Darley Dale Apply online via: Apprenticeships AMRC Training	19/06/2022	
S9 1HD	CNC Machinist Apprentice VAC 57955	Mechatronics Maintenance Technician Company: Forged solutions Meadowhall Apply online via: Apprenticeships AMRC Training	19/06/2022	
S4 7UR	Tool Maker Apprentice VAC 57857	Engineering Apprenticeship Course: Toolmaker Company: Ancon Leviat Apply online via: Apprenticeships AMRC Training	19/06/2022	
S9 4WG4	Engineering Apprentice VAC 57880	Engineering fitter Company: Arkote Ltd Apply online via: Apprenticeships AMRC Training	19/06/2022	
S26 5PN	Maintenance Apprentice VAC 57956	Mechatronics maintenance Technician Company: Schaeffler UK Ltd Apply online via: Apprenticeships AMRC Training	19/06/2022	
S60 5WG	Apprentice Foundry Engineer VAC 57905	Technical support Technician Company: Castings Technology International Ltd Apply online via: Apprenticeships AMRC Training	19/06/2022	
S91DZ	Assembly Maintenance Engineer VAC 57925	Engineering Fitter Company: ITM Power Apply online via: Apprenticeships AMRC Training	19/06/2022	
S60 5WG	Metrology Engineer Apprentice VAC 57904	Technical Support Technician Company: Castings Technology International Ltd Apply online via: Apprenticeships AMRC Training	19/06/2022	

S9 1DZ	Mechanical Maintenance Fitter Apprentice VAC 57928	Mechatronics Maintenance Technician Company: ITM Power Apply online via: Apprenticeships AMRC Training	19/06/2022	
S9 1DZ	Assembly Technician (Mech) Apprentice VAC 57926	Mechatronics Maintenance Technician Company: ITM Power Apply online via: Apprenticeships AMRC Training	19/06/2022	
S4 7UR	Fabricator/Welder Apprentice VAC NA	Machinist advanced manufacturing technician Company: Ancon Leviat Apply online via: Apprenticeships AMRC Training	19/06/2022	
S9 1HD	CNC Machinist Apprentice VAC 57954	Machinist Advanced Manufacturing Engineer Company: Forged Solutions Meadowhall Apply online via: Apprenticeships AMRC Training	19/06/2022	
S73 OBS	CNC programmer/process technician Apprentice VAC 57888	Machinist Advanced manufacturing technician Company: Naylor Industries Ltd Apply online via: Apprenticeships AMRC Training	19/06/2022	
S9 1HW	Crankshaft Grinders Apprentice VAC 57942	Machinist Advanced manufacturing technician Company: Bifrangì UK Ltd Apply online via: Apprenticeships AMRC Training	19/06/2022	
S75 4AD	Electrical maintenance drainage Apprentice VAC 57890	Mechatronics Maintenance Technician Company: Naylor Drainage Ltd Apply online via: Apprenticeships AMRC Training	19/06/2022	

S9 2RQ	Engineering Apprentice VAC 57946	Machinist Advanced manufacturing Engineer Company: Maher Ltd Apply online via: Apprenticeships AMRC Training	19/06/2022	
S41 7JD	Engineering Fitter Apprentice VAC 57765	Engineering Fitter Company: Multiplex Engineering Apply online via: Apprenticeships AMRC Training	19/06/2022	
S41 7JD	Engineering Fitter Apprentice VAC 57915	Engineering Fitter Company: Multiplex Engineering Ltd Apply online via: Apprenticeships AMRC Training	19/06/2022	
S9 1FZ	Fabricator Apprentice VAC 57948	Machinist Advanced Manufacturing Engineer Company: PEM Stainless Ltd Apply online via: Apprenticeships AMRC Training	19/06/2022	
S63 0EW	Fabricator/Welder Apprentice VAC 57902	Metal Fabricator Company: Balmoral Tanks Apply online via: Apprenticeships AMRC Training	19/06/2022	
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