

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 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
S71NF	<b>Apprentice Administrator</b> 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

		<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>		
S38DB	<p><b>Apprentice Business Administrator</b></p> <p>VAC2022103536</p>	<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> <p>Provide support to the sales team</p> <p>Update the CRM and chase paperwork from new clients</p> <p>Other admin tasks</p>	15/04/2022	Asima Zahir
S40 2WG	<p><b>Legal Administration Apprentice</b></p> <p>VAC2022103559</p>	<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>	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	<p><b>Apprentice Support Worker</b> VAC2022103611</p> <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	<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>Fire fighting day to day operational issues i.e. Machinery/IT breakdowns</li> <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>	30/04/2022	Asima Zahir
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	John Whittaker
S41 7JD	<b>Engineering Fitter Apprentice</b> VAC 57765	Engineering apprenticeship course Company: Multiplex Engineering Apply online via: <a href="#">Apprenticeships   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   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   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   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   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   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   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   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   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   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   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   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   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   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   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   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   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   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   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   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   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   AMRC Training</a>	19/06/2022	
S9 2RW	<b>Machinist/Production Fitter Apprentice</b> VAC 57950	Machinist Advanced Manufacturing Engineer Company: Sheffield Forgemasters Apply online via: <a href="#">Apprenticeships   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   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   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   AMRC Training</a>	19/06/2022	
S4 7UR	<b>Tool Maker Apprentice</b> VAC 57857	Engineering Apprenticeship Course: Toolmaker Company: Ancon Leviat Apply online via: <a href="#">Apprenticeships   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   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   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   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   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   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   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   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   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   AMRC Training</a>	19/06/2022	
S73 0BS	<b>CNC programmer/process technician Apprentice</b> VAC 57888	Machinist Advanced manufacturing technician Company: Naylor Industries Ltd Apply online via: <a href="#">Apprenticeships   AMRC Training</a>	19/06/2022	
S9 1HW	<b>Crankshaft Grinders Apprentice</b> VAC 57942	Machinist Advanced manufacturing technician Company: Bifrangji UK Ltd Apply online via: <a href="#">Apprenticeships   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   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   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   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   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   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   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   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   AMRC Training</a>	19/06/2022	