

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
DE43AG	Apprentice Roofer -- Samuel Lowe VAC2022103623	You will carry out roofing work on maintenance and construction sites. Duties will include: Achieving all elements of the relevant apprenticeship qualification including attaining the required level of functional skills competence in English, Mathematics and ICT (as appropriate). Undertake minor joinery, lead/metal flashing and brickwork in conjunction with roofing.	23/05/2022	John Whittaker
S1 2BX	Temporary Customer Service Assistants (x2) VAC2022103659	The role of the Customer Services Assistant is in the frontline in providing the best experience for visitors to bar, cinema and conferencing facilities. They will provide an efficient, friendly and knowledgeable service for all visitors. They will anticipate and be responsive to customer needs, taking general responsibility for the safety, satisfaction, and comfort of all visitors to the venue. All post-holders will be required to work evenings and weekends on a rota basis as required.	24/05/2022	
S1 2BX	Programme Manager VAC2022103650	The Programme Manager is a key member of the Senior Management team. The post-holder will work closely with the Chief Executive and other Heads of Department to deliver a vibrant and exciting programme of films and events. The post-holder will be responsible for our cinema	30/05/2022	

		programme strategy and audience development plan and to ensure our targets are met including those from a cultural and financial footing. The post-holder will also be responsible for development of young talent and engaging with the local film-making community. The Programme Manager will be responsible for partnerships relating to our cinema programme including festivals and education partners and be the main point of contact for our funders		
S71NF	Apprentice Administrator VAC2022103557	<p>Role:</p> <p>2.1 To provide administration support and to work with colleagues to deliver a comprehensive service.</p> <p>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> <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>	31/05/2022	Tariq Ali
S9 1RT	Commercial Apprentice VAC2022103654	We 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. 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	10/06/2022	Tariq Ali

		<p>platform to develop these skills within a professional working environment.</p> <p>Working on project critical applications you will be involved with:</p> <ul style="list-style-type: none"> Order handling Customer service Transport planning Inventory control Business administration Invoicing <p>Purchasing and data entry you will also be trained to use relevant software packages and databases.</p>		
S9 1JQ	L3 Civil & Structural Engineering Apprentice Technician VAC2022103661	The successful candidate will work with A Civil & Structural Engineering Team 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.	14/06/2022	
S1 2GN	Part Time Barista 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.	20/06/2022	Asima Zahir
S1 2GN	Part Time Front of House 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.	20/06/2022	Asima Zahir

S1 2GN	Part Time Kitchen Porter 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.	20/06/2022	Asima Zahir
S1 2GN	Full Time Kitchen Porter 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.	20/06/2022	Asima Zahir
S1 2GN	Full Time Front of House 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.	20/06/2022	Asima Zahir
S1 2GN	Full Time Barista VAC2022103635	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.	20/06/2022	Asima Zahir
LN25LN	Apprentice Roofer VAC2022103665	Installing/repair roofs including tiling, slating, lead work, cement work, flat roofs, GRP & Rubber; Working as part of a team of roofers, Work is often at height on scaffolding, therefore you need to be 'good with heights'; Maintaining of tools and materials; Committed and hardworking, as at times the work can be physically demanding; Follow safety rules	31/05/2022	John Whittaker

S358RQ	Nursery Assistant VAC2022103666	<p>The role of Nursery Assistant/ Practitioner in Lilypad Day Nursery is to contribute as a team member to a caring environment for children aged between 2 & 5 years. This includes creating a warm, friendly & stimulating atmosphere in which the children can develop emotionally, socially & educationally through individual attention & group activities. Main Duties attached to this post</p> <ul style="list-style-type: none"> · A knowledge of children's needs & the ability to implement · Provide excellent standards of care · Practising reasonable discipline appropriate to age group · Showing respect & understanding to children's parents/carers & families · Contributing to high standards of hygiene & cleanliness in nursery · Contributing to team work & staff meetings · Organisation of play activities throughout each day · Maintaining care in the nursery in accordance with statutory requirements & nursery procedures · Specific child care tasks e.g. · all aspects of caring for children between 2-5 years of age · washing, changing, feeding & providing suitable activities · caring for sick children & first aid · accompanying children to hospital if required · verbal & written communication · Performing & helping children to develop good personal habits · Preparing children for school · Maintaining high safety standards & procedures · An awareness of fire procedures in accordance with nursery requirements · Liaising with external agencies when required · Safeguarding. 	31/05/2022	Asima Zahir
S41 7JD	Engineering Fitter Apprentice VAC 57765	<p>Engineering apprenticeship course</p> <p>Company: Multiplex Engineering</p> <p>Apply online via: Apprenticeships AMRC Training</p>	19/06/2022	
S41 7JD	Engineering Fitter Apprentice VAC 57915	<p>Engineering apprenticeship course</p> <p>Company: Multiplex Engineering</p> <p>Apply online via: Apprenticeships AMRC Training</p>	19/06/2022	
S9 1FZ	Fabricator Apprentice VAC 57984	<p>Engineering Apprenticeship Course: Machinist advanced manufacturing Engineer</p> <p>Company: PEM Stainless Ltd</p> <p>Apply online via: Apprenticeships AMRC Training</p>	19/06/2022	
S63 0EW	Fabricator/Welder Apprentice VAC 57902	<p>Engineering Apprenticeship Course: Metal Fabricator</p> <p>Company: Balmoral tanks</p> <p>Apply online via: Apprenticeships AMRC Training</p>	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 Forgemasters 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 0BS	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: Bifrangi 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	
S4 8LU	Fabricator Apprentice VAC 57949	Machinist Advanced Manufacturing Engineer Company: Sheffield precision Medical Ltd Apply online via: Apprenticeships AMRC Training	19/06/2022	
WF9 3AP	Automation & control engineering technician Apprentice VAC 57889	Automation and control engineering technician Company: Tait Brilliant Stages Apply online via: Apprenticeships AMRC Training	19/06/2022	