



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
ST1 5SH	Contract Liaison Officer VAC2022103707	Dealing with the various enquiries and issues our diverse customer base will have. The role will involve taking the lead in dealing with customer enquiries and issues relating to the various types of works our Operational team and Sub Contractors perform in our clients' residents homes. The purpose of this role will be to support our Operational team in achieving customer satisfaction through liaison with customers and internal teams to ensure our repair and improvement work is carried out with minimal impact to the customer. Apply via online link below: https://www.novussolutions.co.uk/job/contract-liaison-officer/	29/07/2022	Stephen Arundel
ST1 5SH	Administration Apprentice VAC2022103708	Our Administration Apprenticeship programme provides you with the skills and personal development you need in an environment where you can thrive and achieve your potential to become an Administration expert, learning a wealth of skills from an experienced, established, friendly team. Apply via below link: https://www.novussolutions.co.uk/job/administration-apprentice/	29/07/2022	Stephen Arundel

ST1 5SH	Part-Time Administrator VAC2022103709	<p>The Social Value Coordinator will be responsible for supporting with the co-ordination and management Solutions, Responsible Business, Social Value, and Customer Service strategy. Conducting research, coming up with ideas, supporting the development of policies, supporting the creation of detailed plans, capturing, monitoring, and reporting progress, building relationships with member organisations, and then implementing and coordinating a range of activities and initiatives, which are designed to have a positive impact on our employees, clients, customers, and the local communities in which we operate.</p> <p>Please forward CVs to kevin.rhone@novussolutions.co.uk or call on 07590961796</p>	29/07/2022	Stephen Arundel
S71NF	Apprentice Administrator VAC2022103557	<p>Role: To provide administration support and to work with colleagues to deliver a comprehensive service.</p> <p>Main Responsibilities</p> <p>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>To ensure that there is sufficient stationery within the departments and to replenish as and when required.</p> <p>Departmental filing on a regular basis.</p> <p>Take hand deliveries</p> <p>Frank the post and deliver it to the Post Office at the end of each day</p> <p>At all times comply with the company policies, procedures, and instructions.</p> <p>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>Help take incoming telephone calls and taking messages.</p> <p>Greet visitors.</p> <p>Assisting with and covering reception as and when necessary.</p> <p>Schedule meetings.</p> <p>Providing refreshments.</p> <p>Manage emails.</p> <p>Anything else that may be asked of you from time to time"</p>	31/07/2022	Tariq Ali
S38EN	Operations Apprentice VAC2022103628	<p>Job summary:</p> <p>Assisting an existing and well-established team in the day to day running of a busy adventure travel operations department working in the field of Mountaineering, trekking and skiing</p>	31/07/2022	Sophie Mazzola

		<p>expeditions</p> <p>Responsibilities and Duties</p> <ol style="list-style-type: none"> 1. Training and expedition preparation <ol style="list-style-type: none"> a. Assist Expedition Leaders on pre-expedition training courses with both indoor and outdoor settings b. Work alongside expedition Leaders on trekking and climbing training sessions c. Assist in 'setting up' presentation spaces and preparation conferences 2. Equipment <ol style="list-style-type: none"> a. Receive and process hire equipment requests from clients b. Package and post hire equipment to clients c. Check and process returned hire equipment from clients d. Pack and prepare equipment ready for use on expeditions and courses e. Order expedition equipment, food and communications equipment f. Pack and prepare medical kits 3. Pre-Expedition administration <ol style="list-style-type: none"> a. Communicate with 'in country agents' around itineraries, hotels and support staff. b. Prepare briefing packs for expedition Leaders c. Arrange delivery of leader's equipment 		
LN25LN	Apprentice Roofer VAC2022103665	<p>Installing/repair roofs including tiling, slating, lead work, cement work, flat roofs, GRP & Rubber.</p> <p>Working as part of a team of roofers,</p> <p>Work is often at height on scaffolding, therefore you need to be 'good with heights'.</p> <p>Maintaining of tools and materials.</p> <p>Committed and hardworking, as at times the work can be physically demanding.</p> <p>Follow safety rules</p>	31/07/2022	John Whittaker
S38EN	Customer Support Apprentice VAC2022103627	<p>Answering the telephone and dealing with the enquiry, or passing the call onto the appropriate person</p> <p>Answering new enquiry emails or passing the email to the appropriate person</p> <p>Add new enquires (from the website and phone) to database and prospects tracker</p> <p>Monitor and respond to "Live Chat"</p> <p>Process bookings for expeditions, treks, and courses</p> <p>Take and receipt payments</p> <p>Support clients already booked (questions by email and phone)</p>	31/07/2022	Sophie Mazzola

		<p>Invoice clients for single room supplements, extra nights, and airport transfers</p> <p>Chase client's admin and forms for all trips</p> <p>Invoice for equipment hire and refund deposits when equipment is returned</p> <p>Add flight schedules to the database and produce flight schedules</p> <p>Check flight etickets are issued correctly</p> <p>Book Airport Transfers for Alpine Summer and Ski courses</p> <p>Check attendance for the pre-trip weekends</p>		
S361BX	<p>Administration</p> <p>Assistant Apprentice</p> <p>VAC2022103669</p>	<ul style="list-style-type: none"> • Ensure an effective and efficient reception service is provided to patients and any other visitors to the Practice • Explain Practice arrangements and formal requirements to new patients and those seeking temporary cover and ensure procedures are completed. • Receive and make telephone calls as required. Divert calls and take messages, ensuring accuracy of detail and prompt appropriate delivery. • Enter requests for home visits into the visit book, ensuring careful recording of all relevant details and where necessary refer to Duty Doctor. • Action repeat prescription requests and ensure that they are ready for collection by the patient within 48 hours, either on the computer or manually. • Prepare lists and notes for all surgeries and clinics held, ensuring completion of all associated paperwork. Advise patients of relevant charges for private (non-General Medical Services) services, accept payment and issue receipts for same. • Enter patient information on to the computer as required. • Patient notes and correspondence, the practice is paper light: • Ensure up to date maintenance of filing system. • Ensure correspondence, reports, results etc are filed promptly and in the correct records, ensuring that all recent correspondence is available when patients are seen. • Make and serve refreshments, ensure the kitchen is kept clean and tidy and air and tidy the waiting room in turn with other staff. Ensure waiting areas and foyers both internally and externally are free from litter. Check children's play area for safety and tidiness. • Ensure that all new patients are registered onto the computer system promptly and accurately 	31/07/2022	Sophie Mazzola

S9 3LS	Tram Conductor VAC2022103671	<p>Tram conductor role working with the public processing tickets and assisting with queries on the tram network.</p> <p>You will be working on the tram within the Sheffield Community collecting revenue, helping customers, and representing the stagecoach and super tram brands</p> <ul style="list-style-type: none"> • 20 Opportunities - Application process includes an interview with a short, basic Maths and English test 	31/07/2022	Yves Orford
S105BB	Property Administrator Apprentice VAC2022103688	<p>Answering telephone and general office administration</p> <p>Registering applicants and matching them with properties</p> <p>Ensure you have a thorough understanding of each property you are marketing/Booking appointments and arranging viewings/Viewing feedback/Social Media marketing/Registering deposits/Drafting tenancy agreements/Completing references and credit checks on potential tenants/Creating window cards/Designing leaflets/Taking marketing pictures/Reception duties/Responding to enquiries/Inventories and inspections/Arranging safety certificates with the necessary Contractors/Adding invoices and rent receipts to our Property Management Software, Alto.</p>	31/07/2022	Tariq Ali
Rotherham	Project coordinator	<p>To support the development and delivery of the Tassibee Project. This challenging position will suit a driven organised individual who is a great communicator and a natural problem solver.</p> <ul style="list-style-type: none"> • Responsibilities will include but are not limited to: • Working closely with the Chief Executive to assist in overlooking the day to day running of classes, projects and the office run smoothly. Including helping with plans, documents, meetings, attracting contributors, marketing and tracking progress • Facilitating team meeting and project sessions • Identify & facilitate appropriate training opportunities to access training • Work with groups of women and individuals to enable them to develop and celebrate their own potential • To develop a multi-agency approach with other organisations and agencies and work collaboratively with them • To identify gaps in current service provision aimed at women's employability and engagement 	01/08/2022	Kevin Owers

		<ul style="list-style-type: none"> • Delegating work to staff and managing their workload and output • Use a range of Microsoft Office software including email, spreadsheets, and databases. • Managing filing system and evidence files and develop/implement new administrative systems, such as records management <p>How to apply: Email your cv and covering letter through to admin@tassibee.co.uk.</p> <p>No agencies please.</p>		
Rotherham	Part time Finance Officer	<p>In this role, you'll be working with the Chief Executive & admin team to assist in the finance tasks at Tassibee.</p> <p>Summary of tasks:</p> <ul style="list-style-type: none"> •Entering invoices, receipts, etc onto Quick Books. •Processing of expenditure and income and monthly reconciliations •Managing filing system and evidence files and develop/implement new administrative systems, such as records management. •To assist with identifying sources of funding and preparing application for funding. and establishing links with funding organisations where appropriate. •To prepare financial reports and monitoring statements for the Management Committee and Senior Management Team. •Ensure and smooth-running finance function and recording of finance related tasks •Update and maintain filing and other systems •Use a range of Microsoft Office software including email, spreadsheets, and Quick Books for finance purposes •Check all expenditure claims for authorisation. •Prepare list of payees each week and check invoice queries •Send out invoices to customers & chase up outstanding invoices •Any other duties commensurate with the post as may be required from time to time. <p>How to apply: Email your cv and covering letter through to admin@tassibee.co.uk.</p>	01/08/2022	Kevin Owers
S7 2DH	Tailor & Costume Maker VAC2022103686	<p>The role will be based in our fully equipped Sheffield-based Studio, just off the very sociable and busy Abbeydale Road, with great public transport links and affording free parking. The successful candidate will be rewarded with working very closely with our business owner who is an exceptional and unrivalled talent, with years of experience in his field. As such the role will provide the successful candidate with a unique and unparalleled learning opportunity from which</p>	01/08/2022	Miriam Muhsin

		<p>to develop into an industry leading individual themselves.</p> <p>The business owner takes the role of in-house designer within the company and the tailors role will require the individual to create theatrical costumes from sketches/drawings and existing patterns he has created. That said, there is a distinct willingness from the owner for the successful candidate to display their own creative input, which will be strongly encouraged.</p> <p>Contact through Advance.</p>		
S9 3HD	Apprentice Motor Vehicle Fitter VAC2022103710	<p>To perform all duties using methods in accordance with the Health And Safety at Work Act. 2. To diagnose, identify and carry out major and minor servicing, preventative maintenance to vehicles and plant in accordance with the schedule's specifications of the Sheffield City Council. To prepare vehicles for MOT testing. Carry out PDI's to new vehicles and plant. To provide technical support and advice when required. 3. To carry out repair, remedial work, inspection to breakdowns at work sites, depots or workshops throughout the city with a minimum of supervision. To assist in the recovery of vehicles and plant to depot workshops. To conduct safe working load tests for operational vehicle tail lift equipment. 4. To carry out Compliance testing on Hackney Carriages and Private hire vehicles in accordance with Sheffield City Council's Hackney Carriage and Private Hire specification and DVSA MOT standards. To carry out MOT testing on class 4, 5, and 7 vehicles in accordance with DVSA MOT standards. To provide technical support and advice when required. 5. To diagnose, identify and carryout vehicle electrical repairs to provide technical support and advice when required. 6. To be responsible for the operation of the MOT station, always ensuring efficiency and effectiveness and compliance with all criteria as determined by DVSA, Sheffield City Council and Health and Safety. 7. To be responsible for the maintenance and good working order of all equipment specific to the testing station whilst working in this area. 8. To notify the Supervisor of any defective workshop equipment or plant. 9. To be responsible for the maintenance and security of all documentation and records relating to the MOT bay and the workshop. 10. To work from any location as required adopting the work patterns in operation at that worksite including shift and weekend working where required and on call arrangements. 11. To assist with the development of Apprentices. 12. To complete all document</p> <p>Forward CV's to Tariq.Ali2@Sheffield.gov.uk</p>	31/08/2022	Tariq Ali
S60 1RF	Administration Assistant Apprentice	<p>The Elevator Company</p> <p>https://thesourceacademy.co.uk/vacancy?Category=Customer%2520Service&Advert=y9stlKrgX8LX3uTgqrFvQg%3D%3D&Category=Customer%20Service</p>		The Source
S3 9QY	Digital Marketing Assistant Apprentice	<p>Bang Tidy</p> <p>https://thesourceacademy.co.uk/vacancy?Category=IT%2520%2F%2520CDI&Advert=CIXRLKoIbUzX3uTgqrFvQg%3D%3D&Category=IT%20%2F%20CDI</p>		The Source

S4 7UR	Support Assistant Apprentice	Asset Go Solutions Ltd https://thesourceacademy.co.uk/vacancy?Category=Admin&Advert=0h2ULG93NLTX3uTgqrFvQg%3D%3D&Category=Admin		The Source
S3 9PT	Business Administration Apprentice	S4S (UK) Limited https://thesourceacademy.co.uk/vacancy?Category=Admin&Advert=H%2FTuLHhAWkDX3uTgqrFvQg%3D%3D&Category=Admin		The Source
S4 7UR	Business Administration Assistant Apprentice	Baldwin & Francis Ltd https://thesourceacademy.co.uk/vacancy?Category=Admin&Advert=8BtGb5u2AdjX3uTgqrFvQg%3D%3D&Category=Admin		The Source
S4 7UR	Project Assistant Apprentice	Baldwin & Francis Ltd https://thesourceacademy.co.uk/vacancy?Category=Admin&Advert=wkupTrjoLoPX3uTgqrFvQg%3D%3D&Category=Admin		The Source
S36 2AA	Business Administration Apprentice	Bardon Environmental Ltd https://thesourceacademy.co.uk/vacancy?Category=Admin&Advert=8mX92bnU34XX3uTgqrFvQg%3D%3D&Category=Admin		The Source
S9 5DF	Trainee Parts Advisor Apprentice	Bullseye SuperFactors Ltd https://thesourceacademy.co.uk/vacancy?Category=Stockroom%2520%2F%2520Warehouse&Advert=qdDdluYomqbX3uTgqrFvQg%3D%3D&Category=Stockroom%20%2F%20Warehouse		The Source
DN5 9SH	Trainee Parts Advisor Apprentice	Bullseye SuperFactors Ltd https://thesourceacademy.co.uk/vacancy?Category=Other&Advert=BlRGt16zCj%2FX3uTgqrFvQg%3D%3D&Category=Other		The Source
S63 5DB	Apprentice Utility Connections Project Coordinator	Business Energy Direct (UK) Ltd https://thesourceacademy.co.uk/vacancy?Category=Customer%2520Service&Advert=0ueV4LjSzVrX3uTgqrFvQg%3D%3D&Category=Customer%20Service		The Source

S1 2EX	Candidate Care Consultant Apprentice	CER Education Recruitment https://thesourceacademy.co.uk/vacancy?Category=Admin&Advert=U7gWSQQvkPDX3uTgqrFvQg%3D%3D&Category=Admin		The Source
S65 1DA	Apprentice Receptionist	Clifton Medical https://thesourceacademy.co.uk/vacancy?Category=Customer%2520Service&Advert=KqncAn7jASzX3uTgqrFvQg%3D%3D&Category=Customer%20Service		The Source
S66 9AQ	Retail & Marketing Apprentice	Distex Limited Retail and Marketing Apprentice The Source Skills Academy (thesourceacademy.co.uk)		The Source
S2 5FX	Medical Receptionist Apprentice	Dovercourt Surgery https://thesourceacademy.co.uk/vacancy?Category=Admin&Advert=o55u1k6ld4DX3uTgqrFvQg%3D%3D&Category=Admin		The Source
S60 1DX	Business Administration Apprentice	DuoCall Communications Ltd Business Administration Apprentice The Source Skills Academy (thesourceacademy.co.uk)		The Source
S61 2DU	Service Administrator Apprentice	E Lloyd & Son Ltd (trading as Lloyd Catering Equipment) https://thesourceacademy.co.uk/vacancy?Category=Customer%2520Service&Advert=7X8HiixnDW%2FX3uTgqrFvQg%3D%3D&Category=Customer%20Service		The Source
S9 3WU	Trade Supplier / Warehouse Apprentice	Electrical Wholesale Sheffield https://thesourceacademy.co.uk/vacancy?Category=Stockroom%2520%2F%2520Warehouse&Advert=VpNZ98y26%2BrX3uTgqrFvQg%3D%3D&Category=Stockroom%20%2F%20Warehouse		The Source
LS15 0BF	Customer Services Assistant Apprentice	Galaxy Insulation https://thesourceacademy.co.uk/vacancy?Category=Customer%2520Service&Advert=oRJZ6u7fsa%2FX3uTgqrFvQg%3D%3D&Category=Customer%20Service		The Source

LS15 OBF	Warehouse Assistant Apprentice	Galaxy Insulation https://thesourceacademy.co.uk/vacancy?Category=Stockroom%2520%2F%2520Warehouse&Advert=8L8lLau8o77X3uTgqrFvQg%3D%3D&Category=Stockroom%20%2F%20Warehouse		The Source
S3 8BX	Business Support	Gravitate Digital Accounting Ltd https://thesourceacademy.co.uk/vacancy?Category=Admin&Advert=%2FxzKqtIF87LX3uTgqrFvQg%3D%3D&Category=Admin		The Source
S60 5HZ	Sales & Business Administration Apprentice	Grayson (GB) Limited Sales & Business Administration Apprentice The Source Skills Academy (thesourceacademy.co.uk)		The Source
S9 1TG	Resource Coordinator	Highlander Computing Solutions Ltd https://thesourceacademy.co.uk/vacancy?Category=Admin&Advert=stddeIZA4pTX3uTgqrFvQg%3D%3D&Category=Admin		The Source
S9 1TG	Administration & Finance Apprentice	Highlander Computing Solutions Ltd https://thesourceacademy.co.uk/vacancy?Category=Customer%2520Service&Advert=7srLBzJOO3jX3uTgqrFvQg%3D%3D&Category=Customer%20Service		The Source
S9 5JF	Freight Operator/Office Administrator Apprentice	IDB Freight Limited https://thesourceacademy.co.uk/vacancy?Category=Admin&Advert=FXXKOjOnu1%2FX3uTgqrFvQg%3D%3D&Category=Admin		The Source
S9 1DZ	Business Administration Apprentice	ITM Power (Trading) Ltd https://thesourceacademy.co.uk/vacancy?Category=Admin&Advert=9f3tImi1turX3uTgqrFvQg%3D%3D&Category=Admin		The Source
S65 3SH	Warehouse Apprentice	Kite Packaging Limited https://thesourceacademy.co.uk/vacancy?Category=Stockroom%2520%2F%2520Warehouse&Advert=u3hhPZ2tFvvX3uTgqrFvQg%3D%3D&Category=Stockroom%20%2F%20Warehouse		The Source

S60 1DX	Warehouse and Disptach Apprentice	Marsden Weighing Machine Group Limited Warehouse and Dispatch Apprentice The Source Skills Academy (thesourceacademy.co.uk)		The Source
S1 2BX	Customer Service & Adminsitration Apprentice	Me and My Builder Ltd T/A Milestone Builders https://thesourceacademy.co.uk/vacancy?Category=Customer%2520Service&Advert=X0UwdoFs5anX3uTggrFvQg%3D%3D&Category=Customer%20Service		The Source
S35 9ZX	Apprentice Administrator	MLAS https://thesourceacademy.co.uk/vacancy?Category=Admin&Advert=f04ZGu00f97X3uTggrFvQg%3D%3D&Category=Admin		The Source
S9 4WQ / S2 5QX	Sales Administrator Apprentice	Nest.co.uk Ltd Sales Administrator Apprentice The Source Skills Academy (thesourceacademy.co.uk)		The Source
S10 3BT	Apprentice Receptionist	Notre Dame High School https://thesourceacademy.co.uk/vacancy?Category=Customer%2520Service&Advert=FxqTvvGysDnX3uTggrFvQg%3D%3D&Category=Customer%20Service		The Source
S11 7ED	Customer Service & Business Administrator Apprentice	Optimum Commercial Solutions Limited https://thesourceacademy.co.uk/vacancy?Category=Customer%2520Service&Advert=qGv1S1%2BUhULX3uTggrFvQg%3D%3D&Category=Customer%20Service		The Source
S66 7QR	Customer Service & Business Administration Apprentice	Response Vehicle Lighting LTD https://thesourceacademy.co.uk/vacancy?Category=Admin&Advert=Goa13FETM2jX3uTggrFvQg%3D%3D&Category=Admin		The Source
S62 6EF	Office Administration & Customer Service Apprentice	Ron Hull Junior Limited https://thesourceacademy.co.uk/vacancy?Category=Admin&Advert=kMhYHt4QIOXX3uTggrFvQg%3D%3D&Category=Admin		The Source

S62 6EF	Weighbridge Operator & Customer Service Apprentice	Ron Hull Junior Limited https://thesourceacademy.co.uk/vacancy?Category=Admin&Advert=M6UWQvel9qbX3uTgqrFvQg%3D%3D&Category=Admin		The Source
S35 1QP	Apprentice Sales Coordinator	Samuel Grant https://thesourceacademy.co.uk/vacancy?Category=Customer%2520Service&Advert=bWidWJheYnfX3uTgqrFvQg%3D%3D&Category=Customer%20Service		The Source
S9 4WQ	Customer Service Practitioner Level 2 Standard	Wedo Business Services Ltd https://thesourceacademy.co.uk/vacancy?Category=Customer%2520Service&Advert=5KXJZ99KAZHX3uTgqrFvQg%3D%3D&Category=Customer%20Service		The Source
S72 8SU	Apprentice Medical Receptionist	White Rose Medical Practice (Cudsworth) https://thesourceacademy.co.uk/vacancy?Category=Customer%2520Service&Advert=zrzqhJA7NmjX3uTgqrFvQg%3D%3D&Category=Customer%20Service		The Source
S40 3JZ	Reception & Administration Apprentice	Self Assessment and Corporate Tax Ltd t/a Hadfields Chartered Accountants https://thesourceacademy.co.uk/vacancy?Category=Customer%2520Service&Advert=k9HmlokppTHX3uTgqrFvQg%3D%3D&Category=Customer%20Service		The Source
S1 4GH	Property Administrator	Sheffield City Living Ltd https://thesourceacademy.co.uk/vacancy?Category=Customer%2520Service&Advert=7z6hV6eT%2BITX3uTgqrFvQg%3D%3D&Category=Customer%20Service		The Source
S9 4WQ	Customer Administration Assistant	The Cinch Group Customer Administration Assistant The Source Skills Academy (thesourceacademy.co.uk)		The Source
B76 1AL	Customer Services Assistant Apprentice	Galaxy Insulation https://thesourceacademy.co.uk/vacancy?Category=Customer%2520Service&Advert=c2rvi5S18QnX3uTgqrFvQg%3D%3D&Category=Customer%20Service		The Source

S6 1HP	Operations Administrator Apprentice	Murray Plate Group Ltd https://thesourceacademy.co.uk/vacancy?Category=Admin&Advert=fnkRtdG6t%2FzX3uTgqrFvQg%3D%3D&Category=Admin		The Source
S3 9SA	Office Administrator Apprentice	Cleansing Service Group Ltd (Cinderella) Office Administrator Apprentice The Source Skills Academy (thesourceacademy.co.uk)		The Source
S35 9YR	Operations Department Apprentice	Equipserv UK Limited https://thesourceacademy.co.uk/vacancy?Category=Customer%2520Service&Advert=W0t8XSshZlfX3uTgqrFvQg%3D%3D&Category=Customer%20Service		The Source