

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
S1 4UP	Carer Advisor VAC2022103754	<p>The purpose of this post is to deliver high quality advice, information, and support to carers over the telephone and face to face. This will include carrying out detailed assessments of carers, including statutory Carers Assessments, carrying a caseload, developing appropriate support plans, and applying a good understanding of the underpinning legislation related to this.</p> <p>To apply visit our website www.sheffieldcarers.org.uk/jobs/ complete our application form and send it to jobs@sheffieldcarers.org.uk</p>	19/09/2022	Sophie Mazzola
S1 2BX	Customer Services Assistants VAC2022103750	<p>We have several Customer Services Assistant (CSA) positions available to join our fast-paced and friendly front of house team. As a CSA, you will be a key point of contact for our customers, anticipating and responding to their needs to ensure every visit to our venue is memorable. The responsibilities of our CSA's vary according to what's going on – generally the role will involve selling and serving food and drink in the bar and front of house assistance in the cinema areas; but also could involve helping with the running of our conferences, events and year-round programme of festivals, working across all areas of our beautiful art-deco building.</p> <p>Customer Service Assistant - Bar</p>	23/09/2022	Pippa Proctor

		<p>We have 2 x 15-hour contracts available for this role Bar, café, and restaurant experience for this role is necessary (overtime available). Customer Service Assistant – Cinema/Front of House We have 2 x 15-hour contracts available for this role No specific experience needed, as training is given but customer service experience would be an advantage (overtime available).</p> <p>For more information and to download an application pack please visit: http://www.showroomworkstation.org.uk/info/work-for-us or email our Reception Team: reception@showroomworkstation.org.uk You can also call 0114 279 6511 and ask for a job pack to be sent to you or call in and collect one from us. Completed application forms can either be emailed to reception@showroomworkstation.org.uk or posted to Showroom & Workstation, 15 Paternoster Row, Sheffield S1 2BX. Alternatively, you can deliver it in person to the Workstation reception team. https://nationalcentrefordiversity.com/diversity-accreditations/investors-in-diversity/</p>		
DE655GE	Apprentice Groundwork 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.	30/09/2022	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> <p>Invoice clients for single room supplements, extra nights and airport transfers</p> <p>Chase client's admin and forms for all trips</p>	30/09/2022	Sophie Mazzola

		<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>		
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 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 	30/09/2022	Sophie Mazzola
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</p> <p>Booking appointments and arranging viewings</p> <p>Viewing feedback</p> <p>Social Media marketing</p>	30/09/2022	Tariq Ali

		<p>Registering deposits</p> <p>Drafting tenancy agreements</p> <p>Completing references and credit checks on potential tenants</p> <p>Creating window cards</p> <p>Designing leaflets</p> <p>Taking marketing pictures</p> <p>Reception duties</p> <p>Responding to enquiries</p> <p>Inventories and inspections</p> <p>Arranging safety certificates with the necessary Contractors</p> <p>Adding invoices and rent receipts to our Property Management Software, Alto.</p>		
WF2 0QD	Cleaning Operative VAC2022103751	<p>The successful candidate will be required to clean areas as instructed by the Area Supervisor in accordance with specification for the Building Cleaning Services and in line with all safety and security measures in operation.</p> <p>To apply for the role, please submit your completed application form to Force HQ, Carbrook Hall Road, Sheffield S9 9 2EG or Alison.Wild@southyorks.pnn.police.uk</p> <p>Please state on your application form which vacancy or vacancies you are interested in applying for.</p>	30/09/2022	John Powell
WF2 0QD	Cleaning Operative VAC2022103752	<p>The successful candidate will be required to clean areas as instructed by the Area Supervisor in accordance with specification for the Building Cleaning Services and in line with all safety and security measures in operation.</p> <p>To apply for the role, please submit your completed application form to Force HQ, Carbrook Hall Road, Sheffield S9 9 2EG or Alison.Wild@southyorks.pnn.police.uk</p> <p>Please state on your application form which vacancy or vacancies you are interested in applying for.</p>	30/09/2022	John Powell
WF2 0QD	Cleaning Operative VAC2022103753	<p>The successful candidate will be required to clean areas as instructed by the Area Supervisor in accordance with specification for the Building Cleaning Services and in line with all safety and security measures in operation. To apply for the role, please submit your completed application form to Force HQ, Carbrook Hall Road, Sheffield S9 9 2EG or Alison.Wild@southyorks.pnn.police.uk</p> <p>Please state on your application form which vacancy or vacancies you are interested in applying for.</p>	30/09/2022	John Powell

S60 1RF	Administration Assistant Apprentice	The Elevator Company https://thesourceacademy.co.uk/vacancy?Category=Customer%2520Service&Advert=y9stIKrgX8LX3uTgqrFvQg%3D%3D&Category=Customer%20Service		The Source
S3 9QY	Digital Marketing Assistant Apprentice	Bang Tidy https://thesourceacademy.co.uk/vacancy?Category=IT%2520%2F%2520CDI&Advert=CIXRLKolbUzX3uTgqrFvQg%3D%3D&Category=IT%20%2F%20CDI		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=BIRGt16zCj%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=o55u1k6Id4DX3uTgqrFvQg%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 0BF	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=9f3t1mi1turX3uTgqrFvQg%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 Dispatch 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=X0UwdoFsSanX3uTgqrFvQg%3D%3D&Category=Customer%20Service		The Source
S35 9ZX	Apprentice Administrator	MLAS https://thesourceacademy.co.uk/vacancy?Category=Admin&Advert=f04ZGu00f97X3uTgqrFvQg%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=FxqTvvGysDnX3uTgqrFvQg%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%2BUhULX3uTgqrFvQg%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=Goa13FETM2jX3uTgqrFvQg%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=kMhYHt4QIOXX3uTgqrFvQg%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=k9Hmlokp0THX3uTgqrFvQg%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=W0t8XSshZIfX3uTgqrFvQg%3D%3D&Category=Customer%20Service		The Source