



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
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	Answering the telephone and dealing with the enquiry, or passing the call onto the appropriate person Answering new enquiry emails or passing the email to the appropriate person Add new enquires (from the website and phone) to database and prospects tracker Monitor and respond to "Live Chat" Process bookings for expeditions, treks and courses Take and receipt payments Support clients already booked (questions by email and phone) Invoice clients for single room supplements, extra nights and airport transfers Chase client's admin and forms for all trips	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	<p>Operations Apprentice</p> <p>VAC2022103628</p>	<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	<p>Property Administrator Apprentice</p> <p>VAC2022103688</p>	<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

		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.		
WF2 0QD	Cleaning Operative VAC2022103751	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 Please state on your application form which vacancy or vacancies you are interested in applying for.	30/09/2022	John Powell
WF2 0QD	Cleaning Operative VAC2022103752	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 Please state on your application form which vacancy or vacancies you are interested in applying for.	30/09/2022	John Powell
WF2 0QD	Cleaning Operative VAC2022103753	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 Please state on your application form which vacancy or vacancies you are interested in applying for.	30/09/2022	John Powell

S1 4PL	Highways Apprenticeships VAC2022103760	<p>Sheffield City Council, one of the largest cities in England, is embarking on a recruitment drive to attract apprentice highway engineers to the authority. We are seeking to recruit 9 Civil Engineering Technician apprentices to support and learn a wide range of tasks in our highways maintenance, enforcement, traffic engineering design and network management teams for the city. We will support you to learn the technical aspects of our work as well as becoming a good communicator and developing a high level of customer service skills. We will provide you with the opportunity to study and gain an industry recognised qualification.</p> <p>The roles will be based on a rota basis within the Highways Maintenance, Traffic Engineering design and Network Management teams (currently working from city centre) who oversee the Sheffield highways maintenance contract, highways works by developers and utilities, as well as undertaking the investigation, design and implementation of traffic engineering schemes.</p> <p>Our apprentices will move around teams to experience different work and will be supported by a 'buddy' who will support you during your placement, as well as working alongside other apprentices in the service.</p> <p>Apply directly via the council website or contact Tariq for support on application. Tariq.ali2@sheffield.gov.uk</p>	30/09/2022	Tariq Ali
S1 2DR	Hub Apprentice VAC2022103759	<p>We are recruiting six Business Support apprentices to support and learn a wide range of administrative tasks across a range of frontline services for the city. We will support you to be good communicators and ensure you can work with different IT systems and develop a high level of customer service.</p> <p>The roles will be based within the Place Hub who support services including Licensing, Building Control, Planning, Parking Services and Environmental Services – working from both Howden House and Staniforth Road. Our apprentices will move around teams in the Hub to experience different work and will be supported by a 'buddy' who will support you during your placement, as well as working alongside other apprentices in the service. The role involves on and off the job learning.</p>	30/09/2022	Terry Mitchell
S5 7BH	Education Support Worker Apprentice VAC2022103758	<p>To provide support to young people with High Needs by removing barriers to learning in order to promote effective participation</p> <p>To facilitate the delivery of education programmes to small groups and</p>	02/10/2022	Terry Mitchell

		<p>individuals under the direction of tutors/ managers</p> <p>To ensure that learners are kept safe at all times</p> <p>To be responsible for ensuring that work undertaken within service area is conducted in line with statutory regulations and within Service Area, Directorate and wider Council guidance and best practice.</p>		
S10 2PY	<p>Guest Service Assistant – Housekeeping VAC2022103788</p>	<p>Working predominately within Housekeeping your duties will include:</p> <p>Cleaning guest bedrooms and bathrooms</p> <p>Vacuuming, sweeping and mopping</p> <p>Changing linen and making beds</p> <p>Cleaning public areas and toilets</p> <p>Maintain linen stocks and guest supplies</p> <p>Emptying rubbish</p> <p>Self checking of bedrooms – as required</p> <p>Identify and report maintenance issues</p>	14/10/2022	Sophie Mazzola
S10 2PY	<p>Guest Service Manager X3 VAC2022103789</p>	<p>To deliver a great experience to our guests and a rewarding place to work for employees.To manage the day to day operation of the department and the hotel.</p> <p>Guest Service Manager - Reception - Manage the Reception department to ensure a high standard of customer service and maximise the room revenue</p> <p>Guest Service Manager – Housekeeping - Manage the Housekeeping department to ensure all bedrooms and areas of the hotel are cleaned to a high standard.</p> <p>Guest Service Manager – Food & Beverage - Manage the Food, Beverage and Meetings department to ensure a consistent, high quality standard of service and product</p> <p>To apply contact sophie.mazzola@sheffield.gov.uk</p>	14/10/2022	Sophie Mazzola
S10 2PY	<p>Guest Service Assistant - Reception VAC2022103790</p>	<p>Delivering a great guest experience at all times; whenever and wherever this is required.</p> <p>Working predominately from Reception your duties will include:</p> <p>Checking in/out</p>	14/10/2022	Sophie Mazzola

		<p>Answering the phone Making reservations for bedrooms and meetings Dealing with any enquiries Helping guests with requests Provide good local knowledge to our guests Deal with complaints Receive and respond to Emails Cash and credit card handling Dealing with extranets eg Booking.com General administrative work Upselling and good initiative To apply contact sophie.mazzola@sheffield.gov.uk</p>		
S10 2PY	<p>Guest Service Supervisor – Food & Beverage VAC2022103791</p>	<p>The Guest Experience Assistant is a key role within our hotels. You are the first impression a guest will have upon arrival at the hotel food beverage outlet(s) so providing a warm, friendly, helpful welcome, the service they receive during their stay and when they leave is extremely important. To apply contact sophie.mazzola@sheffield.gov.uk</p>	14/10/2022	Sophie Mazzola
S10 2PY	<p>Housekeeping Supervisor VAC2022103792</p>	<p>As housekeeping supervisor you will be responsible for ensuring the smooth and efficient running of the housekeeping department and linen delivery operation, maintaining high standards of cleanliness in line with the department operating standards. To apply contact sophie.mazzola@sheffield.gov.uk</p>	14/10/2022	Sophie Mazzola
TR27 4DE	<p>Pottery Workshop Assistant VAC2022103793</p>	<p>The workshop assistant will,</p> <ul style="list-style-type: none"> • recycle and prepare clay ready for throwing • throw pots using a jigger and jolly machine • finish pots on a potters wheel • mix, sieve and apply glaze to pots • load/unload kilns • pack orders ready for despatch to customers <p>To apply contact sophie.mazzola@sheffield.gov.uk</p>	14/10/2022	Sophie Mazzola

S60 1RF	Administration Assistant Apprentice	The Elevator Company https://thesourceacademy.co.uk/vacancy?Category=Customer%2520Service&Advert=y9stlKrgX8LX3uTgqrFvQg%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=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 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=%2FxxKqtIF87LX3uTgqrFvQg%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=9f3tlmi1turX3uTgqrFvQg%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=X0UwdoFs5anX3uTgqrFvQg%3D%3D&Category=Customer%20Service		The Source
S35 9ZX	Apprentice Administrator	MLAS https://thesourceacademy.co.uk/vacancy?Category=Admin&Advert=fO4ZGu00f97X3uTgqrFvQg%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=k9HmlokpTHX3uTgqrFvQg%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