



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 include the vacancy reference number and account manager of the position you wish to apply for in your email.

Post Code	Job Title/ Vacancy ID	Job Description	Closing Date	Account Manager
S3 7HQ	Traineeship Marketing Admin Assistant VAC2020102205	All early-stage employees joining will have the opportunity to be part of the journey from the very beginning and their work will be a part of forming the product market fit strategy and building of the company. It is an exciting environment to grow in and a rare opportunity to thrive in. However, it is a complex role. Being a varied yet in-depth role, prospective employees will take away a lot out of it. <ul style="list-style-type: none">• Looking for self-starters who are enthusiastic and comfortable with analysing provided data.• Guidance will be provided on the type of analysis and outcomes desired but an ability and willingness to learn and execute these tasks, alongside an independent mind is heavily required. A degree is not required and the candidate's attitude and willingness to learn is more important.	30/08/2021	Sophie Mazzola
S8 8BW	Apprentice Painter &	Vine Hotels is a UK based hotel management and development company, whose	26/07/2021	Sophie Mazzola

	Decorator VAC2021102717	ethos is based on a sustainable business, adding improvement, value and generating tangible results.		
S1 4SP	NEETS Traineeship TBC VAC2021102740	TBC	31/07/2021	Pippa Proctor
S3 8BW	Business Administrator in Financial Services VAC2021102762	Woolhouse Douglas Wealth Management Limited is looking for a motivated individual to join their team, within a well established Financial Services company. They provide a complete range of financial advice on Investment, Retirement Planning, Protection and Inheritance Tax Planning.	30/08/2021	Sophie Mazzola
S4 7WB	Business Support Officer VAC2021102890	The successful post holders will work in one of the teams within the Income Management and Financial Inclusion service, to assist and provide admin support in delivering a quality, customer-focused service to customers and service partners. You will be supporting customers to budget their money, access funds available to them, and ensure they receive excellent customer service. Your role will be varied, and you will also provide admin support to a number of different teams within the Income Management Service, as well as both internal and external partners. Initially the successful post holders will work towards a Level 2 Business Support Apprenticeship, studying Customer Service. On successful completion the post holder will be given the opportunity to move into a Level 3 Apprenticeship working towards the role of an Incomes Specialist Apprentice.	08/08/2021	Terry Mitchell

S40 2WG	Legal Administration Apprenticeship VAC2021102891	To provide and ensure excellent levels of client care at all times <ul style="list-style-type: none"> ● To undertake telephone calls in accordance with internal procedures and prescribed timescales ● To process, verify and ensure correct data input at all time ● To work as part of a team to answer incoming calls ● To undertake internal procedures to efficiently facilitate case progression ● To communicate with insurers and related parties to obtain all relevant information ● To provide continuous support to other members of the team as appropriate ● To undertake telephone calls professionally and efficiently ● To respond to client and/or third-party enquiries and to follow up as necessary ● To record, continuously update and quality check all data to ensure accuracy of corresponding case management screens ● To provide legal assistance in line with best practice and within the relevant sphere of expertise ● To ensure accuracy of all communications at all times; ensuring guidance is sought as and when appropriate ● To action designated administrative tasks in line with requirements and in accordance with instructions ● To attend and communicate with clients, courts and barristers as required ● To comply with all company policies and procedures ● To undertake any training necessary to perform the role effectively 	01/08/2021	Sophie Mazzola
S8 8QB	Traineeship - Nursery Practitioner VAC2021102849	<ul style="list-style-type: none"> ● To contribute a high standard of physical, emotional, social & intellectual care for children placed in the nursery ● To present the company in a professional manner ● To support & liaise with the management team, staff & parents in duty appropriate areas. 	30/08/2021	Sophie Mazzola
S17 3QP	Traineeship - Nursery Practitioner VAC2021102850	<ul style="list-style-type: none"> ● To contribute a high standard of physical, emotional, social & intellectual care for children placed in the nursery ● To present the company in a professional manner ● To support & liaise with the management team, staff & parents in duty 	30/08/2021	Sophie Mazzola

		appropriate areas.		
S20 3GS	Traineeship - Nursery Practitioner VAC2021102851	<ul style="list-style-type: none"> • To contribute a high standard of physical, emotional, social & intellectual care for children placed in the nursery • To present the company in a professional manner • To support & liaise with the management team, staff & parents in duty appropriate areas. 	30/08/2021	Sophie Mazzola
S13 9BH	Traineeship - Nursery Practitioner VAC2021102852	<ul style="list-style-type: none"> • To contribute a high standard of physical, emotional, social & intellectual care for children placed in the nursery • To present the company in a professional manner • To support & liaise with the management team, staff & parents in duty appropriate areas. 	30/08/2021	Sophie Mazzola
S6 3AS	Traineeship - Nursery Practitioner VAC2021102853	<ul style="list-style-type: none"> • To contribute a high standard of physical, emotional, social & intellectual care for children placed in the nursery • To present the company in a professional manner • To support & liaise with the management team, staff & parents in duty appropriate areas. 	30/08/2021	Sophie Mazzola
S13 9NR	Traineeship - Road Surfacing Operative VAC2021102896	<p>Seeking reliable, hardworking and enthusiastic individuals to join our successful team to deliver a range of surfacing projects. You will work in a wide variety of environments, most of them being outside.</p> <p>Typical duties include:</p> <ul style="list-style-type: none"> • The operation of a wide range of specialist plant machinery such as planers, asphalt pavers, emulsified bitumen sprayers and compacting rollers • The removal of old/existing surfaces using a mechanical breakup process • The visual inspection and preparation of the underlying surface to receive new surfacing material • The resurfacing of the prepared area using a range of road surfacing machinery often covering vast areas • The alignment and then compaction of the new surface • The visual inspection and testing of the new surface to ensure full compliance with the specified design. 	23/08/2021	Sophie Mazzola

S17 3GD	Business Admin Apprenticeship VAC2021102874	Administration support to the Case Managers Additional support services for the clients via telephone contact and email Business support to the Director as required Maintenance and improvement of quality standards and increasing efficiency of procedures and processes Responsibility for keeping accurate client account records.	31/07/2021	Asima Zahir
S9 5AH	Business Administrator Apprentice VAC2021102881	Looking for an apprentice to join the team to help manage the business and deliver high quality bespoke wooden products to our customers. The candidate will be supported to achieve their Level 3 Business Administration certificate in a role with plenty of variety. There will be opportunities to develop skills across all areas of business from finance to project management. This role is ideal for someone who wants to work in a dynamic workplace as part of a small, friendly team.	30/08/2021	Sophie Mazzola
S61 1EF	Traineeship - Warehouse Trainee VAC2021102854	All aspects of warehousing including picking, packing stock control and safe warehouse practices. This role provides a unique insight into the legal requirements to the safe shipping regulations for international, European and UK shipping and handling. The position offers the opportunity of leading to a full time permanent contract for the right person.	30/08/2021	Sophie Mazzola
DE22 3QE	Apprentice Roofer VAC2021102901	Ideally you will: <ul style="list-style-type: none"> ● Be punctual ● Have a good understanding of mathematics ● Be personable ● Show initiative ● Be able to communicate well with colleagues and customers ● To complete a job to a good standard ● Have the ability to work at heights ● Ability to work in all weathers 	31/07/2021	John Whittaker
S17 3LJ	Traineeship -Nursery Assistant Level 3 VAC2021102840	Main Duties: <ol style="list-style-type: none"> 1. To effectively deliver the EYFS ensuring that the individual needs and interest of children in the setting are met (in conjunction with other team members) 2. To complete and maintain accurate records of your key children's development and learning journeys and share with parents, carers and other key adults in the child's life. 	31/07/2021	Asima Zahir

		<ol style="list-style-type: none"> 3. Support all staff and engage in a good staff team. 4. To develop and maintain strong partnerships and communication with parents/carers to facilitate day-to-day caring and early learning needs. 5. To ensure the provision of a high-quality environment to meet the needs of individual children having an awareness of any disabilities, family cultures and medical histories to uphold the principles of equality and inclusion 6. To advise the appropriate person (Manager, EYT, SENCO, DSL) of any concerns e.g. over children, parents, the safety of the environment, preserving confidentiality as necessary. 7. To be involved in out of working hours activities e.g. training, monthly staff meetings etc. 8. To be flexible within working practices of the setting, undertaking other responsible duties where needed, such as domestic tasks, preparation of snack meals, cleansing of equipment, etc. 9. To work alongside the manager and staff team to ensure that the setting's philosophy is fulfilled. 10. To read, understand and adhere to all policies and procedures relevant to your role and the safe running of the setting. 11. To develop your role within the team, especially regarding key person role. 12. To keep completely confidential any information regarding the children, their families or other staff that is acquired as part of the job. 13. To be aware of the profile of the setting and to uphold its standards always, both in work hours and outside. 14. To support other nursery assistants, students and volunteers. 15. To ensure good standards of safety, hygiene and cleanliness are always maintained. 		
S9 5NF	Apprentice Business Administrator VAC2021102790	<ul style="list-style-type: none"> ● Deal with queries on the phone, by email and on social media ● Greet visitors at reception ● Type letters, reports and other business documents ● Update computer records ● Print and photocopy items ● Order office supplies 	31/08/2021	Pippa Proctor

		<ul style="list-style-type: none"> • Set up meetings and take notes during them • Make travel arrangements for staff 		
S4 7UU	<p>Apprentice Administrator</p> <p>VAC2021102503</p>	<p>We are seeking an Apprentice Administrator to join our professional & expanding Fire & Security Systems business which is based in Sheffield. This role is to support the general office with all administrative needs.</p> <p>Including but not limited too -</p> <ul style="list-style-type: none"> • Answering the phones politely and efficiently • Acting as the first point of contact for the business • General business administration • Filing • Data entry • Responding to emails and chasing documents • Checking and chasing invoices • Working on excel spreadsheets 	26/07/2021	Sophie Mazzola
S5 9NU	<p>Business Admin Apprenticeship</p> <p>VAC2021102895</p>	<p>You will be responsible for responding to emails, messages, and incoming calls. You will be our first point of contact for the business. You will be undertaking Admin duties such as printing, filing, scanning etc.. However the role is not limited. You will have the option to be involved in the recruitment process from start to finish, Keeping staff compliant, running payroll and looking at pension contributions, Invoicing any work undertaken, Covering shifts that come into the business, Planning of transport getting staff to and from work. Sending rotas to homes, Logging of COVID vaccinations and tests, participating in staff meetings/briefings and being able to bring your own ideas to the table. This is an opportunity for long term employment on completion of the apprenticeship for the right candidate.</p>	30/07/2021	Asima Zahir
S1 4PL	<p>Apprentice Gardener</p> <p>VAC2021102928</p>	<p>The Culture & Environment Service is looking to recruit 3 enthusiastic individuals, with a keen interest in outdoor work, as apprentice gardeners/horticulturists. The posts will be based across varying teams, in a mix of both static & mobile teams across the whole city. You will be expected to travel to these sites, which</p>	28/07/2021	Apply via their website

		<p>will include parks, city centre, open spaces, woodlands, etc. The successful applicants will generally be using a variety of hand & power tools to manage the City's formal & informal green spaces. The roles will vary but will be involved in working on grassed areas, flowerbeds, planting displays, woodlands, open spaces & other outdoor areas. The apprentices will undertake any relevant training & development, including attending an apprenticeship programme with a College/learning provider. No previous horticultural qualifications are required although the learning provider will insist on a minimum level of literacy & numeracy, this will be assessed at the interview stage</p> <p>The Culture & Environment Service delivers a high quality service in managing the City's green spaces, We particularly welcome applications from women and black and minority ethnic candidates as they are under-represented in this service.</p> <p>Applicants will be contacted directly by telephone, if they have been shortlisted for interview.</p> <p>We are committed to fairness and social justice and welcome applications from everyone. We value our diverse workforce and aim to work together to make the most of our differences. Under the Disability Confident Scheme, disabled applicants, who meet the essential criteria of this job, are guaranteed an interview.</p> <p>Full-time employees work 37 hours for 52 weeks of the year and we offer a generous holiday entitlement. We are open to discussions about a wide range of flexible working opportunities, which benefit you and the Council.</p> <p>Please find below the Job Description/Person Spec, Application Form, Health Risks Specification Form and Equal Opportunity.</p>		
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<p>DN4 8QG</p>	<p>Quantity Surveyor Apprenticeship</p> <p>VAC2021102910</p>	<p>Do you want to join a modern construction business and become a Quantity Surveyor?</p> <p>Now is the time to take the next step towards becoming a valued member of one of the best employers in the area, Pacy & Wheatley!</p> <p>The successful candidate will continue their studies with industry specialists, RNN Group, giving you the training you need to become an all-rounded and quantity surveyor!</p> <p>Committed to staff development, Pacy & Wheatley have the perfect values to help make your dream a reality, providing excellent in house training that compliments your academic studies.</p> <p>Due to the nature of the roles, applicants must be 18+</p> <p>37.5 hours per week.</p>	<p>30/07/2021</p>	<p>Any questions and should be sent to Michelle Wainwright (MWainwright@pacy-wheatley.co.uk) , HR Manager.</p> <p>Applicants need to go through the 'Recruit an Apprentice' website.</p>
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<p>DN4 8QG</p>	<p>Site Manager Apprenticeship</p> <p>VAC2021102909</p>	<p>Do you want to work for one of South Yorkshire's best construction employers? If you want to develop outstanding skills and learn all about the role of a Site Manager, THIS is the Apprenticeship for you! Start your successful career here...</p> <p>Due to the nature of the roles, applicants must be 18+.</p> <p>You'll develop your skills alongside experienced Pacy & Wheatley employees, learning all the skills you need to succeed in the construction industry. In this role, you will have a lot of interaction with people. You will play a part in the day to day running of a construction site, meeting project deadlines and ensuring health and safety is adhered to onsite. Some sites are local to our Head Office facility in Doncaster, others include working away from home.</p> <p>This Apprenticeship will teach you how to:</p> <ul style="list-style-type: none"> • Manage a construction site effectively • How to ensure Health & Safety is adhered to at all times • Work with sub-contractors and customers • How to ensure deadlines are kept and met <p>Benefits</p> <ul style="list-style-type: none"> • 21 days annual leave plus statutory holidays • A contribution company pension scheme • Career progression paths and commitment • Above average salary packages <p>Pacy & Wheatley are on a journey of growth and it's a great time to join our diverse team. We are a family led, and run business offering a great service led culture which promotes our brand name and celebrates over 50 years of trading. Our current project portfolio ranges from £500k to £8.5m. Do you want to be involved? If so, apply now!</p> <p>37.5 hours per week</p>	<p>30/07/2021</p>	<p>Any questions and should be sent to Michelle Wainwright (MWainwright@pacy-wheatley.co.uk) , HR Manager.</p> <p>Applicants need to go through the 'Recruit an Apprentice' website.</p>
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S9 5NF	<p align="center">Apprentice Warehouse Assistant</p> <p align="center">VAC2021102791</p>	<ul style="list-style-type: none"> ● Take delivery of goods and raw materials ● Check for damaged or missing items ● Move stock around the warehouse using lifting equipment ● Make sure stock is stored correctly and safely ● Pack and wrap goods ● Load goods ready for dispatch ● Stocktake ● Clean the warehouse <p>At times you will deal with customers so you need to be polite and be aware you are representing the company.</p> <p>If you have a driving licence you may be required to make occasional deliveries using the company van.</p>	25/07/2021	Asima Zahir
S9 5NF	<p align="center">Apprentice Business Administrator</p> <p align="center">VAC2021102792</p>	<ul style="list-style-type: none"> ● Deal with queries on the phone, by email and on social media ● Greet visitors at reception ● Type letters, reports and other business document ● Update computer records ● Print and photocopy items ● Order office supplies ● Set up meetings and take notes during them ● Make travel arrangements for staff <p>Monday to Friday 8 to 5 with occasional Saturdays with a day off during the week</p>	25/07/2021	Pippa Proctor

S11 8PE	<p>Apprentice Business Administrator</p> <p>VAC2021102670</p>	<p>Job Specification – Junior Admin Assistant</p> <ul style="list-style-type: none"> • Reporting to the Accounts Administration manager you will be required to assist in the day to day operation of the business by answering all incoming telephone calls / emails and dealing with such requests in a timely and effective manner. You will also be expected to create and send customer invoicing, deal with all incoming and outgoing posts as well as deal with other ad hoc office and daily business duties. • The company you will be working for has been established for over 20 years. We are a small but expanding team who work within the IT Sector offering IT support (remote and onsite), web solutions, products and digital services to all of our customers to help their business thrive. <p>You will be contracted to 40 hours per week from 8:30am-5:30pm Monday to Friday. The rate of pay will be £4.30 per hour to start with but this could increase depending on your performance</p> <p>The job role will include but will not be limited to the following:</p> <ul style="list-style-type: none"> Invoice Production E= (sending invoices to customers) Proof of delivery checks Taking all incoming calls Managing the daily call log Debtor thanks Dealing with inward / outward post Catch all emails Post office drop off /label creation Tech room tidy General office tidy Technician job sheet creation / admin / filing All office filing 	31/07/2021	Bill Hilton
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S11 8PE

**TRAINEESHIP -
Apprentice Business
Administrator**

VAC2021102671

Job Specification – Junior Admin Assistant

- Reporting to Accounts Administration manager you will be required to assist in the day to day operation of the business by answering all incoming telephone calls / emails and dealing with such requests in a timely and effective manner. You will also be expected to create and send customer invoicing, deal with all incoming and outgoing post as well as deal with other ad hoc office and daily business duties.
- The company you will be working for has been established for over 20 years. We are a small but expanding team who work within the IT Sector offering IT support (remote and onsite), web solutions, products and digital services to all of our customers to help their business thrive.

You will be contracted to 40 hours per week from 8:30am-5:30pm Monday to Friday. The rate of pay will be £4.30 per hour to start with but this could increase depending on your performance

The job role will include but will not be limited to the following:

Invoice Production
E= (sending invoices to customers)
Proof of delivery checks
Taking all incoming calls
Managing the daily call log
Debtor thanks
Dealing with inward / outward post
Catch all emails
Post office drop off /label creation
Tech room tidy
General office tidy
Technician job sheet creation / admin / filing
All office filing

S25 3QE	<p>Machine Data Analyst Apprenticeship</p> <p>VAC2021102864</p>	<p>An ambitious and expanding organisation providing best practice asset care services. We support major customers throughout the UK and Europe, many being within the FMCG (Fast Moving Consumer Goods) sector.</p> <ul style="list-style-type: none"> • Day release through Apprentice training programme, if part of training course. • In-house training will also be provided. • You will undertake an induction programme to carry out mandatory health and safety training supported by Office Manager. • You will have regular one-to-one meetings with the Line Manager. • Generally, each year (subject to future covid rules) the company will hold a full staff activity day to enhance teamwork. <p>MAIN DUTIES: To learn and be able to carry out:</p> <ul style="list-style-type: none"> • Data management: screening of incoming machine parameters to help identify concerns. • Compilation of information, findings, and data. • Administration of data including building of customer databases, maintenance of databases in line with GDPR. • Laboratory testing – lubricant analysis, NDT and chemical analysis. • Administration of reports – formatting using different platforms, referencing on maintenance management systems. • Gain knowledge and understanding of connectivity. • Gain machine knowledge • Gain knowledge of new technologies such as wireless monitoring systems; monitoring alarm alerts, reviewing live data. Technologies include Thermography, vibration, stress waves, ultrasonics etc. <p>Progressing to:</p> <ul style="list-style-type: none"> • Gaining knowledge and understanding of working machines through visits to customer sites and use of training rigs in the workplace. • Data collection in the field using specialist monitoring equipment, safely and correctly. • Updating and maintaining existing technical data. • Using maintenance management systems create customer work orders with recommendations. 	31/07/2021	Bill Hilton
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| | | <ul style="list-style-type: none">• Learn problem solving techniques relating to machinery and data. Identify data trends and data of concern. | | |
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National minimum wage for Apprenticeship: £4.30 per hour