

# Vacancy Newsletter

## 28 February 2020

east lothian  
**works**

**Role:** Modern Apprentice

**Company:** East Lothian Council

**Location:** Haddington

An exciting opportunity has arisen for a Modern Apprentice to join Council Support at East Lothian Council working 35 hours per week Monday to Friday 9am – 5pm

Rate of Pay:

Under 18 years : £4.35 per hour

18-20 years : £6.15 per hour

21-24 years : £7.70 per hour

25+: £9.07 per hour

As part of East Lothian Council's 'Support for Employability' commitment to promote youth opportunities in the County, this post is open to those who are aged 16 – 19 and reside in East Lothian. (For those who are disabled or care-experienced, this is extended up to and including age 29). You will be asked to confirm you meet this criteria when you complete the application form.

This opportunity is fixed term for 18 months.

The post will be based at East Lothian Works, East Lothian Council's flagship employability service based in 9-11 Lodge Street, Haddington.

There will be ongoing support from an external training provider to achieve the SVQ Level 3 in Business Administration.

Duties:

You will provide reception and administrative support. With good interpersonal skills, you will be flexible, a team player, confident and able to converse with members of the public. Daily duties will include answering the telephone, meeting the public and visitors face to face, making room bookings, photocopying, word processing and a variety of general office tasks.

Training in the use of specialist software packages will be provided, however, a basic knowledge and ability to use Microsoft Office packages is desirable.

You must provide evidence of competency in literacy and numeracy skills (minimum of three standard grades level 3 passes or National 4's including English and Mathematics).

Closing date: 8 March 2020

<https://www.myjobscotland.gov.uk/councils/east-lothian-council/jobs/modern-apprentice-council-support-184442>

**Role:** Various Modern Apprentice positions

**Company:** East Lothian Council

**Location:** Macmerry

Positions available:

1. 2 x Apprentice Joiners
2. 2 x Apprentice Plumbers
3. 2 x Apprentice Electricians
4. 1 x Apprentice Blacksmith
5. 1 x Apprentice Painter

(Links to further details below)

These positions are all full time on a fixed term, working 37 hours per week. Closing date: 15 March 2020. Applicants should be aware that they are only permitted to submit ONE application for ONE of the trade apprenticeships currently being advertised by East Lothian Council.

These vacancies are restricted to applicants who currently live in the East Lothian Area and are aged between 16 and 24 years of age as at 10 August 2020.

Applicants should have achieved, or be expected to achieve, the following qualifications by August 2020:

3 National 4 or 5's or 3 Standard Grades at credit/general level (1-4) including English, Maths and one other subject.

Applicants must provide certified proof of the qualifications noted above at Stage 2 of the process (Theory Test). Please note National 4 qualifications/predicted National 5 qualifications will be accepted, but only if verified in writing by your school.

Applicants will be required to pass a theory test and a practical test prior to interview.

The apprenticeship will run for 4 years and during this period every apprentice will attend an appropriate further education centre to attain the qualification applicable to this trade.

Apprentices will work with teams of skilled craft operatives on a variety of different tasks within the trade.

Apprentices will be paid an annual salary of £13,798.85 during the first year of the apprenticeship (plus any pay awards) which will be increased each year of the remaining 3 years.

Applicants should have a genuine interest in the trade selected and be able to demonstrate commitment to their own learning and show that they are keen to become a qualified tradesperson.

1. <https://www.myjobscotland.gov.uk/councils/east-lothian-council/jobs/apprentice-joiner-x2-184970>

2. <https://www.myjobscotland.gov.uk/councils/east-lothian-council/jobs/apprentice-plumber-x2-184971>

3. <https://www.myjobscotland.gov.uk/councils/east-lothian-council/jobs/apprentice-electrician-x2-184972>

4. <https://www.myjobscotland.gov.uk/councils/east-lothian-council/jobs/apprentice-blacksmith-182023>

5. <https://www.myjobscotland.gov.uk/councils/east-lothian-council/jobs/apprentice-painter-184919>

**Role:** Housekeeping Team Member

**Company:** Travelodge

**Location:** Musselburgh

This is a permanent position working 15-25 hours per week and can fit around your life. Salary £8.21 per hour.

Cleaning rooms is hard work, but the successful applicant will receive training to do the role and will be surrounded by a supportive team.

As a Housekeeping Team Member you will also get to enjoy:-

- 50% discount on rooms plus food and drink
- Discounts for friends and family with thousands of rooms at £14.99
- £50 voucher on each work anniversary
- Discounts off many high street retailers and mobile phone bills
- The opportunity to join our management training programme after three months
- Pension scheme totalling 8% (employer contribution 3%)

<https://www.travelodge.co.uk/careers/vacancies/32925/housekeeping-team-member--part-time--15-25-hours-per-week.html?Source=indeed>

**Role:** Seasonal Positions

**Company:** Archerfield

**Location:** North Berwick

Various full time and part time positions available including Locker Room Attendants, Member & Guest Services Team Members.

Archerfield are looking for applications from enthusiastic, self-motivated and driven individuals to join their Golf Operating Team.

Due to the nature of the business, these roles may involve weekend and evening work.

To apply please contact Karen Hill – [karen@archerfieldgolfclub.com](mailto:karen@archerfieldgolfclub.com)

**Role:** Various Positions

**Company:** Fenton Barns Nursery

**Location:** North Berwick

Exciting opportunities to join the staff team at Fenton Barns Nursery:

Practitioner

Support Worker

Bank Cook

Auxiliary/Cook

If one of these roles would suit you, please contact them by email or telephone –

[info@fentonbarnsnursery.co.uk](mailto:info@fentonbarnsnursery.co.uk) Tel: 01620 850 670

**Role:** Sales Assistant

**Company:** Monsoon

**Location:** Edinburgh Fort Kinnaird

This is a permanent part time position working 10 hours per week:

Sunday 12-3 (3h)

Tuesday 4.15-8.15(4h)

Saturday 3.30-6.30(3h)

Working as part of a friendly and highly motivated team, successful applicants should have a flair for fashion and thrive on going the extra mile for their customer.

Person requirements:

Excellent communication skills and a strong work ethic are essential to this role and an understanding of how to delight their customers with exceptional customer service is a must, as is the ability to work flexibly. Previous retail experience is preferable but not essential as comprehensive training will be provided.

Benefits:

Monsoon offer a competitive salary with a range of benefits; including a generous discount, so whatever your situation – a student looking to earn some extra cash, a parent looking to fill some spare hours or someone looking to get back into work, they have the right opportunity for you.

To apply, please hand your CV and Cover Letter in store (Fort Kinnaird) or email them to [applications@rscfortkinnaird.co.uk](mailto:applications@rscfortkinnaird.co.uk)

[http://rscfortkinnaird.co.uk/?job\\_listing=part-time-sales-assistants-21](http://rscfortkinnaird.co.uk/?job_listing=part-time-sales-assistants-21)

**Role:** Store Cleaner

**Company:** Home Bargains

**Location:** Musselburgh

This is a permanent part time position working 16 hours per week. Store Cleaner rates of pay are dependent on age, and range from £5.39 per hour for 16-17 year olds, £6.86 per hour for 18-20 year olds, £8.15 per hour for 21-24 and £8.38 per hour for those 25 and over.

Store Cleaners at Home Bargains are responsible for cleaning the shop floor using a Hako floor scrubbing machine, cleaning staff areas, toilets and other cleaning duties as required.

Their Store Cleaners need to deliver outstanding customer service by greeting customers, maintaining the tidiness and cleanliness of the store and providing a prompt service with a smile.

Successful candidates will be provided with on-the-job training and gain essential transferable retail skills. If you are honest and reliable and take pride in what you do then they would love to hear from you!

<https://careershubs.homebargains.co.uk/members/modules/job/detail.php?record=7734>

**Contact:**

East Lothian Works, 9-11 Lodge Street, Haddington EH41 3DX

Tel: 01620 827262

Email: [ELworks@eastlothian.gov.uk](mailto:ELworks@eastlothian.gov.uk)

