

SOUTHAMPTON

JOB VACANCY AND INFORMATION BULLETIN

28th September 2017



*The latest jobs,
training and
volunteering
opportunities in
Southampton*

This bulletin is produced fortnightly and provides a brief selection of jobs, training and volunteering available for people in Southampton.

In This Edition

- Job Vacancies with major companies in Southampton
- The latest full and part time vacancies
- Volunteering opportunities
- Job Profile
- Training and Apprenticeship Opportunities

It is advisable to view this bulletin online due to the number of hyperlinks to original websites

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For hyperlinks



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HOT JOBS

Don't miss these!



Need to get there quickly? Click on the link!

[Christmas Casuals –
Royal Mail
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Vacancies
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Standards Apprentice
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Motoring
Journalist
Apprenticeship
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Working with children

CURRENT VACANCIES

[Assistant early years practitioner - Bitterne Community Pre-School \(On-going\)](#)

Bitterne community Pre-school, Bitterne C Of E Primary School, Peartree Avenue, Southampton, SO19 7RB
02380 422233

[Childcare Practitioner - Paint Pots Nursery \(Burgess Road\)](#)

Closing Date: 1 October 2017
244 Burgess Road, Southampton, SO16 3AU

[Childcare Practitioner - Paint Pots Nursery \(Bursledon Road\)](#)

Closing Date: 1 October 2017
Paint Pots Nursery, 400 Bursledon Road, Southampton, SO19 8NG

[Childcare Practitioner - Paint Pots Nursery \(Portswood\)](#)

Closing Date: 1 October 2017
Paint Pots Nursery, Paint Pots Nursery, 1 Spring Crescent, Southampton, SO17 2FZ

[Childcare Practitioner - Paint Pots Nursery \(Waterloo Road\)](#)

Closing Date: 1 October 2017
Paint Pots Preschool & Nursery, 20 Waterloo Road, Southampton, SO15 3AR

[Deputy Room Leader for Pre-School - Pixies Tree Nursery](#)

Closing Date: 31 October 2017
02380 445869

[Early Years Practitioner - Tickleford Pre-school \(on-going\)](#)

Tickleford Pre School Ltd, Tickleford Drive, Southampton, SO19 9QP

[Early Years Practitioner/Nursery Nurse \(Bank Staff, Zero Hours\) \(Ref 687\) - YMCA Townhill Early Years \(ongoing\)](#)

Ymca Townhill Early Years, School Cottage, Benhams Road, Southampton, SO18 2FG
02382 145 461

[Pre-School Practitioner - Paint Pots Pre-school \(Orchard Lane\)](#)

Closing date: 1 October 2017
New Community Network, Orchard Lane, Southampton, SO14 3BN

[Pre-School Room Organiser - Paint Pots Nursery \(Burgess Road\)](#)

Closing Date: 1 October 2017
244 Burgess Road, Southampton, SO16 3AU

Don't forget to check the [Apprenticeships Section](#) for more roles working as a Childcare or Teaching Apprentice.

Working with children



[Early Years Practitioner \(ref 719\)](#) – YMCA Nursery Fairthorne Manor / 37.5 hours per week / up to £16,500 per annum. For an informal chat please call Jo on 01489 772222.

[Early Years Practitioner, Bank \(ref 743\)](#) – YMCA Nursery Fairthorne Manor / flexible hours / up to £8.21 per hour. For an informal chat please call Jo or Charlotte on 01489 772222.

[Early Years Practitioner \(ref 687\)](#) – YMCA Nurseries Southampton / flexible hours / up to £8.46 per hour. For an informal chat please call Claire Baker on 02380 476283.

[Activity Instructor \(ref 758\)](#) – YMCA Fairthorne Manor / up to £9.00 per hour
Looking to extend your working outdoor season? Interested in joining a global charity working with over 26,000 children every year? Then why not join the programme team at YMCA Fairthorne Manor. Competitive salary + Accommodation (extra cost) + Free places on NGB Courses (if available).
You will be responsible for instructing and maintaining all activities on site. These include high/low ropes, paddlesports, archery and initiative exercises. You will provide a positive example of leadership and ensure best practice is delivered in all activities at the centre. You will also be responsible for providing certain parts of the residential experience at Fairthorne Manor. Joining in with serving food in the dining room, running evening entertainment sessions and supporting the estates team to improve and maintain the facilities at Fairthorne. All in house training will be provided to compliment any previous training or qualifications you possess. National Governing body awards/Qualifications are desirable but not essential. For more information please read the [recruitment pack](#) and [click to Apply Now](#) (online).

[Kitchen Porter \(ref 738\)](#) – YMCA Fairthorne Manor / £7.50 per hour
Enjoy yourself and get paid for it! Join our laughter-filled catering and make a difference to thousands of children. We can offer various shifts, daytime, evening and weekend. As one of our Kitchen Porters, you will ensure the customers enjoy their meals by preparing the dining environment; to assist the duty chef/ cook in serving meals if required; to wash-up and to maintain the cleanliness of the kitchen and service areas. The catering team at Fairthorne Manor are very friendly and energetic and this creates a fun atmosphere to work in. For more information please read the [recruitment pack](#) and [click to Apply Now](#) (online).

If you hold a level 3 qualification in Childcare (or above) the minimum starting salary is £14,000 per annum for all of our childcare/early years roles.

If applying for one of our Childcare Apprentice roles, please note all apprentices will be offered a permanent position at one of our settings on successful completion of their apprenticeship.

This offer is dependent on good conduct, attendance and satisfactory work reviews.

For more information about roles working with children with YMCA Fairthorne Group, please visit

www.ymca-fg.org/work-for-us/current-recruitment

KIDS Vacancies

We are currently looking for a number of Short Breaks Support Workers to support disabled children and young people to access activities within their local community in the evenings, at weekends and in the school holidays. Breaks last between two and six hours.

Car drivers are highly desirable but not essential.

Hours: Flexible hours but we would require a minimum of 3 hours commitment per week.

To apply please forward a CV and covering letter to Southeastadmin@kids.org.uk

To find out more, visit our website and watch the short breaks video for a good idea of what the role entails:

<http://www.kids.org.uk/hampshire-short-break-services>

https://www.youtube.com/watch?feature=player_embedded&v=FXvXPhCX17Q

Paint Pots are recruiting

Essential –a smiley face and personality with a love of small people.

Desirable -The ability to pretend to eat playdough creations realistically and some knowledge of Frozen, Minions, Spiderman, Peppa Pig and Paw Patrol. Laughter is something you can expect to engage in for a large part of your working day.

Finally, you must be prepared to feel loved, special, and important to many young children and their families. There is simply no other job quite like this one.

We have vacancies across Southampton both full and part time nursery workers –mostly for qualified but some for presently unqualified. We are Equal Opportunities Employers and particularly keen to grow our band of men!

Email covering letter and CV to jobs@paintpotsnursery.co.uk



RECRUITING NOW!

happy, nurturing care
tops day nurseries
for the hours you need



Work Experience Opportunities

Joining Tops Day Nurseries as a Work Experience student is an exciting opportunity for students to gain valuable experience and knowledge by completing a placement in one of the largest nursery chains across the south coast!

What jobs would I be doing?

- Assisting with the planning of fun day activities
- Ensuring that games the children play run smoothly and fairly
- Participating in arts and crafts
- Reading stories
- Clearing up equipment/toys in between activities, mealtimes, garden times etc.
- General caring interaction with the children

What can I get out of a childcare work experience?

- You will receive experience within the Early Years Childcare sector and develop a better understanding of the role and environment
- You can apply for full or part-time work with children ages 0-5 years
- Go on to complete a Childcare or Playwork NVQ at Levels 1, 2 and 3
- Can progress into a career within Nursery/Pre-School Management and Area management.

For more information about our work experience programmes and how this can benefit you, please feel free to contact your local Tops Day Nursery, or email:

recruitment@hadlandcaregroup.co.uk

www.topsdaynurseries.co.uk

Jobcentre Plus Vacancies

Hundreds of vacancies are displayed on Universal Jobmatch. Here are just a small selection:

Job Title	Advertised by:	Location:
Static Security Officer	2012 Security Ltd	Southern-Eastleigh
Office Cleaner £7.50p/h 45min per clean Mon-Fri	Hayward Cleaning Services	Southern-Southampton
Customer Service Assistant	One Stop	Southampton-Sholing
Part Time Sales Assistant	Hollywood Fancy Dress Limited	Southern-Southampton
Machine Operator	Associated Polymer Resources	Southern-Eastleigh
CLEANER 3pm-5.30pm 7.50p/h 12.5hrs p/w	Hayward Cleaning Services Limited	Southern-Southampton
Christmas Casuals - Southampton Mail Centre	Royal Mail	Southern-Southampton
Part Time Retail Assistant - Southampton	Toolstation Ltd	Southern-Southampton
Thomson Retail Travel Advisor, 20 Hours	TUI Group	Southern-Southampton
Warehouse Operative	One Stop	Southampton-Nursling
Workshop Assistant	Hampshire Hose Services Ltd	Southern-Southampton
Team Member	Greggs	Southampton-Bitterne



www.gov.uk/jobsearch

**COME AND BE PART
OF OUR HAPPY TEAM**

IMPACT



**PART TIME WORK IN ROMSEY – CUSTOMER SERVICES & SALES
FROM £7.50 PER HOUR**

Impact is a great place to work. People we employ are treated as an individual, not a number and tell us that they feel they work among friends. Impact has enjoyed 20 years of sustained growth and established a world-wide customer base of blue-chip organisations. Our people are given the best initial training and ongoing support as they develop and progress with Impact. All this in modern premises just a 5 minute walk from Romsey train station. Now we have Part Time opportunities for you to start a career in a friendly and supportive environment.

We'd love to talk to you if you can commit to

- Weekend working
- 8.5 or 10 hour shifts between the hours of 06:00 and 21:00
- Interested in night work?
Overnight shifts are also available - ask for details
- Minimum of 20 hours per week

If you have the will, confidence and desire then we can provide you with the skills to succeed.

**SCAN QR CODE TO SEE ITS ONLY
A SHORT WALK FROM ROMSEY
TRAIN STATION**

Impact Call Centre Ltd,
Unit 7, Romsey Industrial Estate,
Greatbridge Road,
Romsey, Hampshire
SO51 0HR



**Call or email now
ed.white@impactcallcentre.co.uk | 01794 527 450**

Part-Time Jobs

Vacancy	Company	Location	Wage
 <p>Part Time Coffee Shop Assistants/ Baristas As a Barista, your focus will be on our on our 3 C's – quality Coffee, Customer Service and Cleanliness. Coffee#1 baristas have the potential to become Head...</p>	Coffee #1	Southampton SO14	£6.30 - £7.65 an hour
<p>UO- Christmas Sales Associates- Part-time- Southampton Enhance the VIBE by focusing on customers and not on projects during prime time selling hours. Ensure that merchandise is ticketed and the sales floor is well...</p>	Urban Outfitters	Southampton	Not specified
<p>Supermarket Assistant, Various Departments Job Requirements The role of a supermarket assistant involves a range of tasks, including advising and serving customers, moving and replenishing stock...</p>	Waitrose	Southampton	£7.55 - £9.21 an hour
<p>Retail Assistant - Sales Floor We're looking for enthusiastic individuals with the right attitude to join our store as a Retail Assistant. As a Retail Assistant, there are 6 main things that...</p>	Primark	Southampton	Not specified
<p>Customer Assistant Make our customers feel really good - it's more than just answering their questions, it's about giving our customers a really great experience....</p>	Boots	Southampton	Not specified
<p>Seasonal Temporary, Selling Assistant Selling Partners act as ambassadors for the John Lewis brand, providing the level of customer service which makes us unrivalled in the marketplace Job...</p>	John Lewis	Southampton	£7.55 - £9.66 an hour
<p>Sales Assistant Working in a team you will play an active role in providing a positive customer experience and driving sales. Approaching customers that may require assistance...</p>	WHSmith	Southampton	£4.46 - £7.50 an hour
<p>Grounds man / maintenance To work with team on caravan holiday park. To carry out small caravan repairs. Help guide caravan movements. Carry out small plumbing duties full training...</p>	Park Holidays UK	Warsash	Not specified
<p>Retail Assistant We offer our customers extraordinary products, each one handmade for our customers. As a Seasonal Sales Assistant, you'll be an essential part in the...</p>	The Handmade Christmas Co.	Southampton	£8.50 an hour
<p>Sales Assistant - Southampton - Full Time/Part Time 's retail network is expanding and we are looking for a team of passionate and driven Boutique Sales Assistants, or, as we like to call them, Coffee Specialists...</p>	Nestle UK Ltd	Southampton	Not specified
<p>Data Administrator (Part Time, 3-6 month FTC) Creating pricing and priority communications to our Sales team. It's key that you are a good listener and experience of dealing with travel booking systems...</p>	Carnival	Southampton SO15	Not specified
<p>Customer Service Assistant In this role no two days are the same, you could be advising a regular customer with their local shop, to helping a colleague display newly delivered stock...</p>	Southern Co-Op	Southampton SO16	Not specified

[Part Time Jobs from Indeed.co.uk](#)

Check out part time jobs on other sites by changing the search filters to part time

Other Job Vacancies

Temporary Retail Team Members

Toys R Us - Southampton SO15

£7.05 - £7.50 an hour

You'll get involved with all aspects of working in our fabulous Toys R Us store in Southampton to ensure our customers receive excellent service throughout...

Customer Service Adviser - Contact Centre

Old Mutual Wealth - Southampton

£17,500 a year

You do however need to have experience of, and a passion for, dealing with customers face-to-face or over the telephone....

Temporary Sales Assistant

Card Factory - Southampton SO14

We are passionate about celebrating our customers' life moments and we're dedicated to providing our customers with quality products and excellent service....

Customer Assistant

Tesco - Southampton SO16

Customers want great products at great value which they can buy easily and it's our job to deliver this in the right way for them....

Christmas Casuals - Southampton Mail Centre

Royal Mail Group - Southampton

£6 - £22 an hour

As the face of Royal Mail you will work as part of a team ensuring we continue to deliver the high standards of service our customers expect....

Customer Service Adviser - Totton

Argos - Southampton

You will play a key part in creating an enjoyable and easy shopping experience for our customers – from picking stock in the stockroom, to serving on the tills...

Warehouse/Yard Operative

Williams Shipping - Southampton

£25,000 a year

The vacancy is predominantly for working in our busy yard, managing stock inventories and operating forklifts. It would be advantageous if the candidate has HGV...

Bar and Waiting Staff

Cabana Brazilian Barbecue - Southampton SO15

£7.05 - £7.50 an hour

Cabana are currently looking for dedicated and passionate Waiting Staff & Bar Staff to join our *Leeds*. Waiter / Waitress / Bar Staff - Southampton....

Christmas Team

Debenhams - Southampton

£7.60 an hour

Enjoy talking and listening to customers and helping them to shop or recharge. At such a busy time of year, we want to go further for our customers and help...

Seasonal Sales Assistant


The Works Stores Ltd - Southampton

You'll have a passion for Books, Stationery, Arts & Crafts, and be able to share your enthusiasm for the products with our Customers....

Here's a snapshot of the vacancies currently available on this website. Vacancies are removed from this site without notice so please check the website below:

www.indeed.co.uk

More Job Vacancies

Vacancy	Company	Location	Wage
 Events Co-ordinator	Romsey Golf Club	Southampton SO16	Not specified
Waiting Staff - Southampton Above Bar	Bella Italia	Southampton	Not specified
Loading Bay Operative (Nightshift 35 hrs)	TNT Express	Southampton	£306 a week
Warehouse Operative	One Stop Convenience Stores Limited	Southampton SO16	£9.44 - £9.96 an hour
Customer Advisor (VAC1468)	Red Funnel Group	Southampton	Not specified
Waiter or Waitress	TGI Fridays	Southampton SO15	£5.60 - £7.50 an hour
Kitchen Assistant £7.75 - £7.95 per hour	Hartford Care	Southampton	£7.75 - £7.95 an hour
Room Attendant - Dolphin Southampton	P&P Hotel Consultancy UK Ltd	Southampton SO14	Not specified
Part-Time Store Colleague (Evenings and weekends) - 20 hours	Pets At Home	Southampton	Not specified
Team Member	Southampton Dry Stack Ltd	Southampton SO14	£20,000 - £30,000 a year
Housekeeping Room Attendant - Hilton at the Ageas bowl Hotel	P&P Hotel Consultancy UK Ltd	Southampton SO30	Not specified
Warehouse Assistant	DFS	Southampton	£21,000 a year
Receptionist	Jurys Inn	Southampton SO14	Not specified
kitchens- co-worker	IKEA	Southampton	Not specified
Trainee Accounts Assistant	Cone Accounting	Southampton	£15,000 - £17,500 a year
Front of House Receptionist	Highfield Dental Care	Southampton	£8 an hour

Southampton Hoteliers Association Jobs



The Southampton and Region Hoteliers Association is a network of hotels in and around Southampton. Below is a selection of the current job vacancies with hotels that are members of the Hoteliers Association.

For more information about the vacancies and to apply, please click on the links below.

[Front Office Assistant | Double Tree By Hilton Southampton](#)

You will be able to deliver high standards of services to all hotel guests and drive profit from the business focusing on quality. This position would suit someone who has a passion to work, is self-motivated and enjoys working with people.

[Housekeeping Assistant | Double Tree By Hilton Southampton](#)

Responsible for routine and periodic cleaning, as well as reporting wear and tear you will ensure areas are presented to the standard required so that all of our guests are delighted with their rooms.

[Reservationist | Grand Harbour Hotel](#)

The main function for this role is to support the smooth running of the Reservations Department, ensuring the highest standards of customer care, and ensuring all rooms are sold to achieve maximum revenue for the hotel.

[Waiting Staff | Best Western Chilworth Manor Hotel](#)

The Best Western Chilworth Manor Hotel in Southampton has a number of vacancies for Waiting staff to join the team working as required across the restaurant, bar, conference and banqueting operation.

[Food and Beverage Assistants | Best Western Chilworth Manor Hotel](#)

The Best Western Chilworth Manor Hotel in Southampton has a number of vacancies for Food and Beverage Assistants to join the team working as required across the restaurant, bar, conference and banqueting operation.

[Reservations Agent \(part time\) | Best Western Chilworth Manor Hotel](#)

As a Reservations agent you will be responsible for actively converting bedroom enquiries into confirmed business, whilst providing an exceptional call experience to all potential guests.

[Food & Beverage Host | Meon Valley Marriott Hotel & Country Club](#)

To have full knowledge of all food and beverage products available throughout the Food & Beverage outlets. To serve all customers in prompt rotation in a friendly and courteous manner, and be aware of their needs.

[Front Desk Host | Meon Valley Marriott Hotel & Country Club](#)

To be able to operate the Switchboard and deal with message/enquiries in an efficient manner and to be knowledgeable about voicemail, DDI and data ports.

[Housekeeping Team Member | Holiday Inn Southampton](#)

You will be responsible: For maintaining high standards of guest cleanliness. Ensuring all laundry is collected and cleaned. Making our guests feel welcome and appreciated.

www.southamptonhoteliersassociation.co.uk/job-vacancies

Southampton City Council Jobs

Care Assistants (Holcroft House) - AF2196471

Service Area: Operations - Adults, Housing and Communities

Southampton City Council is currently seeking four motivated Care Assistants to assist the Care Co-ordinator with providing physical and emotional care of the residents to provide a happy, stable and stimulating environment at the Holcroft House residential care home.

This is an excellent opportunity to join a caring team to assist in the promotion of each resident's entitlement to choice, rights, fulfilment, independence, privacy and dignity.

For an informal discussion about the post please contact Michelle Fellowes on 023 8040 2689 or michelle.fellowes@southampton.gov.uk

Job/Personal Specification: [Care Assistant - JD PS - AF2196471.docx](#) [Converted file](#)

Type of contract: Permanent

Salary: £17,678 - £20,403

Working Pattern: We currently have four part-time vacancies:

- 21 hours per week
- 22 hours per week
- 23 hours per week
- 27.5 hours per week

You will be required to participate in the working rota, which includes evenings, weekends, bank holidays, and sleeping in shifts as required for the efficient running of the unit.

The salary quoted above is pro-rata per annum.

This post is subject to an Enhanced criminal records check.

More information: [Care Assistants \(Holcroft House\) - AF2196471](#)

Care Assistants (Glen Lee) - AF2205427

Service Area: Operations - Adults, Housing and Communities

Southampton City Council is currently seeking four motivated Care Assistants to assist the Care Co-ordinator with providing physical and emotional care of the residents to provide a happy, stable and stimulating environment at the Glen Lee residential care home.

This is an excellent opportunity to join a caring team to assist in the promotion of each resident's entitlement to choice, rights, fulfilment, independence, privacy and dignity.

For an informal discussion about the post please contact Leanne Parsons on 023 8047 3696 or Leanne.parsons@southampton.gov.uk.

Job/Personal Specification: [Care Assistant - JD PS - AF2205427.docx](#) [Converted file](#)

Type of contract: Permanent

Salary: £17,678 - £20,403

Working Pattern: We currently have four part-time vacancies:

- 17.5 hours per week
- 20 hours per week (overnight post)
- 2 x 21 hours per week

You will be required to participate in the working rota, which includes evenings, weekends, bank holidays, and sleeping in shifts as required for the efficient running of the unit.

Additional Information

The salary quoted above is pro-rata per annum.

This post is subject to an Enhanced criminal records check.

More information: [Care Assistants \(Glen Lee\) - AF2205427](#)



Southampton City Council Jobs

Supported internships for young people with education, health and care plans at City College Southampton

What is a Supported Internship?

The supported internship enables young people to combine a work placement with a work skills programme at college along with working on Maths and English skills.

Our personalised supported internship is aimed at young people aged 16 to 24 who have a or an EHC plan and who want to move into employment and need extra support to do so.

It is not so much a college course as an employment programme designed to get the intern into work. This internship programme will give young people the skills they need for work, through learning in the workplace. The programme is designed to assist disabled young people to achieve sustainable paid employment by giving them the skills they need for employment through learning in the workplace.

What will I be doing as part of an Internship?

- Developing skills valued by employers
- Improving work skills through a work placement
- Developing confidence at work
- Building up experience for a CV
- Completing a range of work ready qualifications
- Getting personalised support from a Tutor and work coach while you learn
- Improving English and maths skills

Who can do a supported internship?

Anyone aged 16-24 with an Education, Health and Care plan can do a supported internship.

Will I get paid?

Supported internships are unpaid, but equip you with the skills that employers need in order for you to move on to paid employment.

How do I find out more?

Contact the admissions team at City College Southampton on:

Tel: [023 8048 4848](tel:02380484848)

Email: enquiries@southampton-city.ac.uk





MacIntyre

Providing support...your way

Are you looking to support people in your local community and be paid ?

Support Workers

(Full and part time vacancies available)

for **MacIntyre** charity
in the Hampshire area

For more details and application forms:

Tel: 02381 789 672

Email: jobs.hants@macintyrecharity.org

Website: www.macintyrecharity.org and search for 'Hampshire' under the Jobs section

HIRING NOW!



www.macintyrecharity.org/jobs
jobs@macintyrecharity.org | 01908 357016

Registered Charity No 250840
MacIntyre is an Investors in People organisation

Job Profile

Motor Mechanic

Motor mechanics repair and service cars and vans.

Entry Requirements:

You'll need:

- a Level 2 qualification in Light Vehicle Maintenance and Repair
- a driving licence for road testing the vehicles you've repaired

The most common way to get your level 2 is through an [apprenticeship](#) in motor vehicle service and maintenance technician (light vehicle). This will usually take around 3 years. You'll do on-the-job-training and spend time in college.

You could also take:

- a college course with one day a week on placement
- a full-time college course with practical exercises

To get onto an apprenticeship or a course you'll find it useful to have:

- GCSEs (or equivalent) in maths and English
- work experience as a garage assistant
- a passion for the motor industry

A level 1 course in light vehicle maintenance could also help you prepare for an apprenticeship or college course.

[Autocity](#), run by The Institute of the Motor Industry (IMI), has more information about careers in the motor vehicle industry.



Skills Required

You'll need:

- customer service skills
- the ability to accurately follow written and spoken instructions
- strong practical and problem-solving skills
- the ability to quickly grasp new vehicle technologies

What you'll do

You may work for an independent garage, or freight, transport and construction companies, fast-fit outlets and car dealerships. You may specialise in one particular make of vehicle.

Your day-to-day tasks may include:

- telling customers if repairs are needed and whether they're urgent
- working out the estimated time and cost for jobs
- checking stock levels and ordering parts
- carrying out standard servicing, repairs and maintenance

AVERAGE SALARY



£18,000-
£35,000
per year

HOURS



38 - 45 per
week

All information from National
Careers Service

[For more information click here](#)





Arlington Fleet Group Ltd



About us:

Arlington Fleet Services is based at Eastleigh Works in Hampshire on a 46 acre site which includes 14 acres of workshops.

We were formed in 2004 by a group of experienced railway engineering professionals.

Job Description:

We are looking to recruit qualified mechanics with auto electrical experience to work in our workshop based in Eastleigh, Hampshire. You will be part of a great team with competitive rates of pay and an opportunity to boost your earnings with overtime.

What you will do:

- General labouring, mechanical and heavy fitting work
- Provide maintenance/mechanical support
- Carry out preventative maintenance to ensure reliability of equipment
- Ability to undertake mechanical installation work safely and in accordance with industry best practice, client specifications and Industry Safety Regulations
- Any other comparable duties as and when requested
- Must be able to apply a working knowledge of mechanical equipment
- Must possess particular practical, productive and mechanical engineering skills

What you will need:

- Relevant mechanical qualifications
- Proven work experience as a mechanic / auto electrician
- Excellent knowledge of machinery and hydraulic, electrical and other systems and their components
- Aptitude in using various hand tools (screwdrivers, hammers etc.) and precision measurement tools (e.g. calipers)
- Ability to follow established procedures and practices and read instruction, blueprints etc.
- A strong commitment to all health and safety guidelines
- Very good communication skills
- A problem-solving ability

How we will reward you:

- £19,000.00 - £24,000.00 (Depending on Experience)
- Monday-Friday (40 hours per week)
- Pension Scheme
- 33 days holiday (including Bank Holidays)

How to apply:

Please send a copy of your CV to michael.holloway@arlington-fleet.co.uk

University of Southampton

Reference	Title	Division	Closing Date
917017TD	Domestic Assistant	Estates & Facilities	02/10/2017
915117TD	Chef de Partie	Estates & Facilities	16/10/2017
915417GR	Media Relations Officer	Communications & Marketing	06/10/2017
916217F5	Faculty Administrative Officer	FOS - Medicine	06/10/2017
916317F5	Faculty Administrative Officer	FOS - Medicine	04/10/2017
918917F6	Administrative Officer	FOS - Natural & Environmental	06/10/2017



UNIVERSITY OF
Southampton

www.jobs.soton.ac.uk

Southampton Solent University

Job Title	Category	Salary
Campus Jobs Opportunities	Campus Jobs	National Minimum Wage or above



recruitment.solent.ac.uk



School transport escorts required – could you help?

Southampton City Council are currently recruiting for new school transport escorts. Can you help us provide this important service to children?

This role is within term time only and involves the pick-up and drop-off at home of school children. No transport is required.

The role is a casual contract, so you only work when it suits you. The starting rate for this role is £8.25 per hour. No previous experience is necessary and training is provided.

If you are interested in joining the council's team of relief/casual escorts or would like to find out more about the job then please call us on 023 8083 4856.

Fast Food

Check out these websites for vacancies:

McDonalds

www.mcdonalds.co.uk/ukhome/People/Join-the-team.html

Pizza Hut

www.careersatpizzahut.co.uk

Domino's Pizza

www.dominos.co.uk

Burger King

www.bkcareers.co.uk/crew.aspx

Subway

www.subway.co.uk/business/careers/default.aspx

9 stores in Southampton

KFC

www.kfc.co.uk/join-us

Harry Ramsdens

www.harryramsdens.co.uk/about-harrys/work-with-us/

Pret a Manger

www.pret.com/jobs/

Nandos

www.nandos.co.uk/careers

Anyone for coffee?

Costa

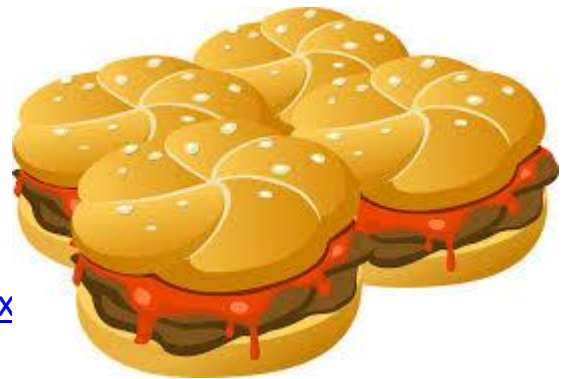
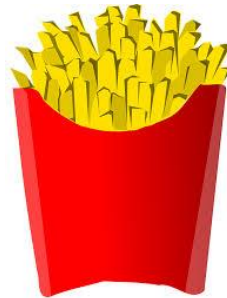
www.costa.co.uk/about-us/our-people/careers/

Starbucks

www.starbucks.co.uk/careers

Café Nero

www.caffenero.co.uk/people/ourpeople.aspx



Westquay Vacancies



Westquay has a range of full time, part time and seasonal vacancies

Vacancies

Full Time Sales Assistant Accessorize	Security Officer, Days Westquay Southampton
Seasonal temporary Partners John Lewis	Security officer days Westquay Southampton
CHRISTMAS SALES CONSULTANT Pandora	Customer Service Assistant, Fulltime Westquay Southampton
Business Administrator Westquay Southampton	Sales Assistant Calendar Club
Front of House Crew Member Tortilla	Dedicated Relief Security Officer Westquay Southampton
Sales Assistant Various part-time roles. Boux Avenue	General Staff The Fruit Stall
Supervisor	
This is NOT a role working directly for John Lewis you will be working for Luxottica; however the role is based within the John Lewis Southampton.	

Westquay Works

Westquay Works has been created to support you find the right job in the new restaurants and cinema and existing Westquay retailers.

There is a range of job opportunities available in sales, customer service and management at various times of the year and as part of their commitment, Westquay are providing advice and free training (subject to criteria) covering management, food hygiene, customer service and key skills to secure a job.

To register your details for a job or support through Westquay Works, please email jon.brookes@hammerson.com or call 02078871873

If you're currently seeking work follow the link below for help in gaining the skills and qualifications to enhance your CV and prepare you for that important interview.

www.brock.ac.uk/employers/quickstart-employment-services/westquay-watermark/

www.west-quay.co.uk/jobs

The Marlands Vacancies

www.marlandsshoppingcentre.co.uk



[BON MARCHE Sales Assistant](#)

Part Time
[Read More...](#)

Bonmarché

[GLAMOUR FOREVER](#)

Full and Part time staff required
[Read More...](#)



[Yours Clothing](#)

Yours clothing have two positions available.
[Read More...](#)



[STAKKS - FULL TIME COOK REQUIRED](#)

Now recruiting
[Read More...](#)



[JRC GLOBAL BUFFET](#)

We are Hiring
[Read More...](#)



[71 Queens](#)

Full Time Sales Assistant required
[Read More...](#)



[Sales associates, supervisors and management roles available in KidX](#)

Staff Wanted
[Read More...](#)



www.marlandsshoppingcentre.co.uk/Jobs

RECRUITING YOUTH FORUM CHAMPIONS!



Help make Southampton a place where young people want to be!

As a Youth Forum Champion, you will get the opportunity to...

- Be a 'Young Advocate' and represent young people in Southampton
- Organise and run campaigns and events on young people's issues
- Work with politicians to tell them what young people in Southampton need
 - Make sure young people are listened to and taken seriously
 - Experience new things, make new friends and have fun
 - Build your CV with fantastic experience!

> If you want to get involved or would like more info, then we want to hear from you!

✉ Email us: youthforum@southampton.gov.uk **f** Search for 'Youth Forum Southampton'

☎ Call us: 023 8083 2104

🐦 Tweet us: @YouthForumSoton

youthforum
SOUTHAMPTON

NHS Vacancies

Recruitment Administrator

Administration

University Hospital Southampton NHS Foundation Trust, Southampton General Hospital, Southampton

We have several opportunities for customer focussed, friendly and enthusiastic individuals to join our expanding recruitment team. As a recruitment administrator you will oversee the end to end recruitment process. Your role will involve: • Communicating with and supporting hiring managers...

Salary: £16,968 - £19,852 pa

Job Type: Permanent

Closing Date: 08/10/2017

Staff Group: Administrative & Clerical

Job Ref: 188-AC230

Quality and Professional Standards Apprentice

Corporate

Solent NHS Trust, Highpoint 

An exciting opportunity has arisen for an apprentice to join the Quality and Professional Standards Team at Solent NHS Trust. The team are responsible for supporting services within the Trust to deliver high quality and safe care. We are looking for someone who is enthusiastic, willing to learn...

Salary: £7.50 per hour

Job Type: Fixed term

Closing Date: 08/10/2017

Staff Group: Administrative & Clerical

Job Ref: 449-CP477

Administration

Administration

NHS Professionals - Admin and Clerical Flexible Workers, Southampton


Administration staff required! **PLEASE NOTE THIS IS TO APPLY TO JOIN NHS PROFESSIONALS' ADMIN & CLERICAL BANK** NHS Professionals is owned by the Department of Health and is the leading provider of managed flexible workforce services to the NHS. Simply, we provide more than 60,000...

Salary: Band 1 - 4


Job Type: Bank

Closing Date: 04/10/2017

Staff Group: Administrative & Clerical

Job Ref: J12-UHSADMIN 

Find more opportunities here: www.jobs.nhs.uk



Have you ever thought about supporting people with disabilities to be empowered and in control of their own lives?

Do you want to improve people's quality of life and help them to be totally in the driving seat when it comes to planning and living their lives to the full?

We are looking for part time & relief Personalised Assistants to join our team. Our focus is on enabling people to work, learn, live and manage their own lives in the way they want.

Your role will be varied as no two Personal Assistant jobs are the same. You will be supporting people with all aspects of daily living, this might include supporting them with shopping, preparing meals, looking after their home, going to social activities, companionship or gardening.

This is a rewarding role; however, you need to be the sort of person who can take things in their stride, be enthusiastic, remain calm and be confident.

Experience is welcome but there is no substitute for the right attitude, a supportive nature and a good sense of humour.

**Please send your CV to kristy@srglimited.co.uk
Must have a full clean driving licence
All posts are subject to an enhanced DBS check.**

Supermarkets

www.tesco-careers.com/jobsearch.cfm

sainsburys.jobs/apply-choice

www.jlpjobs.com/jobs/waitrose-jobs.htm

www.asda.jobs

www.co-operative.jobs

www.morrisons.co.uk/corporate/work-with-morrisons

www.aldirecruitment.co.uk

careers.lidl.co.uk



Or just call in and ask about jobs - most stores have a noticeboard

Volunteering

Voluntary work can be rewarding and give you the skills to help you into work

Visit these websites for more information



www.jobcentreplus.gov.uk

www.southamptonvs.org.uk

www.do-it.org.uk

This fortnight's featured opportunities:

Role	Organisation	Location
<u>Shop Volunteer (Southampton)</u>	British Red Cross – Retail	Southampton, SO14 3HE
<u>Volunteer Receptionist</u>	Age UK Southampton	Southampton, SO14 0AH
<u>Fashion and Bargain Hunters Queensway Shop</u>	Naomi House	Southampton, SO14 3HJ
<u>Local Community Radio Station Host or Co-hosts</u>	AWAAZ FM – Local Community Radio CIC	Southampton, SO14 0LH
<u>Steamship Deckhand</u>	SS Shieldhall	Southampton, SO15 0HH

Board in the City Café, Onslow Road in Bevois Valley are looking for more volunteers, particularly people who are looking for kitchen or barista experience.

Volunteers will be provided with PPE and appropriate training courses in return for their time.

If you know anyone who is interested please call Board in the City Café on 023 8178 3240 to find out more.

This is just a selection of what's available – see the full list of opportunities at <https://do-it.org/>

* Something valuable to add to your CV * Improve future employment prospects *

* Help your local community *

S.C.R.A.T.C.H.



Work Experience Opportunities

SCRATCH offers the opportunity to volunteer in many roles including:

Warehousing
Paint Recycling
Delivery Driving
Administration
Retail
Upcycling

Please note not all projects have vacancies at this time.

At SCRATCH we believe in helping volunteers develop. We offer certificated vocational courses in:

Manual handling
First Aid
Food Hygiene
Health and Safety
And many more!

At SCRATCH you can work on a 1:1 basis with our Employment Support Officer and attend workshops that will:

Build your confidence
Identify your skills and strengths
Build your networks
Create an effective CV, cover letters and applications
Help you go into that interview confident and prepared



Contact us on 023 8077 3132 or email Suzanne@scratchcharity.co.uk

Supported by: **LLOYDS BANK FOUNDATION** 
England & Wales

 **RADIAN**
where people flourish

S.C.R.A.T.C.H.



Volunteering Opportunities

**Delivery Drivers
& Driver's Mates**
In our food and
furniture depots



Why volunteer with SCRATCH?

- 80% of volunteers said Scratch was a "Brilliant" or "really good place to work"
- Opportunity to meet new people
- Access to support into employment
- Chance to gain new skills and qualifications
- Travel expenses will be reimbursed

Come along and see what this amazing charity does to help fight poverty and make a difference providing food and furniture to those in need.

**Warehouse
workers**
Picking and Packing
surplus foods for



Contact us on 023 8077 3132 or email annie@scratchcharity.co.uk

www.scratchcharity.co.uk

Supported by : **LLOYDS BANK FOUNDATION** 
England & Wales

 **RADIAN**
where people flourish



VOLUNTEER NEEDED

Volunteer needed to work at Ropewalk Community Centre

Skills required:

Be enthusiastic and interested in community work

Good communication and listening skills
to work with groups where English is not the first
language

Available evenings and weekends

You will receive:

Role-related training and support
Travel costs & expenses reimbursed
Certificate Award for 20hrs+ volunteered

West Itchen Community Trust, Ropewalk Community Centre,
53 Derby Road, Southampton SO14 0DJ
Telephone: 023 8038 8580 Email: jenny@wict.co.uk



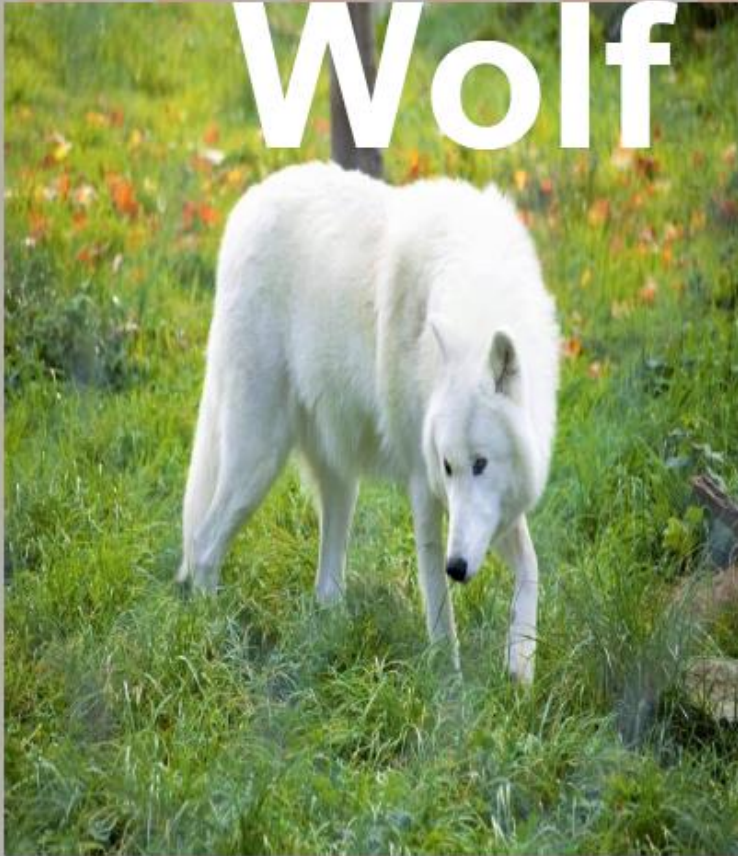
Volunteering Opportunities

Click on the link to find more about the volunteering opportunity that suits you

Role	Organisation	Location
Young Leader	Southampton City Scout District Council	Southampton
The Art House, Southampton Cafe and kitchen volunteers	The Art House Southampton CIC	Southampton
International Citizen Service with Restless Development International Citizen Service is the UK government funded development programme for young people who want to volunteer overseas.	Restless Development	Southampton
Customer Service Volunteer	British Heart Foundation	Southampton
Shop Volunteer	British Red Cross	Southampton
FareShare Food Warehouse Southampton	FareShare Southern Central	Southampton
Volunteer at community Wood Recycling Project	Southampton Wood Recycling Project	Southampton
Front of House Volunteers	The Nuffield Theatre	Southampton
Web Site Administrator	SO18 Big Local	Southampton
Become a member of a new Heritage Youth Group	Royal Victoria Country Park	Southampton
Animal Carers and Dog Walkers	The Cinnamon Trust	Hampshire
Sewing / Craft Volunteers wanted	Tools for Self Reliance	Southampton

This is just a selection of what's available – see the full list of opportunities at vinspired.com

Wolf Medicine



*If are interested in being
alongside people in recovery so
they can find their own power -
then this unique volunteering
opportunity involving wolves,
horses and the natural world
may be right for you.*

Bursary available to train in Wolf Medicine

www.naturetherapycic.com



Volunteer Receptionist Vacancy

We are seeking a volunteer receptionist to join our small friendly team here at Age UK Southampton to cover one or more days a week on a Wednesday or Thursday between 10am-4pm.

The role is based at our office at 1 Saxon Gate, Back of the Walls, Southampton, SO14 3HA

Full training and support will be given.

For more information about the role please contact Mel on 023 8036 8636 or email for an application pack.

volunteering@ageuksouthampton.org.uk

Board in the City Volunteering Opportunities 38 – 40 Onslow Road, Southampton SO14 0JG

Board in the City are looking for Customer Service, barista or kitchen volunteers mainly for Sunday 11am – 5pm or 4-10pm & Monday 5-11pm. Other days accepted

Board game knowledge would be awesome, but we will train in this area. DBS great but not specifically required

Interested? Contact Hayley Binstead
bitccic@btopenworld.com or call 07905 000 383 / 02381 783 240



Deputy Administrative Secretary

Southampton Women's Forum are seeking applications for the Voluntary Post of Deputy Administrative Secretary.

We are a small Voluntary Community Group for women, and our aim is to combat loneliness, embrace ethnic diversity and encourage friendships. We hold monthly Coffee mornings where we invite Speakers to talk about a variety of topics.

The role of the Administrative Secretary includes:

Booking venues and Speakers for Coffee mornings.

Preparation of information needed for a Committee meeting, attending the meeting and taking notes, and writing the formal minutes for circulation.

Contacting other organisations as requested by the Chair, and maintaining up-to-date records of useful contacts and Speakers

Liaising with the Chair about preparations for the Annual General Meeting

Full training will be provided for the role of Deputy.

If you have any queries or would like to apply for this post please email Bryony at southampton.womens.forum@gmail.com



Have a look at these YouTube clips:

Get In Go Far with Apprenticeships

<https://www.youtube.com/watch?v=n4qA3pd5xNA>

**Take a Look at our Apprenticeship
Ambassador Films**

https://www.youtube.com/watch?v=aNGnHY7H92w&list=PLfqADc3oBwffSY5Rr7e9hrlr35_j0R87q

www.apprenticeships.gov.uk



Recruiting Now!



If you are 16 -18 (in August 2017), Carillion Construction Apprenticeships are a great way to start a career in the Construction industry.

Carillion is recognised as one of the best Construction training providers in the country. We have been training young people to join the industry for more than 40 years.

As an equal opportunities employer, with training facilities all over the UK, we are helping to turn the talent of young people into a trade and career by training the next generation of Bricklayers and Carpenters . Our apprenticeships are very much in demand, and entry to them is through a rigorous application process that includes assessment and interviews with our assessors.

You really do 'Earn whilst you learn'. We recruit males and females, and provide you with a Level 1 – pre-apprenticeship, followed by a Level 2 Apprenticeship in your chosen trade at our Southampton Training Centre. You get the support of a *real life* construction employer - There is no need to attend a college, it's all covered in our training centre!

This is an exciting time to join Carillion Construction Training Services - we would be delighted to welcome you to our team!

Get Paid, Get Trained, get Working!

The next step!

Apply online in the first instance at **www.carillionapprenticeships.com**

Come along to our drop ins and have a look round to find out more each Friday from 10 – 2pm – no appointment necessary!

If you require further information please contact Lin Seikus on 07989187322 or email me at **lin.seikus@carillionplc.com**

91% of our apprentices have successfully gained their qualifications and gone into Sustainable employment as a result of our training programme, with an earning potential of £30,000 per annum, and more.

**Household incomes below £22,000 per annum, may be eligible for supportive bursaries*

Carillion Construction Training Services, Unit A, B & C First Avenue, Millbrook, Southampton SO15 0LJ
Email **CCTSouthampton2@carillionplc.com** tel: 023 80 786161

APPRENTICESHIPS DELIVERED BY LIFETIME TRAINING

ACTIVE LEISURE

- Advanced Apprenticeship in Personal Training Level 3 (Framework)

BUSINESS SUPPORT SERVICES

- Customer Service Practitioner Apprenticeship Level 2 (Standard)

CARE

- Adult Care Worker Apprenticeship Level 2 (Standard)
- Lead Adult Care Worker Apprenticeship Level 3 (Standard)
- Higher Apprenticeship in Leadership for Health & Social Care and Children & Young People's Services Level 5 (Framework)

EARLY YEARS

- Higher Apprenticeship in Leadership for the Children & Young People's Workforce – Early Years Advanced Practice Level 5 (Framework)
- Higher Apprenticeship in Leadership for the Children & Young People's Workforce – Early Years Management Level 5 (Framework)

HEALTH

- Healthcare Support Worker Apprenticeship Level 2 (Standard)
- Senior Healthcare Support Worker Apprenticeship Level 3 (Standard)
- Healthcare Assistant Practitioner Apprenticeship Level 5 (Standard)

RETAIL

- Retailer Apprenticeship Level 2 (Standard)
- Retail Team Leader Apprenticeship Level 3 (Standard)
- Retail Manager Apprenticeship Level 4 (Standard)

MANAGEMENT

- Team Leader/Supervisor Apprenticeship Level 3 (Standard)
- Team Leader/Supervisor (with ILM Diploma) Apprenticeship Level 3 (Standard)
- Higher Apprenticeship in Management Level 4 (Framework)
- Operations/Department Manager Apprenticeship Level 5 (Standard)

HOSPITALITY

- Commis Chef Apprenticeship Level 2 (Standard)
- Hospitality Team Member – Barista Level 2 (Standard)
- Hospitality Team Member – Alcoholic Beverage Service Level 2 (Standard)
- Hospitality Team Member – Concierge and Guest Services Level 2 (Standard)
- Hospitality Team Member – Conference and Events Operations Level 2 (Standard)
- Hospitality Team Member – Food and Beverage Service Level 2 (Standard)
- Hospitality Team Member – Food Preparation Level 2 (Standard)
- Hospitality Team Member – Housekeeping Level 2 (Standard)
- Hospitality Team Member – Licensed Retail Level 2 (Standard)
- Hospitality Team Member – Reception Level 2 (Standard)
- Hospitality Team Member – Reservations Level 2 (Standard)
- Advanced Apprenticeship in Professional Cookery Level 3 (Framework)
- Senior Chef Production Cooking Apprenticeship Level 3 (Standard)
- Hospitality Supervisor Apprenticeship Level 3 (Standard)

ADULT LEARNING LOAN FUNDING ALSO AVAILABLE
FOR MORE INFORMATION CALL

0333 0143 669

OR VISIT US ONLINE

LIFETIMETRAINING.CO.UK



ASPIRE

Apprenticeship

Vacancies

Alphabet Corner (Portsmouth)

Childcare Apprentice (Level 2)

Woodcroft Pre-School (Portsmouth)

Childcare Apprentice (Level 2)

Helene Care (Southampton)

Health & Social Care (Level 2)

The Home Agency (Southampton)

Business Admin (Level 2)

To apply for any of these vacancies, or for further information, please contact Rob Morgan on 01202 551 553 Option 4.

<http://www.aspiretrainingteam.co.uk>
Robert.morgan@hadlandcaregroup.co.uk



If you can offer us your enthusiasm, determination and commitment, in return we can offer you high quality site experience, unrivalled training, a bonus scheme where you are rewarded for your efforts, and the opportunity to eventually progress through the company to supervisory and possibly managerial positions.

You must be aged 18 plus and a full driving licence is essential. Ideally we're looking for GCSE grade Cs or above in English, Maths and a science but if you haven't got these you might have practical experience to make up for it.

Note that while some of these vacancies might be for a start date in the next couple of months, it's possible that the start dates for some of the successful applicants might be several months in the future, depending on our workloads.

HOW MUCH DO APPRENTICES GET PAID?

Basic pay for first year apprentices is £150 per week but thanks to our bonus scheme, annual pay during the first year averages £11,830.

For anyone who joins us having already completed the City & Guilds 2365 Level 3 or the full 2330 Levels 2 & 3 (or equivalent) we offer a basic rate of £180 per week. For those with these qualifications and significant on-the-job experience we may be able to offer an even higher basic rate.

In the second year basic pay increases to £214 per week for those aged 20 or under, and £270 for those aged 21 plus. Again these basic rates are boosted by our bonus scheme meaning that average annual earnings for our second and third year apprentices is £17,585.

Please note though that bonus payments are not guaranteed and will vary significantly according to seasonal workloads and your team's productivity.

As you continue to climb the ladder, your potential earnings will be very competitive. Our more experienced and well organised team leaders are expected to earn upwards of £500 per week, and weekly pay packets of £700 - £800 are not unusual. [All figures are gross].

Please note that graduates are not eligible for apprenticeship funding and would therefore have to contribute towards the cost of their training.

TO APPLY VISIT WWW.CLARKSONEVANS.CO.UK

KEEP IN TOUCH



[/CLARKSONEVANS](https://www.facebook.com/CLARKSONEVANS)



[@CLARKSONEVANS](https://twitter.com/CLARKSONEVANS)

Firebrand Apprenticeship Vacancies



Firebrand currently have a System Administrator Apprenticeship vacancy in Southampton. Please click on the link for more information about the vacancy.

System Administrator Apprentice APP666

Location: Southampton
Salary: £270.00 per week
Experience: Must have GCSE/A-Level C or above in Maths, English, IT and Science and a passion for technology.
Benefits: Excellent development plan, long-term career prospects, great location, forward-thinking and friendly organisation.

We are a global internet hosting company and are looking for a System Administrator Apprentice to join our team in our Southampton office.

What you will bring to the team:

- Can do attitude, anything is possible
- Committed to delivering an exceptional customer experience
- Excellent verbal communication skills
- Self-motivated and drive to develop yourself
- Like working with people

Experience & Education

- Experience in a Customer facing role preferable
- Good IT knowledge

You'll make the A list if:

- You can demonstrate excellent customer communication skills and experience
- You have a "can do" attitude and love to work in a busy environment
- You have the desire to learn

What training will I receive?

Firebrand offers a unique Level 3 IT Apprenticeship scheme that provides award-winning industry training and certifications, valuable work experience and offers on-going support all with the ultimate goal of securing you a long-term career within the world of technology.

During your 12 or 18 month IT apprenticeship programme, Firebrand will provide residential training at our distraction-free training centre. Our method of accelerated training allows you to achieve industry-recognised certifications such as CompTIA, ITIL and Microsoft faster, giving you more time to put your new skills in to practice within a working environment. Firebrand will also provide you with a Mentor who will be supporting and assisting you with your development. By the end of your 12-18 month apprenticeship, in addition to having numerous industry recognized qualifications, a steady career with a supportive employer, you will also be recognised by the British Computer Society (BCS) for entry onto the register of IT Technicians, confirming SFIA level 3 professional competence.

Future career prospects

By working hard and demonstrating your ability, drive and commitment throughout your 12-18 month apprenticeship scheme, upon completion you will be offered a permanent contract ensuring you have further opportunities to continue growing within this exciting organisation.

Find out more:

<http://www.firebrandtraining.co.uk/apprenticeships/jobs/southampton/system-administrator-apprentice-666>

For more information on vacancies with Firebrand, please contact Keat Ng
KNg@firebrandtraining.com

To advertise your vacancies in the Jobs Bulletin, please [Contact Us](#)

City College Apprenticeship Vacancies



City College currently have a selection of Apprenticeship Vacancies in and around Southampton. Please click on the links for more information about each vacancy.

Vacancy	Location	Closing Date
<u>Business Administration - Primmers Old</u>	Southampton	05/10/2017
<u>Apprentice System Build Engineer - ICS Robotics & Automation Ltd</u>	Southampton	05/10/2017
<u>Administration Assistant - Southampton City Clinical Commissioning Group</u>	Southampton	10/10/2017

For more information on the vacancies advertised by City College, please click the links. To see the rest of City College's vacancies, please visit: <https://www.southampton-city.ac.uk/apprenticeship-vacancies/>

To advertise your vacancies in the Jobs Bulletin, please [Contact Us](#)

Eastleigh College Apprenticeship Vacancies



Eastleigh College currently have a selection of Apprenticeship Vacancies in and around Southampton. Please click on the links for more information about each vacancy.

Company	Job Title	Apprenticeship	Vacancy ID	Closing Date	Apply
Eastleigh College x2	Business Administration	Business Administration	VAC001303315	29/09/2017	Click here
Arcana	Hairdressing Apprentice	Hairdressing	VAC001304464	30/09/2017	Click here
Parkway Dental	Dental Nursing	Dental Nursing	VAC001305850	30/09/2017	Click here
WYG Environmental Planning Transport Ltd	Business Administration	Advanced Business Administration	VAC001313271	13/10/2017	Click here
Boom Hair	Salon Apprentice	Hairdressing	VAC001301540	31/10/2017	Click here

For more information on the vacancies advertised by Eastleigh College, please click the links. To see the rest of Eastleigh College's vacancies, please visit: <https://www.eastleigh.ac.uk/student-support/apprenticeships/apprenticeship-employment/>

To advertise your vacancies in the Jobs Bulletin, please [Contact Us](#)

NATIONAL APPRENTICESHIPS SERVICE

VACANCIES AVAILABLE IN SOUTHAMPTON:


The following is just a selection of the Apprenticeships available in Southampton.

There are currently over 120 Apprenticeship Vacancies in the centre of Southampton so if you can't find something you're looking for in this selection, please click here: [Apprenticeships in Southampton](#)



Apprenticeship Advert	Where	Information	Closing Date
Apprentice Nursery Assistant - Portswood	Paint Pots Pre-School & Nursery Limited	Do you want to start a career in childcare? An exciting opportunity has opened up at Paint Pots Nursery in Portswood. You will work alongside other members of staff to create a stimulating and caring environment to encourage children to learn.	3 rd October 2017
Apprentice Housekeeper	Lawnbrook Care Home Limited	The successful candidate will begin work as a trainee housekeeper in a friendly care environment.	18 th October 2017
Health and Social Care Apprentice	Lawnbrook Care Home Limited	We are looking for a motivated and mature individual to undertake their Level 2/3 Health and Social Care qualification in a friendly care environment.	15 th October 2017
BUSINESS ADMINISTRATION APPRENTICESHIP	Gammon Piercy & Gaiger	An excellent opportunity to start a career, progress and complete an Apprenticeship within an established Firm of Solicitors.	6 th October 2017
Apprentice Show Room Receptionist	Richmond Motor Group	Richmond Motor Group are looking for a bright & enthusiastic Customer Service Apprentice to join their busy showroom. Do you have excellent customer service? Are you confident with a good telephone manner? If you can answer yes to these, please apply now!	31 st October 2017

<u>Apprentice Chef - Vintage Inns - The Cowherds - Southampton</u>	Cowherds Inn	Mitchells & Butlers, one of the UKs largest restaurant, pub and bar businesses, want you to join them. If you are looking for Chef Apprenticeship and have bags of passion for cooking, then look no further. Join our team at Vintage Inn.	27 th October 2017
<u>Apprentice Business Administrator</u>	ITS	General business administration Weekly payroll Answering calls/taking messages	1 st November 2017
<u>Apprentice Teaching Assistant</u>	St Denys Primary School	In your role as a Teaching Assistant Apprentice, you will play a pivotal role in the development of positive educational experiences for children with a range of abilities in the school setting.	15 th October 2017
<u>Fitness Instructing Apprenticeship</u>	JOVANOVIC & MANANDHAR LTD	Are you looking for a future career in Fitness? We're looking for a bright, motivated and enthusiastic individual with a passion for health and fitness to join our friendly team at Fit4less Southampton.	19 th October 2017
<u>Customer Advisor Apprentice</u>	Elliott Brothers Limited	You don't need any experience to be Elliott's Customer Service Apprentice, we just need you to be enthusiastic, have a can do attitude with a genuine interest in building materials and the construction industry, we can teach you the rest. Apprentices will have the opportunity to spend time in different parts of the business.	20 th October 2017
<u>Apprentice Commis Chef</u>	Quay Fifteen Ltd	This Apprenticeship offers a unique opportunity for those with a passion and talent for cookery to learn under our chef using fresh produce for our discerning clientele.	27 th October 2017
<u>Childcare Apprentice L2 or L3</u>	Southampton University Day Nursery	Are you looking to train in childcare? Large nursery at Southampton University are looking for L2 or L3 Childcare Apprentices to join their team (level dependant on experience). As a Nursery Apprentice, you will contribute to a high quality caring environment for children.	8 th October 2017

<u>Counter / Yard Assistant Apprentice</u>	David Cover & Son Ltd	If you are motivated and ambitious then Covers will provide you with the tools and training that you need to start your career. Duties to include serving customers, loading and unloading vehicles and learning about our vast product range.	24 th October 2017
<u>Apprentice Chef</u>	Catering Academy Limited	A position has become available for an Apprentice Chef to join the team at Southampton City College.	17 th October 2017
<u>Thomson Retail Apprentice, Southampton</u>	TUI Group	Joining Thomson Retail as an Apprentice, we will help you become a destination expert to recommend & sell holidays & extras to a range of our customers with an Advanced Apprenticeship Programme. You will learn to put customers at the heart of our business.	24 th October 2017
<u>Advanced Junior Motoring Journalist Apprenticeship</u>	Three Six Zero Limited 	Three6Zero is on the hunt for a Junior Journalist Apprentice to join its growing automotive media firm on the South Coast of England.	30 th November 2017
<u>Pharmacy Services Apprentice</u>	Day Lewis Pharmacy	The role will include engaging with customers and clients to provide prescription counter services, advice, housekeeping duties such as stock rotation and stock replenishment, helping to deliver a variety of public health services.	30 th October 2017
<u>Apprentice System Build Engineer</u>	ICS Robotics & Automation Ltd	As an Apprentice System Build Engineer you will join our System Build Team. This position offers a great deal of variety. This position is initially based at our premises in Southampton but as your skill level increases will involve installation and commissioning at customer's sites throughout the UK.	5 th October 2017
<u>Marketing Apprenticeship</u>	The Diesel Car Co Ltd	The Diesel Car Company are a well-established company based in Southampton. This is a great opportunity for someone to start their marketing career.	6 th October 2017

Useful Information and Events

Upcoming Events:

Fareham College Open Evening

When: Wednesday 27th September 2017 5pm-8pm

Where: Bishopsfield Road, Fareham, PO14 1NH

www.fareham.ac.uk

CEMAST (Fareham College) Open Evening

When: Thursday 28th September 2017 5pm-8pm

Where: Bishopsfield Road, Fareham, PO14 1NH

www.fareham.ac.uk/cemast

Prince's Trust 'Get Started with Football' in partnership with Saints Foundation

When: Info session Friday 29th September, Taster day: Wednesday 4th October, Main delivery: Monday 9th – Friday 13th October

Where: Goals Soccer Centre, Millbrook, Southampton

If you would like to make a referral then please complete and return the [referral form](#) to

michaelw.hatfield@princes-trust.org.uk or lauren.stephen@princes-trust.org.uk. Once a young person's referral has been made that young person will be contacted, assessed and invited to our information session on Friday 29th September (if suitable).

The taster day and course will be based at Goals, Millbrook. Travel costs will be reimbursed and lunch provided throughout the week

City College Southampton Open Evening

When: Tuesday 3rd October 2017 5.30pm-7.30pm

Where: St Mary Street, Southampton, SO14 1AR

www.southampton-city.ac.uk

learndirect Customer Service Course in partnership with UPS

When: Starts Tuesday 3rd October 2017 for 5 days

Where: learndirect, 1-8 Ogle Rd, Southampton, SO14 7FB

To book a IAG appointment to be enrolled on the course for an automatic interview providing all requirements mentioned above are met please call 02476707942

Employability Training

When: Wednesday 4th, Thursday 5th and Friday 6th October 2017 9.30am – 2.30pm

Where: Royal British Legion Pop In, 104 Above Bar St, Southampton, SO14 7DT

If you are working with anyone who would benefit from this course, please contact Francesca Prior for more information (Francesca.prior@southampton.gov.uk) or call 07811 165129.

Alternatively, clients can drop in to our Work Club at Central Library on a Thursday between 3pm and 5pm to sign up to the free training.

access-southampton.co.uk/events-opportunities

Follow us on Twitter for updates on
Training, Job Vacancies,
Apprenticeships, College and careers

[@sotoncareers](https://twitter.com/sotoncareers)

You can also follow us on Instagram for
photo updates on the Apprentice Awards
Ceremony and other events in Southampton

[@sotoncareers](https://www.instagram.com/sotoncareers)

WESTON LIBRARY

Homework Club

Want some help
with your homework?

We provide a quiet space to concentrate,
with a free, one to one tutoring service,
provided by students from the University
of Southampton.

For secondary school pupils (please get in
touch if you are interested in primary
sessions!)

**Wednesdays,
Starting 1st week
of March
3.30-5pm**



UNIVERSITY OF
Southampton

Wed 4th, Thur 5th and Fri 6th October 09:30 – 14:00

Royal British Legion Pop In Centre

104 Above Bar St, Southampton SO14 7DT

19+

Employability course in your area!



Held in the City Centre, Millbrook,
Swaythling/Bassett, Townhill and Weston

Three day course including:

- self-confidence and motivation
- job application tips and tricks
- interview preparation

PLUS

- a bonus session around your next steps



Please call Francesca on 02380 917868

Email: Employment.support.team@southampton.gov.uk



Education & Skills
Funding Agency



THE SOUTHAMPTON JOBS FAIR LOCAL

DATE: 17 November 2017 **TIME:** 10am-2pm
VENUE: Novotel Southampton Hotel,
1 West Quay Road, Southampton SO15 1RA



Come and meet hoteliers
with local work opportunities



southamptonjobsfair.eventbrite.co.uk
#SotonJobsFair



SOUTHAMPTON RECRUITMENT EVENT

Jobs fair

**FREE
TO ATTEND**

20 EMPLOYERS FREE TO ATTEND

NO REGISTRATION REQUIRED

18.10.17 10^{AM} - 2^{PM}

**@MERCURE DOLPHIN HOTEL,
SOUTHAMPTON, SO14 2HN**

WWW.THEJOBFAIRS.CO.UK



Short course NCS places now available.

Friday 20th October-Sunday 5th November

Including; a 3 night residential adventure.

A short course to learn independent living skills, and an opportunity to create your own social action project to be delivered over two weekends to make a difference in your community.



Self referrals or referrals from professionals welcome.

Call 02380 770713 now for more information.

National Careers Service	Tel: 0800 100 900 Website: nationalcareersservice.direct.gov.uk
Access Southampton (Find Your Career)	Website: Access-southampton.co.uk
No Limits	Address: 13 High Street, Southampton, SO14 2DF Tel: 023 8022 4224 Website: www.nolimitshelp.org.uk
Childline	Tel: 0800 11 11 Website: www.childline.org.uk
Job Centre Plus	Address: St. Cross House, 18 Bernard Street, SO14 2HP Tel: 0845 604 3719 Website: www.gov.uk

Job Search Websites

Universal Job Match	http://jobseekers.direct.gov.uk
Daily Echo	http://www.dailyecho.co.uk/jobs/?ref=mnav
Reed	http://www.reed.co.uk/
Total Jobs	http://www.totaljobs.com/
NHS Jobs	http://www.jobs.nhs.uk/
Monster	http://www.monster.co.uk/
Everyjobsite	http://www.everyjobsite.co.uk
Jobsite	http://www.jobsite.co.uk/
Fish4Jobs	http://www.fish4.co.uk/jobs/
Indeed	www.indeed.co.uk/
CV Library	www.cv-library.co.uk/

Find your
career



... is designed to help you find a good career by providing the most current **local data** on wages, employment, job postings, and associated education and training.

LOOK

EXPLORE

APPLY

1.

Answer 6 brief questions and see which careers you are matched to

Explore information about that career -
Average wages – how many people are
employed in this area etc.

2.

3.

Check out current salaries –
is the career on the increase or decline?

Finally, look at the list of **LIVE, CURRENT**
vacancies and **APPLY**

4.

www.access-southampton.co.uk



Got a career idea?
Check it out **HERE!**

Find your
career



Do you need help getting online? Or maybe you know someone who needs extra support to get online?

With many services moving online including housing benefits, college and apprenticeship applications and even online shopping, it can be very daunting for people who don't know how to use computers and IT systems.

Southampton City Council have put together an [interactive IT map](#) which shows information about a wide range of IT facilities, training and free Wi-Fi that is available in Southampton to help support people to get online.

The map is designed to be used by advisers, family and friends or a user themselves to find the most appropriate IT training/facilities to suit them.

If you are aware of any other free training or online help we can add to the list, please contact tenant.involvement@southampton.gov.uk

More info from GOV.UK

School leaving age

You can leave school on the last Friday in June, as long as you'll have turned 16 by the end of that school year's summer holidays. However, you may need to stay in some form of education or training for longer.

www.gov.uk/know-when-you-can-leave-school

Get a replacement exam certificate

Contact an exam board to get a replacement exam certificate. You may need to prove your identity to get your certificate.

www.gov.uk/replacement-exam-certificate

What different qualification levels mean

There are 4 main frameworks that group all qualifications into the same levels from entry to level 8.

www.gov.uk/what-different-qualification-levels-mean

Careers helpline for teenagers

Information and advice about what career choices are available if you're a teenager in England.

www.gov.uk/careers-helpline-for-teenagers

Care to Learn

The Care to Learn scheme can help with [childcare costs](#) while you study.

www.gov.uk/care-to-learn



Want to improve your chances of finding work? See the T.E.E.M.

Training **E**ducation **E**mployment **M**otivation



We can help you with

- ✓ your job application forms
- ✓ job searching
- ✓ CV
- ✓ disclosure advice
- ✓ preparing for interviews
- ✓ gaining skills
- ✓ moving towards work
- ✓ volunteering

Day	T.E.E.M. work club locations	Time
Monday	Bitterne Library, IT room, SO18 5EG	10am-12pm
	Weston Library, 68 Weston Lane, SO19 9HH	1-3pm
Tuesday	Maybush Local Housing Office, 43-45 Irving Road, SO16 4EG	10am-12pm
Wednesday	Northam Community Centre, Kent Street SO14 5SP	10am-12pm
	Central Housing Office, 100F St Mary Street, SO14 1PE	1-3pm
Thursday	Central Library, Learning Centre, 1st floor, SO14 7LR	3-5pm

 @sotoncareers
  Southampton Housing Services

Francesca Prior, Tel 023 8091 7868
southampton.gov.uk/employmentsupport



03.17.27580

**NO
LiMiTs**

Helping Young People
Help Themselves

WORK CLUB

Looking for a job or advice and support in applying for
employment, education or training?

Every Thursday 2-4pm

13 High Street, Southampton SO14 2DF



- Internet access to job search
- Up to date details of jobs in and around Southampton
- Job hunting guidance - help with searching and applying for jobs and improving job applications
- 1:1 support with building and creating CVs
- 1:1 support with letter writing
- 1:1 support and tips on interview techniques and planning for an Interview
- Talk to us about training, apprenticeships, education and advice

www.nolimitshelp.org.uk

023 8022 4224

NOTES

The next bulletin will be on Thursday 12th October 2017