

RSC Weekly Bulletin



Vacancies

Vacancies are also available on our website: www.rscfortkinnaird.co.uk

Join us on social media for daily vacancy updates:



/RecruitmentSkillsCentreFortKinnaird



@RSCFortKinnaird

Beach Lane Social Club Portobello EH15 1HL

Cleaner

Hours: 15 per week

Wage: NMW

Cleaner required for 15 hours per week. Must be available Saturday/Sundays mornings- Flexible work pattern. Must have previous experience in cleaning.

Role will involve the cleaning of the main function suite. Rate meets National Minimum Wage Criteria.

CV to be sent to beachlanesc@yahoo.com

J.K.Thomson, Musselburgh

J.K.Thomson are looking to recruit permanent staff to work in their busy fish processing factory in Musselburgh

Applicants must have excellent timekeeping, attendance and attitude and able to work in a busy team environment. Our factory is (as you'd expect) a strictly controlled, hygienic production area, where attention to detail is required.

Production Operatives – 9 vacancies within various departments

Hours: 42½ hours per week

Wage: NMW during probationary period,

Shifts: Dayshift – Monday to Friday 6am-3pm & 7am-4pm – Nightshift – Monday to Friday 10pm – 7am

To apply, visit:

www.jkthomson.com/apply

Print off and complete the application form and send it to us together with your CV.

Alternatively, hand them in to the Recruitment & Skills Centre, 31 Fleming House, Fort Kinnaird Retail Park, Edinburgh, between the hours of 9am-5pm Monday-Friday

Beaverbrooks, Fort Kinnaird

Retail Sales Consultant

Fixed term until January 2018
Hours: 34 hours per week
Wage: £7.95 per hour plus bonuses
Flexibility required to work between the hours of 9am-10pm

To find out more and for details on how to apply, please visit:
<http://www.beaverbrooks.co.uk/careers/current-vacancies>

Primark, Fort Kinnaird

Retail Assistants – Night Shift

Permanent Contract
Hours: Flexible – TBC
Wage: TBC plus Nightshift Premium

Go on... apply now via:
<https://www.primark.com/en/careers/search-and-apply>
**** PLEASE TYPE IN FIRST BOX: fort kinnaird ****

Primark, Fort Kinnaird

Retail Assistant – Sales Floor

Permanent Contract
Wage: TBC
Hours: 20 hours per week

Go on... apply now via:
<https://www.primark.com/en/careers/search-and-apply>
**** PLEASE TYPE IN FIRST BOX: fort kinnaird ****

Card Factory, Fort Kinnaird

Sales Assistants

Hours: 4 to 20 hours per week hours, hours as and when required.
Wage: NMW
Age: 16+
Previous experience not essential as full training will be given however excellent customer service skills are key to the role. Flexibility also required to work between the store opening hours Mon to Fri 9am-8pm, Sat 9am to 6pm and Sun 10am to 6pm.
To apply please send your CV with a covering letter to: applications@rscfortkinnaird.co.uk

ODEON, Fort Kinnaird

Cinema Hosts

Salary: up to £7.20 per hour

Location: Fort Kinnaird

Position: Cinema Host

To apply, please follow the link: <https://www.jobtrain.co.uk/odeon5/displayjob.aspx?jobid=2717>

B&M, Newcraighall

Customer Service Assistants – Weekend

Wage: NMW/NLW

Hours: 9 hours per week, to work a Saturday shift 12noon – 9pm

Applicants must have excellent communication and customer service skills.

Previous experience in retail is preferred but not essential as training will be given if required.

B&M, Newcraighall

Cleaning Operative

Wage: NMW/NLW

Hours: 16 Hours per week, to work the following shift patterns (alternating weeks) :

Week 1: Monday 7-11, Tuesday 7-11, Wednesday 7-11, Saturday 7-11

Week 2: Sunday 8-12, Monday 7-11 , Thursday 7-11, Friday 7-11

Previous experience is preferred but not essential as training will be given to successful applicants.

To apply, please forward your CV together with a covering letter detailing which position you are interested in to: applications@rscfortkinnaird.co.uk

Spotless Commercial Cleaning, Musselburgh

Credit Controller

Wage: £12,500 per annum

Hours: 24 hours per week, flexible on days/hours worked but must be worked between 9am & 5pm

Job Description:

- Chasing payments by phone, letter or email
- Allocation of cash to accounts when paid
- Handling customer queries
- Production of aged debtor report
- Setting up new customer accounts
- Carrying out credit checks on customers

Requirements:

Must have a proven track record in Credit Control with minimum 2 years' experience

To apply, please forward your CV and covering letter detailing your suitability to:

applications@rscfortkinnaird.co.uk

Vets4Pets, Fort Kinnaird & Olive Bank

Receptionist

Competitive Salary plus benefits

Core Hours: 20 to 30 hours per week, split between our current Fort Kinnaird surgery and our brand new Musselburgh surgery due to open in Spring 2017.

The core hours consist of a mix of early and late shifts including 1 in 2 weekends. The surgery opens between 8.30am and 8.00pm Monday-Friday, 9.00am-6.00pm Saturdays, 10.00am-5.00pm Sunday and the practice has a flexible approach towards splitting the hours between 2 team members.

You must be able to provide additional cover during the holiday periods.

More information available on our website, [www.rscfortkinnaird.co.uk/vacancies](http://www.rscfortkinnaird.co.uk/vacancies**)

If you would like to be part of a hugely successful, progressive veterinary practice in Edinburgh please e-mail your CV with a covering letter to: fortkinnaird@vets4pets.com

Cobbs Cafe, within Martin & Frost near Fort Kinnaird

Kitchen Cook

Wage: NMW & NLW

Hours: 35 hours per week contract to potentially work up to 40 hours, 5/7 days

Full flexibility to work around the hours of:

Mon-Fri: 9am-5.30pm

Sat: 10am-5.30pm

Sun: 11am- 5.30pm

Applicants must be enthusiastic, capable of working within a busy team environment and have excellent customer service & communication skills.

Basic kitchen cookery skills & experience required, further training will be given where necessary.

In addition Barista experience would be an advantage as you could be required to multi task at times.

To apply, please forward your CV together with a covering letter to: applications@rscfortkinnaird.co.uk

Martin & Frost, near Fort Kinnaird

Part-Time Retail Assistant

Permanent Contract

Wage: NMW & NLW

Hours: 23 hours per week to work 5 out of 7 days, including weekends.

Full flexibility required to work the following shifts:

Mon:10am-2pm, Tues:12noon-6pm, Thurs:4pm-8pm, Fri:2pm-6pm, Sat OR Sun:12noon-6pm

Excellent Customer Service Skills, communication and personal presentation are essential to the role.

To apply, please forward your CV together with a covering letter to:

applications@rscfortkinnaird.co.uk

Experienced Chef required for a small holiday home in Gullane

Hours: 10 days on followed by 4 days off

Wage: Above NMW

Will be required to prepare Breakfast, Light Lunch and Evening Dinner and Sandwiches for Evenings.

Menu Preparation is Basic Meals.

Accommodation is available if required – The role will be 10 days on followed by 4 days off . Salary negotiable depending on experience. Role is temporary for 14 weeks from 30th May- 1st September 2017

To apply send your CV to eganella1233@aol.com

Breakfast- Food and Beverage Assistants

The Roxburghe Hotel, Edinburgh

Wage: TBA

Hours: Full Time, Part Time and Casual

For more information on these vacancies and details on how to apply, please head over to our website;
www.rscfortkinnaird.co.uk/vacancies

Marks and Spencer, Fort Kinnaird

Temporary Seasonal Vacancies

6 x Customer Service Assistant - Foods

Wage: TBC + staff discount

Hours: 16 hours per week, 4 out of 7 days, 4 hour shifts mainly starting at 6am.

2 x Customer Service Assistant - Customer Service Desk

Wage: TBC + staff discount

Hours: 16 hours per week, 4 out of 7 days, 4 hour shifts with various start times.

Applicants must have excellent communication and customer service skills and in addition be flexible to work extra hours as and when required.

All positions may have the potential for contracts to be extended beyond the 29th April 2017.

To apply, please go to:

<https://jobs.marksandspencer.com/search-jobs/edinburgh/1729-7610-8944-12937/1>

Currys PC World, Fort Kinnaird

Sales Advisors

Permanent Contract

Wage: Above NMW & NLW

Hours: 20 hours per week

Flexibility is required to work shifts around the store opening hours of:

Mon – Fri: 8.45am – 9.00pm

Sat & Sun: 8.45am – 6.15pm

Applicants must have excellent customer service & communication skills together with good personal presentation and enthusiasm for the role.

Previous experience is an advantage but not essential as full training will be given.

Duties will include: Sales, Merchandising and Stock Replenishment.

To apply, please forward your CV together with a covering letter detailing your availability to:
applications@rscfortkinnaird.co.uk

The Apex Hotel, Edinburgh
Modern Apprenticeship vacancies for Room Attendants

Wage: £7.00 per hour plus benefits
Full Time: up to 40 hours per week, various shift patterns are available

Modern Apprenticeship vacancies for Food & Beverage Assistants.

Wage: £7.00 per hour plus benefits
Full Time: 40 hours per week, various shifts, 5 from 7 days

Chef De Partie

Salary: £19,382 plus benefits
Full Time: 40 hours per week, 5 from 7 days
For more information on each of the above vacancies and details on how to apply, please head over to our website: www.rscfortkinnaird.co.uk/vacancies CLOSING DATE 5th APRIL 2017

The Range, Milton Link
Security Loss Prevention Officer

Wage: £8.00 per hour
Hours: 20 hours per week Must be flexible
Must have previous experience and SIA Licence. You will be responsible for the physical security of the store ensuring the safety of customers and colleagues whilst protecting company assets. ·
If interested to send your CV with a Covering Letter to applications@RSCfortkinnaird.co.uk

Bouygues Energies & Services FM looking for Maintenance Supervisor – Mechanical
Royal Hospital for Sick Children – Little France

Wage: Up to £34k – depending on experience and qualifications
Hours: Full Time

Maintenance Technician; Based at Royal Hospital for Sick Children – Little France

Wage: Up to £29k – depending on experience and qualifications
Hours: Full Time
For more info on each vacancy, please head over to our website: www.rscfortkinnaird.co.uk/vacancies

To apply please send your CV together with a covering letter telling us why you feel you are suitable to: Laura Greenway, HR Adviser, Bouygues E&S FM UK Limited, 1 Didsbury Point, Didsbury, Manchester, M20 2EY, email: contracting.recruitment@bouygues-es.co.uk
Closing Date: 31st March 2017

LAING O'ROURKE APPRENTICESHIP AND GRADUATE OPPORTUNITIES

The 2017 Apprentice and Graduate roles are now live and can be applied for directly via the Laing O'Rourke careers website at this link: www.laingorourke.com/careers

Information can be found relating to each job type in the relevant section of the page. To confirm, in 2017 the Edinburgh St James project will be recruiting:

Apprentice Positions:

3 Joinery Positions (specifically 1 Carpentry and Joinery, and 2 Formwork Carpentry)

3 General Construction Operative Positions

School and College Leaver Position:

1 Civil Engineer Position

Carphone Warehouse, Fort Kinnaird are looking to recruit a Part Time Sales Consultant. Permanent Contract

Hours: 15 hours per week with flexibility to work additional hours as and when required

Wage: £6.85 for under 21's, £7.22 for aged 21 or over

Technology is transforming the world in extraordinary ways. If you're passionate about the latest innovations, and about discovering how products can make a real difference to customers' lives, then you can be part of shaping that transformation here at Dixons Carphone.

You'll be working alongside people who love what they do and enjoy sharing their enthusiasm with everyone around them. You'll also have limitless opportunities to explore – whether that means building up new areas of expertise or taking your career in a different direction, potentially even with another brand in the wider Dixons Carphone group.

You'll also enjoy one of the best and broadest benefits packages in retail, which includes great discounts and even birthday surprises. <https://careers.dixonscarphone.com/job/sales-consultant-%E2%80%93-carphone-warehouse-edinburgh-kinnaird-dc-r1423>

TK Maxx are looking to recruit Part-Time Store Associates for their new store opening in Galashiels.

Our business is growing! The new store in Galashiels is due to open soon...
Fast pace and even faster progression!

Wage: £7.65 per hour

Contracts available: 8-24 hour contracts per week, over seven days between the hours of 7am-8pm (Flexibility in working hours is ideal)

Our Store Associates are true ambassadors for the business and are enthusiastic and proud to work with us. They are positive, confident and approachable, have a natural style when interacting with customers and are always willing to help out and work as part of a team to achieve business goals. They love the fact that no two days are the same; the pace is fast as we receive thousands of new products every week to create the treasure hunt experience that our customers love.

If you're proud of your past success but your future excites you most and you share our determination to think bolder and bigger, then we'll give you the freedom to take on challenges and the opportunity to develop so you can realise your potential.

So let us be a part of your future....Apply now via: <https://goo.gl/9TcNnt>

OUTFIT are looking for a talented Style Advisor to join their dynamic and fast paced team at Fort Kinnaird.

We are currently recruiting for a Style Advisor to join our Edinburgh Fort Kinnaird store, 36.5 hours per week with salary dependant on level of experience. You will also be expected to key hold and deputise for management therefore supervisory experience is essential.

OUTFIT, a successful part of Arcadia Group Limited, is a chain of out-of-town retail stores offering a wide selection of the best high-street fashion brands and latest trends all under one roof.

A Style Advisor must be passionate about fashion and a true style expert. They must have a strong knowledge of key trends for the season, advising on latest fashion looks and identifying where product is placed across the store. They will organise appointments, offer product knowledge, exceptional service and help customers find that perfect outfit for a special occasion or that must have item they have seen online. Always striving to be the best part of someone's day, they will also be responsible for networking with external businesses to promote OUTFIT, our brands and increase footfall to the store.

Please see the attached document for information on our expectations for Style Advisors at OUTFIT.

Style Advisor benefits on offer:

- 25% discount on Arcadia Brands
- Generous clothing allowance (up to 4 times per year)
- Team incentives including Company paid activities, social events and prizes for high performing stores
- 28 days holiday allowance for full time staff (including bank holidays)

If you have previous retail style experience and are interested in joining our team, we would love to hear from you!

To apply, please forward your CV and covering letter, detailing your suitability to:

applications@rscfortkinnaird.co.uk

Pizza Express, Fort Kinnaird
Assistant Manager

Pizza Express, Fort Kinnaird are looking for a Full-Time Assistant Manager. For more information on the vacancy, please head over to our website: www.rscfortkinnaird.co.uk

Alternatively, to apply, please visit the Pizza Express Website:

<https://isw.changeworknow.co.uk/pizzaexpress/vms/e/restaurants/positions/cwvsvbL29dGOcV0dzmt46>

Nando's, Straiton

Full-time Cashiers & Grillers

A Nanwhatnow? A Nandoca! That's what we call a member of our restaurant family. Those passionate team players who put their soul and magical powers into serving up enjoyable customer experiences. To join our family, we don't expect you to go to crazy lengths, just show that you're brimming with passion and ready to bring your personality to the table. Whether you want to make the customers feel warm and fuzzy before they've even tasted the Hot Sauce as a Host, deliver them everything they could wish for as a Cashier or keep them coming for more of that PERi-PERi goodness by grilling the best chicken in town as a Griller, we have the right role to suit your personality.

To find your second family and join us as a Nandoca, apply today.'

We require all applicants to either drop a CV into Fort Kinnaird RSC or email to the address below or drop a CV into the restaurant, with a cover letter which includes the days your available to work, how you would get to Nando's Straiton restaurant and as stated above are only looking for full timers.

We will telephone screen CV's, if successful they will go through to the next stage which will be a face to face interview, if successful they will go to the next stage which will be a 4-hour trial shift (They will not be paid for the trial shift however they will be feed).

In the first instance send your CV and cover letter to applications@rscfortkinnaird.co.uk

ABM, Fort Kinnaird

Enviro Team Cleaning Operative

ABM UK are looking to recruit two Operatives for their Team at Fort Kinnaird. For full details on each position please head over to our website, www.rscfortkinnaird.co.uk/vacancies

To apply, please send your CV and Cover Letter, to applications@rscfortkinnaird.co.uk

Five Guys, Fort Kinnaird

Crew Members

Hours: Full Time & Part Time hours available

Wage: £7.20 per hour plus Bonus Scheme

Age 18+

Five Guys are in town. We are looking for energetic and lively crew members to engage with our fanatics. Our award-winning burgers have been the talk on the streets since 1986. Not only is our food handmade daily, the quality of our product is above perfection. Our restaurants have an electric atmosphere filled with fanatical customers and also have the best taste in American rock music. Another thing that makes us special... Our staff love working for us.

If you are enthusiastic and have excellent customer service skills, be able to work well within a fast-paced team environment. Applicants need to be fully flexible to cover shift patterns between the hours of 6am-12 midnight. Previous experience an advantage but full training can be given. Must not have an allergy to Peanuts.

****Please note that on receipt of your CV being submitted, as part of the Recruitment process, you will receive a call for an initial Telephone Interview****

To apply, please forward your CV and covering letter to applications@rscfortkinnaird.co.uk.

Employability and Beyond!

Cyrenians

You are invited to join this Cyrenians Breakfast Conversation



**24th April 8.00– 10.00 am at Norton Park Conference
Centre, Albion Road, Edinburgh EH7 5QY**

Starting our conversation will be personal stories from people who have journeyed with Cyrenians, followed by a response from Phil Ford from SDS, sharing his experiences of employability and the labour market and inspiring a wider conversation amongst those of us in attendance.

We will discuss what we have heard and what messages that has for all of us, and for the programmes we deliver.

**We hope you can join us to share food and inspiration
RSVP Cyrenians: brianpatterson@cyrenians.scot**

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SMILE CREATORS
AND NEW
CHALLENGE
SEEKERS**

**OUR NEW STORE
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Now recruiting
Store Associates.
Please apply online
[www.tjxeurope.com/
careers](http://www.tjxeurope.com/careers)

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**complete
protection
consultants**

Complete Protection Consultants (CPC) are urgently looking to fill Security and Stewarding Vacancies.

CPC are looking for Security and Stewarding staff to cover events held all year round at a variety of venues throughout Scotland and the UK.

Please note: This will not involve Public House Entrance Security.

Ages: 18+

Wages: £8.00 per hour

Shifts: Midweek/Evening/Weekend

SIA license not required as full training will be given to both male and female applicants

To find out more and book your interview slot call David on 0131 516 2065.

Introduction

The Airport Recruitment Centre (ARC) is a service offered through Edinburgh's Jobs Strategy partnership with the organisations involved including Capital City Partnership, City of Edinburgh Council, Cyrenians, Department of Work and Pensions and WEACTION, Edinburgh College's employability project.

Support for Employers

'The Airport Recruitment Centre (ARC) is a Free Recruitment Service based at Edinburgh Airport to support employers at the Airport and the surrounding area with their Recruitment and Training needs'.

The services on offer include:

- Vacancy Advertising and Servicing of vacancies
- Access to Job-Ready Candidates
- Facilities for interviews or meetings
- Issuing and sifting application forms/CVs
- Preparing interview schedules
- Work Experience placements
- In-Work Training

Support for Jobseekers

We understand the challenges of looking for work and strive to support jobseekers in whatever way we can. Our services include:

- Signposting current vacancies throughout Edinburgh
- Support creating and updating CVs
- Support completing application forms
- Access to employment and information events
- Pre-recruitment training opportunities
- Information on access to employability training & support
- Work Experience

Contact Points



www.arcedinburgh.co.uk



Arc Edinburgh



@ARC_Edinburgh



enquiries@arcedinburgh.co.uk



0131 348 4290

Talent Bank

Looking for work? Submitting countless applications, but to no avail? Frustrated with job searching? Bills to pay?

The talent bank is a service that will provide you with tailored and relevant advice that goes hand in hand with your own job requirements.

Some of the advantages of signing up include:

- Specified job alerts, complete with full details on how to apply and a 'Talent Bank Recommendation' where possible
- A full CV critique, with amendments aimed at turning your CV into the most effective selling tool it can possibly be
- Help with creating a recyclable Covering Letter that will go hand in hand with your CV
- One to one interview advice, should you need it. This could be help with preparation, dealing with feedback or mock interviews
- Assistance with filling out application forms, whether that be in paper format or online
- Mentoring service – we will be on hand to answer any questions you may have related to your own case

Submit your CV and Talent Bank registration form, which is downloadable from our website, to the email address below. Upon receipt, we will contact you to make an appointment for a brief chat about your case and how we will progress.

Alternatively, give us a call on the number below and we will be happy to answer any further questions.

Web: rscfortkinnaird.co.uk/talent-bank
Email: talentbank@rscfortkinnaird.co.uk
Call: 0131 657 2674

In-Work Support Service

Our In-Work Support Service provides support for people who have recently taken on new employment, having previously claimed a benefit and who may need assistance to stay in their job.

Some of the support options this service offers include:

- Coaching (face to face or telephone)
- Further job search support for those securing temporary or part time jobs
- 'Better off' calculations and budgeting advice
- Access to further training opportunities
- Potential funding for those needing financial support in the first month of employment (if no access through DWP)
- Mediation between the new member of staff and employer if needed
- Specialist referrals – self-employment, housing support and debt management

If you are interested in this service, please ask your advisor to complete the referral form and send it back to kelly.thacker@rscfortkinnaird.co.uk or please call 0131 657 2674 if you have any queries regarding the project.

RSC Training Courses

Course	Total Cost Per Employee	Contact Hours	Maximum Delegates	Total Cost
Emergency First Aid at Work	£50	6 hours	12	£600
First Aid at Work 3 Day	£100	18 hours	12	£1200
First Aid at Work Re-Qualification	£80	12 hours	12	£960
First Aid Refresher Training	£40	3 hours	12	£480
Fire Awareness	£50	4 hours	12	£600
Fire Warden / Marshall	£70	6 hours	12	£840
Manual Handling Awareness	£50	4 hours	12	£600
Manual Handling in Care Homes	£70	4 hours	8	£560
Manual Handling Instructor	£150	12 hours	8	£1200
Elementary Food Hygiene	£78	6 hours	10	£780
Health & Safety Awareness	£30	2 hours	16	£480

Room Hire

Here at the Recruitment and Skills Centre, we try our best to provide as much help as possible when it comes to finding people work.

However, this isn't the only string to our bow...

If you've visited us before, you will know that we have 3 multi-purpose training rooms available for use.

Whether that be for Recruitment Days, Interviews, Meetings, Training Courses – the possibilities are endless!

We also offer First Aid Courses that come complete with lunches and complimentary refreshments, so if you are looking to get your staff trained up on this kind of thing, then why not get in touch?

We are quite happy to discuss any method of room hire with anyone and be as flexible as we can. So, if you think there is something we could help you with, then contact us on 0131 657 2674 or e-mail us at enquiries@rscfortkinnaird.co.uk for more details.

Contact Us

Recruitment and Skills Centre,
31 Fleming House,
Fort Kinnaird Retail Park,
Edinburgh,
EH15 3RD

Web: rscfortkinnaird.co.uk/find-us
Email: applications@rscfortkinnaird.co.uk
Call: 0131 657 2674



/RecruitmentSkillsCentreFortKinnaird



@RSCFortKinnaird

