



## Employment and Training Opportunities Latest Vacancies

*Phone any of these Oxfordshire Hubs for more details:*

<b>Abingdon:</b>	<b>0845 6029279/01865328400</b>
<b>Banbury:</b>	<b>0845 6029288/01865 328440</b>
<b>Bicester:</b>	<b>0845 6029298/01865 328470</b>
<b>Didcot:</b>	<b>0845 6029299/01865 328480</b>
<b>East Oxford:</b>	<b>0845 6029315/01865 328490</b>
<b>Littlemore:</b>	<b>0845 6416424/01865 816202</b>
<b>Witney:</b>	<b>0845 6029284/01865 328730</b>

### REMEMBER!

To help us find the details that you want, tell us the  
Opportunity

Ref. No. when you phone. Or search on line at

**www.oxme.info/opportunities**

*Is this last week's list? You can download the most up-to-date versions  
at:*

*[http://oxcentric.oxme.info/cms/content/opportunities-lists-and-  
vacancy-bulletins](http://oxcentric.oxme.info/cms/content/opportunities-lists-and-vacancy-bulletins)*

*Young people can chat about opportunities online at  
<http://oxcentric.oxme.info/cms/content/web-chat>*

Location & Ref No	Opportunity	Description	Other Information	Salary	Contact Details
Kidlington Ref: 14227373	Bricklaying Course	Left school with nothing to do? Like working with your hands?	Get a head start! Start a 13 week bricklaying course today and get a £50 bonus at the end.		ACE Training (Learning Provider) Tel: 07435 784324 01865 370040 E- Mail/Web site: colin@a-c-e- training.com www.a- c-e-training.com
Cowley, Oxford Ref: 14227379	Youth Music Leader/Worker	You will lead the Ark T Youth Music Project, for 12-19 year olds and develop it over the next 2 years.		£14-16 per hour (Leader) £12-14 per hour (Worker) <b>Closing date: Wednesday 23 May at 12 noon</b>	Ark T Centre Tel: 01865 396 778 / 07796 175 492 E- Mail/Web site: www.ark-t.org / arktdevelopment@gm ail.com
Chinnor Ref: 14227380	Inventory Clerk Apprentice	Duties: complete all inventories issued by diary using a dictaphone, manage diaries, complete all check-outs & check- ins- carried out to company set standard, answer the phone & deal with queries both via email & telephone, transfer details to the office system and more	NVQ training will be provided	£120.00 per week Closing date: 30 June 2012	ATG Tel: 01296 737804 07872 604385 E- Mail/Web site: www.atg- training.co.uk a.gates@atg- training.co.uk

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Witney Ref: 14227354	Goods In Apprentice	The goods in apprentice is responsible to the Siemens goods in supervisor to assist with the safe handling goods passing through the customer factory. Safe loading and unloading of vehicles; Checking paperwork; Report all discrepancies and delivering items safely.	Full training will be given	£160.00 per week Closing date: 30/06/12	ATG Tel: 0845 894 9530 E-Mail/Web site: www.atg-training.co.uk future@atg-training.co.uk
Oxford - Blackbird Leys Campus Ref: 14227369	Motor Vehicle Apprentices	For the attention of Banbury students. There are lots of benefits when you bring your trade to Oxford & Cherwell Valley College. It's rewarding work and you will be using your excellent vocational skills to inspire our students to succeed.	You will received support with achieving your qualifications (Apprenticeship qualifications) and ambitions.	£96.20 per week. Regular pay Closing date: 21st May 2012	Banbury Guardian Tel: E-Mail/Web site: http://www.jobstoday.co.uk/
Oxford - Blackbird Leys Campus Ref: 14227368	Plumbing Apprentices	For the attention of Banbury students. There are lots of benefits when you bring your trade to Oxford & Cherwell Valley College. It's rewarding work and you will be using your excellent vocational skills to inspire our students to succeed.	You will received support with achieving your qualifications (Apprenticeship qualifications) and ambitions.	£96.20 per week. Regular pay Closing date: 21st May 2012	Banbury Guardian Tel: E-Mail/Web site: http://www.jobstoday.co.uk/

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Oxford - Blackbird Leys Campus Ref: 14227367	Wood Trades Apprentices	For the attention of Banbury students. There are lots of benefits when you bring your trade to Oxford & Cherwell Valley College. It's rewarding work and you will be using your excellent vocational skills to inspire our students to succeed.	You will received support with achieving your qualifications (Apprenticeship qualifications) and ambitions.	£96.20 per week. Regular pay <b>Closing date: 21 May 2012</b>	Banbury Guardian Tel: E-Mail/Web site: <a href="http://www.jobstoday.co.uk/">http://www.jobstoday.co.uk/</a>
Oxford Ref: 14227378	Sales Support Administrator	You will manage requests through liaising with brokers, customers & sales managers, create contract offers, establish an initial credit check for all potential businesses, create prices by populating pricing tools, process and manage site addition contracts, & much more		Up to £18,500 per year (experience related) + Bonus and Benefits	British Gas Tel: 01865 816231 E-Mail/Web site: <a href="http://www.oxfordshire.gov.uk">www.oxfordshire.gov.uk</a>
Oxford Ref: 14227358	Customer Service Advanced Apprenticeship	British Gas are currently seeking 15 apprentices! You will become involved with direct communication to our customers by Phone/ E-mail & other technologies that are introduced. You will have the opportunity at the end of the 2 year programme to secure a full time position	You will achieve a Level 3 Advanced Apprenticeship and be required to complete the Duke of Edinburgh Gold Award.	Starting salary of £12,000 Closing date 31 May 2012	British Gas Tel: 01865 816231 E-Mail/Web site: <a href="http://www.oxfordshire.gov.uk">www.oxfordshire.gov.uk</a>
Thame Ref: 14227370	Weekend Housekeeper	Housekeeper required to carry out cleaning duties and assist with a food service to the ward patients, every or alternate weekends.		£13,903 to £14,614 pro rata <b>Closing date: 25 May 2012</b>	Buckinghamshire Healthcare NHS Trust Tel: E-Mail/Web site: <a href="http://www.jobs.nhs.uk">www.jobs.nhs.uk</a>

Location & Ref No	Opportunity	Description	Other Information	Salary	Contact Details
Henley on Thames Ref: 14227356	Copier Technician Trainee	Provide tailor-made print/copy/scan solutions within the Education Sector throughout the Home Counties. You must have a hands on approach and enjoy getting 'stuck in', having enjoyed assembling and dis-assembling equipment previously.	In house and manufacturer provided copier training. Workshop and field based training. You will be offered a company vehicle and mobile phone having gained a longer proposition.	Meets National Standards.	IBS Office Solutions Tel: 01491 411996 E-Mail/Web site: www.ibs-uk.net
Banbury Ref: 14227366	Business Admin./Engineering Apprenticeship	Working for a local Engineering manufacturing company you will firstly work towards a Business Admin Apprenticeship and learn about products and gain Engineering/Electronic qualifications enabling you to manage your client list and fault find with products.	Most of your training will be directly linked to the career you have chosen, gaining practical experience in the Apprenticeship and Engineering/Electronic qualifications also. Two weekly assesments.	£100 per week plus travel expenses	Job Centre (Banbury & Bicester Tel: 0845 6060 234 E-Mail/Web site: http://jobseekers.direct.gov.uk
Banbury Ref: 14227365	Bikehut Mechanic	You will demonstrate that customers are your number one priority, deliver a quality and timely cycle build and repair service, right first time. Whatever your experience you should have a friendly, approachable personality, with a 'can do' attitude.	Applicants must be Qualified or have the ability to achieve the Halfords BCA qualification,	Closing Date 29th May 2012	Job Centre (Banbury & Bicester Tel: 0845 6060 234 E-Mail/Web site: http://jobseekers.direct.gov.uk
Oxford Ref: 14227375	Warehouse Operative	This is a temporary position. Duties include receiving and unloading inbound goods. Picking items from set locations within a large warehouse both manually and electronically.		£6.50-£7.50 per hour	Job Centre (Oxford) Tel: 0845 6060234 E-Mail/Web site: www.jobcentreplus.gov.uk

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Oxford Ref: 14227374	General Trainee	You will help all aspects of printing, mounting and finishing.	Full training will be given.	£14,000 - £15,000 per year	Job Centre (Oxford) Tel: 0845 6060234 E-Mail/Web site: www.jobcentreplus.gov.uk
Great Milton Ref: 14227355	Catering Assistant - Casual	The role involves running the staff restaurant and maintaining standards of hygiene, cleanliness and health and safety at all times in the staff canteen.	In house training.	Meets National Minimum Wage	Job Centre (Oxford) Tel: 0845 6060234 E-Mail/Web site: www.jobcentreplus.gov.uk
Kidlington Ref: 14227352	Product Advisor Apprenticeship	You will be the first point of contact, meeting and greeting customers & filtering requests, so they get the best possible attention, there will often be more than one customer to handle at once.	Customer Service NVQ Level 2, Technical Certificate, Functional Skills Maths & English. Volkswagen residential week at Milton Keynes National Learning Centre on the 16 July 2012. Start work Monday 23 July	Apprenticeship wage of £2.60 per hour Closing date: 13 July 2012	Learning Skills Partnership Tel: 01482 338844 / 07432840521 E-Mail/Web site: employersolutions@learningskillspartnership.com
Blackbird Leys Ref: 14227361	Motor Vehicle Apprentice	You will carry out motor vehicle technician and maintenance duties, implement Health and Safety risk assessments and ensure safe working practices	You'll get full training, plus the chance to gain vocational qualifications.	£96.20 per week Closing date: 21 May 2012	OCV Coll (Oxpens) Tel: 01865 551015 E-Mail/Web site: employer-enquiries@ocvc.ac.uk www.ocvc.ac.uk

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Blackbird Leys Ref: 14227360	Wood Trades Apprentice	You will carry out wood technician and maintenance duties, implement Health and Safety risk assessments and ensure safe working practices.	You'll get full training, plus the chance to gain vocational qualifications.	£96.20 per week Closing date: 21 May 2012	OCV Coll (Oxpens) Tel: 01865 551015 E-Mail/Web site: employer-enquiries@ocvc.ac.uk www.ocvc.ac.uk
Blackbird Leys Ref: 14227359	Plumbing and Gas Apprentice	You will carry out plumbing and gas technician and maintenance duties, implement Health and Safety risk assessments and ensure safe working practices.	You'll get full training, plus the chance to gain vocational qualifications.	£96.20 per week Closing date 21 May 2012	OCV Coll (Oxpens) Tel: 01865 551015 E-Mail/Web site: employer-enquiries@ocvc.ac.uk www.ocvc.ac.uk
Abingdon Ref: 14227357	IT Support Services Administrator	First line diagnostics of basic software & hardware issues, including network printing, telephone/service desk support to internal & external customers, service desk incident logging, follow up and resolution, installation of computer hardware & other related tasks		Meets National Minimum Wage	Orchid Cellmark Ltd Tel: 01235 528609 E-Mail/Web site: topjobs@cellmark.co.uk
Around Oxfordshire Ref: 14227372	Hospital Fundraising - League of Friends	The League of Friends supports the work of the hospitals in the Trust. It provides equipment and comforts to patients and staff through the income raised by volunteers. Volunteers run cafeterias and tea bars for patients, visitors and staff	Training will be given	Assistance is given towards travel expenses. On-going	Oxford Radcliffe Hospitals Nhs Trust Tel: 01865 220140 E-Mail/Web site: orh.volunteers@orh.nhs.uk www.oxfordradcliffe.nhs.uk

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Witney Ref: 14227363	Business Administration Apprentice	Daily Routine will include: Answering telephone for a variety of clients, filing, data processing, assisting with event organisation, banking, assisting customer & client with queries, use of Outlook, Word, Excel, PowerPoint, In House Intranet systems & other related tasks.	Business and Administration NVO 2, Technical Certificate, Literacy and Numeracy level 1 (if applicable)	£84 per week Closing date: 27 May 2012	Oxfordshire County Council - Adult Learning Tel: 01865 797424 07768 121621 E-Mail/Web site: www.oxfordshire.gov.uk/adultlearning
Bicester, Banbury & Kidlington Ref: 14227371	Support Worker Band 2	As a Support Worker you would provide the necessary support to enable people with a learning disability who live in the community to make their own choice about how they live their lives. This will include supporting them in their own homes and support in activities.	All new starters will receive comprehensive training and will be supported by the Trust in undertaking a level 2 Health and Social Care Diploma or a Health and Social Care level 2 apprenticeship.	£14,153 to £17,253 per annum, pro rata Closing date: 22 May 2012	Oxfordshire Learning Disability Trust Tel: (01865) 228127 E-Mail/Web site: www.jobs.nhs.uk/Recruitment.Admin@ridgeway.nhs.uk
Oxford Ref: 14227376	Catering Assistant (Wash-Up)	The cleaning of food service equipment, food service and dining areas and other front and back of house areas to the standard required by the College.		£6.68 per hour Closing date: 21 May 2012	Pembroke College Tel: 01865 276422 E-Mail/Web site: jane.richmond@pmb.ox.ac.uk /www.pmb.ox.ac.uk