



Employment and Training Opportunities South Area

Phone any of these Oxfordshire Hubs for more details:

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

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>

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

Location & Ref No	Opportunity	Description	Other Information	Salary	Contact Details
Abingdon and surrounding villages. Ref: 14223831	Carers	You will provide care and support to clients in their own home by living in or through daily visits. Duties determined by the client might include shopping, household chores, help get up, wash and dress, prepare meals, accompany the client on social outings or holidays.	Ongoing training will be given-Safe handling of people and loads, Food Hygiene, Infection Control, First Aid, Health & Safety. Apprenticeships and NVQ's qualifications to further your career in Care.	Exceeds National Minimum Wage - enhanced rates for weekend work. Must be over 18 yrs (Genuine Occupational	Amber Health Care Tel: 01235 531616 E-Mail/Web site: yr@amberhealthcare.co.uk / www.amberhealthcare.co.uk
Kingston Bagpuize Ref: 14226546	Printing Apprenticeship	You will learn how to operate a digital and large format printing machine. Large format is display and exhibition material. Later you will train in the Print Finishing Department, finishing booklets, book maker or guillotine including mounts.	You will be working towards an Advanced Apprenticeship which is 3 years.	Apprenticeship Training wage £2.60 from 1st October 2011.	Artisan Litho Tel: 01865 820088 E-Mail/Web site: www.artisanlitho.co.uk Daren@artisanlitho.co.uk
Thame Ref: 14227137	Engineering Apprentice	You will use and maintain a variety of labeling machines, produce machined components, assemble and test electrical panels and components, produce technical drawings using Computer Aided Design software (AutoCAD)	NVQ Level 2 in Engineering provided & delivered in the work place. There is the possibility of progressing onto an Advanced Apprenticeship in Engineering. This will be discussed upon completion of NVQ 2	£192 per week (Annual pay reviews will take place) Closing date: 20 May 2012	ATG Tel: 01296 737804 07872 604385 E-Mail/Web site: www.atg-training.co.uk a.gates@atg-training.co.uk

Location & Ref No	Opportunity	Description	Other Information	Salary	Contact Details
Oxfordshire Ref: 14227004	Banking - School Leaver Programme	You will study full time for the first year at University for a BA (Hons) in Management and Leadership then and be work based for years 2 and 3 but be employed by Barclays from day one. You'll also receive support from a range of tutors and academic mentors.	This is a three year BA (Hons) Business Management (Retail Banking) degree. You will be spending your first year studying full-time in Nottingham with work placements in year 2 and 3.	£12,665 plus University fees will be paid by Barclays.	Barclays Online Tel: E-Mail/Web site: http://www.seemore-bemore.co.uk/school-leaver-programme/
Faringdon, Baulking Ref: 14222848	Horse Care Apprenticeship	Full or Part time trainees are required by a British Horse Society (BHS) Approved Equestrian Centre. Training offered for NVQ and BHS examinations in a variety of learning opportunities including Stud work, Competition horses and backing and training youngsters.	Full training and support is given to develop your career and achieve recognised qualifications. Accommodation may be available.	Training Allowance No closing date as they always require staff.	Baulking Grange Tel: 0795 643 3003 E-Mail/Web site:
Steventon, Abingdon Ref: 14226996	Childcare Practitioners	You will join a small and dedicated, very special team of Childcare specialists who deliver exacting standards in running an outstanding 28 place Nursery and Pre-school facility.		Meets National Minimum Wage	Beanstalk Nursery Tel: 01235 821651 E-Mail/Web site: www.beanstalknursery.co.uk / info@beanstalknursery.co.uk
Abingdon and surrounds Ref: 14226902	Carer	Must have own transport, or access to, due to job duties. Duties primarily include providing all aspects of care to people within their own homes, including personal care and other associated tasks as required.	Free training leading to NVQ qualifications, 28 days paid holiday pro rata, full mileage allowance and free uniform.	£8.40-£9.70 per hour 18+	Caretree Tel: 01235 854008 E-Mail/Web site: careers@caretree.co.uk

Location & Ref No	Opportunity	Description	Other Information	Salary	Contact Details
Faringdon Ref: 14227098	Casual Receptionists	We are currently looking for well presented and professional Receptionists to join our Front of House team. You will be literate and numerate and had previous cash handling experience and enjoy working with the public	In house training will be given in company policies and procedures.	Meets National Standards	Faringdon Leisure Centre Tel: E-Mail/Web site: acurtis@soll-leisure.co.uk
Henley-on-Thames Ref: 14226774	Customer Support & Telesales	Understand customer's needs, be able to sell over the telephone, respond to telephone sales enquiries, Manage time well, liase with existing customer and identify additional requirements. Adhere to health and safety policy.	Attend training and develop relevant knowledge, techniques and skills as required.	£6.00 per hour, with 3 months probationary period	Fidelity Group Tel: 0800 840 6800 E-Mail/Web site: www.fidelity-group.co.uk / carolyn@fidelity-group.co.uk
Newbury Ref: 14227111	Sales Adviser Apprenticeship	Helping to ensure that the store environment, stock rooms & team rooms are clean & that Health and Safety standards are met. Receiving deliveries of stock & ensure that they items are prepared appropriately for the shop-floor and any other duties reasonably required	Apprenticeship NVO training in Retail will be provided	Apprenticeship Training Wage applies	First4Skills Tel: 07943 877270 E- Mail/Web site: jonathan.faithfull@first4skills.com / www.first4skills.com

Location & Ref No	Opportunity	Description	Other Information	Salary	Contact Details
High Wycombe Ref: 14227110	Sales Adviser Apprenticeship	Helping to ensure that the store environment, stock rooms & team rooms are clean & that Health and Safety standards are met. Receiving deliveries of stock & ensure that they items are prepared appropriately for the shop-floor and any other duties reasonably required	Apprenticeship NVQ training in Retail will be provided	Apprenticeship Training Wage applies	First4Skills Tel: 07943 877270 E-Mail/Web site: jonathan.faithfull@first4skills.com / www.first4skills.com
Thame Ref: 14227008	Hairdressing Apprenticeship	Duties include working in salon, shampooing, learning about basic styling, assisting with maintenance and running of the salon, assisting stylists, whilst working toward your NVQ	NVQ level 2 and foundation modern apprenticeship and functional skills at level 1. (level of course depends on ability and salon and candidate requirements.	Minimum of £2.60 per hour, from £78 - £104 per week or more	Introtrain Tel: 01865 793196/ 07825972666 E-Mail/Web site: www.introtrain.com training.consultants@introtrain.com
Thame Ref: 14227007	Hairdressing Apprenticeship	Duties include working in salon, shampooing, learning about basic styling, assisting with maintenance and running of the salon, assisting stylists, whilst working toward your NVQ	Apprenticeship - NVQ level 2, technical certificate and functional skills at level 1 English and Maths. (level of course depends on ability and salon and candidate requirements.	Minimum of £2.60 per hour, from £78 - £104 per week or more	Introtrain Tel: 01865 793196/ 07825972666 E-Mail/Web site: www.introtrain.com training.consultants@introtrain.com

Location & Ref No	Opportunity	Description	Other Information	Salary	Contact Details
Thame Ref: 14227006	Hairdressing Apprentice	Duties include working in salon, shampooing, learning about basic styling, assisting with maintenance and running of the salon, assisting stylists, whilst working toward your NVQ	Apprenticeship - NVQ level 2, technical certificate and functional skills at level 1 English and Maths. (level of course depends on ability and salon and candidate requirements.	Minimum of £2.60 per hour, from £78 - £104 per week or more	Introtrain Tel: 01865 793196/ 07825972666 E- Mail/Web site: www.introtrain.com training.consultants@ introtrain.com
Watlington Ref: 14226644	Hairdressing Apprenticeship	Duties include working in salon, shampooing, learning about basic styling, assisting with maintenance and running of the salon, assisting stylists, whilst working toward your NVQ	Apprenticeship - NVQ level 2, technical certificate and functional skills at level 1 English and Maths. (level of course depends on ability and salon and candidate requirements.	Minimum of £2.60 per hour, from £78 - £104 per week or more	Introtrain Tel: 01865 793196/ 07825972666 E- Mail/Web site: www.introtrain.com training.consultants@ introtrain.com
Bicester Ref: 14227152	Waiting Staff	Duties include: Serving customers, to undertake serving of lunch and dinners, depending on shift, waiting on and resetting tables. You should like to interact with the general public, and be presentable for this customer facing role, and flexible to meet business needs	Experience preferred but not essential as full training will provided.	Meets National Minimum Wage	Job Centre (Banbury & Bicester Tel: 0845 6060 234 E- Mail/Web site: http://jobseekers.direct.gov.uk

Location & Ref No	Opportunity	Description	Other Information	Salary	Contact Details
Milton Park, Abingdon Ref: 14227140	Nursery Nurse Level 2	The key area of responsibility for a L2 Nursery Nurse includes but not limited to; provide appropriate care & supervision of the children at all times, promote a happy & welcoming atmosphere for children, parents, staff & visitors & be responsible for a group of children.		Meets National Minimum Wage	Kids Unlimited (Head Office) Tel: 0845 365 2900 E-Mail/Web site: enquiries@kidsunlimited.co.uk www.kidsunlimited.co.uk
Abingdon, Fairacres Ref: 14225966	Administrator	You will be office based supporting the Office Manager with day to day tasks including co-ordinating receipts, recording details and taking basic instructions over the telephone.	NVQ/Apprenticeship training available to the right person	£6 - £8 per hour, depending on experience	Live Oxford Tel: 01865 361435 / 07896 843475 E-Mail/Web site: www.liveoxford.com / richard@liveoxford.com
Headington, Oxford Centre, Benson, Didcot Ref: 14227086	Customer Care Assistant	You'll deal with customers and make sure everything runs as it should in the customer areas. Activities include making children feel welcome, handing out balloons, looking after customers' specific needs, keeping high standards of cleanliness in the dining area and toilet	You'll need to be confident in approaching and dealing with diverse groups of people. Friendly, courteous and helpful behaviour will come naturally to you and you'll work well as part of a team.	National Minimum Wage minimum	McDonalds (Abingdon) Tel: E-Mail/Web site: http://jobs.mcdonalds.co.uk/UK/

Location & Ref No	Opportunity	Description	Other Information	Salary	Contact Details
South of Oxfordshire Ref: 14226065	Carers	You will provide care and support for elderly and frail people and those with short term medical conditions or chronic medical conditions, dementia and Alzheimer's disease, providing supportive or respite assistance for people with physical and mental disabilities.	You will be fully trained	National Minimum Wage - more information on application 18 years. This is a Genuine Occupational Requirement	Mumbys Tel: 01865 391 187 E-Mail/Web site: Recruitment@Mumbys.com
Countywide - Didcot Ref: 14225914	Engineering Training Programme	This is a 'core' programme which involves academic study leading towards a Foundation Degree in engineering. While studying, you will gain experience on live projects so that you will be ready to start work on large complex engineering challenges.	National Grid has created the programme to 'grow their own' engineers in conjunction with Aston University. See website for lots more information.	£14,500 + benefits (rising to £23,715 on completion of the programme)	National Grid Tel: 01189 363124 E-Mail/Web site: sue.stewart@uk.ngrid.com
Amersham Ref: 14227239	Fitness Instructor	Responsibilities include retention through interaction with customers, selling memberships and the maintenance and cleaning of equipment. A First Aid at Work qualification and experience within the Fitness Industry are desirable.	Training in company policies and procedures given.	£14,338 - £18,107 per year	Nexus Community Tel: 0845 5435 539 E-Mail/Web site: www.nexuscommunity.org joinourteam@nexuscommunity.org

Location & Ref No	Opportunity	Description	Other Information	Salary	Contact Details
Wallingford Ref: 14227016	Day Hospital Clerk	You will work as an effective member of the Day Hospital team and provide a comprehensive clerical service to that team, alongside this you will also oversee our Hospital Volunteers and Work Experience students.		£13,903 to £17,003 per annum	Oxford Health NHS Foundation Trust Tel: 01865 738691 E-Mail/Web site: www.jobs.nhs.uk
South East of England Ref: 14223232	HEADstart Programme (Accountancy)	This programmes offer an alternative to a traditional degree. These opportunities are well suited to people who have already decided to have a career in accountancy or finance or may already be out in the workforce	Study with the Association of Certified Chartered Accountants (ACCA) to become a Chartered Certified Accountant or a Chartered Tax Adviser.	Exceeds the National Minimum Wage	Price Waterhouse Coopers Tel: E-Mail/Web site: www.pwc.com/uk/careers/
Didcot Ref: 14227208	Mystery Shopper	Our aim is to provide pub and supermarket groups with a service to check their cashiers/bar staff are checking young people for ID when selling age restricted products. We need young adults to visit the premises and report back to us.	Training will be given	From £7-£12 a visit plus travel expenses 18-19 years	Serve Legal Tel: 020 7091 1080 E-Mail/Web site: info@servelegal.co.uk www.servelegal.co.uk
Wallingford Ref: 14227002	Gents Hairdressing Apprentice	Learn all aspects of Gentleman's Hairdressing. Assist the customers and work in a small team.	Full training provided in-house and through training provider.	£95.00 per week training allowance	Thames Salon Tel: 01491 837124 E-Mail/Web site: www.thamessalon.com / roy@thamessalon.com

Location & Ref No	Opportunity	Description	Other Information	Salary	Contact Details
Abingdon Ref: 14227092	Business Administration Apprentice	Identify and pursue potential sales opportunities, make telephone sales calls to existing and potential new clients, achieve call targets and sales goals, maintain accurate sales records, take details of clients requirements, deal with enquiries and maintain records.	You will be training and studying towards a Business & Administration NVQ Level 2	£100 per week	The Best Connection Employment Group Tel: 07947 720451 E-Mail/Web site: harjeev.uppal@keytraining.co.uk
Steventon, Near Abingdon Ref: 14226987	Student Weekend Farmer's Market Assistant	Duties to include setting up Farmer's Markets and Events (awnings, tables, bread display), doing tasters and providing general support. You will not be required every Saturday and Sunday. (You will need your own transport (bike, car, scooter) to get to & from Steventon)	On the job training will be provided. You may be required late afternoon for 2 hours one day during the week each week.	Meets National Minimum Wage.	The Old Farmhouse Bakery Tel: 01235 831253 E-Mail/Web site: oldfarmhousebakery@bythefarm.co.uk
Steventon, Near Abingdon Ref: 14226755	Assistant Baker	Duties will include cleaning the bakery and machinery plus assisting the bakers in any duties involved with the preparation, making and baking of bread. Other hours will be confirmed week by week and will include both night and day work.	On the job training provided	Meets National Minimum Wage	The Old Farmhouse Bakery Tel: 01235 831253 E-Mail/Web site: oldfarmhousebakery@bythefarm.co.uk

Location & Ref No	Opportunity	Description	Other Information	Salary	Contact Details
Abingdon Ref: 14227158	Administration Assistant	You will assist both the administration team & the finance department; matching Purchase orders to delivery tickets, checking Vehicle tracking reports, coordinating purchase ledger paperwork, filing and general assistance throughout the office for all the team		£12,500 per annum Position initially 3 months with a view to being permanent.	White Horse Contractors Tel: 01865 736 272 E-Mail/Web site: sallli.m@whitehorsecontractors.co.uk
Reading Ref: 14226681	Railway Engineering Apprenticeship	Apprentices will learn: Health & Safety whilst working on the Infrastructure, laying of sleepers & track, formation of track base layer, track alignment & Levelling, use of all relevant specialist hand tools & plant and safe use of electrical hand tools.	CITY & GUILDS NVQ LEVEL 2 - Railway Engineering (P-Way Renewals), Tech Cert - Railway Engineering Underpinning Knowledge L2, KEY SKILLS LEVEL 1 - Application of Number & Communication. Plus others	£95 per week Aged 16-24.	White Training and Recruitment Tel: 07807344820 E-Mail/Web site: bmcgivern@whitetrainingandrecruitment.co.uk
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

Location & Ref No	Opportunity	Description	Other Information	Salary	Contact Details
Wallingford Ref: 14227314	Business Administration & Customer Service Apprentice	Duties: Taking incoming calls and messages, providing product knowledge to customers via the telephone/email, assisting with marketing, researching new cliental and lead competitors in the area, assisting in PR, managing social media sites and website plus other duties	Apprenticeship training including an NVQ will be provided.	£105.00 per week plus bonuses 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
Wallingford Ref: 14227312	Manufacturing & Production Assistant Apprentice	Duties: Assisting with the production of artisan food products including; ice-cream, soup, cooking sauces, jams and other food products, packing products, helping with distribution, quality control of products, sampling and gaining feedback for products & related tasks	Apprenticeship training including an NVQ will be provided.	£105.00 per week + bonuses 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
Banbury Ref: 14227272	Apprentice Optical Consultant	You will start with a four-week induction programme and 6 development days at a training centres, which support the skills and knowledge you acquire in practice. You'll provide excellent customer care.	You'll gain a Diploma in Optical Retail Skills level 2 and Key Skills training, supported by a personal 'buddy' and your manager. Work towards a Level 3 Apprentice to becoming Senior Optical Consultant.	Apprenticeship Salary - Minimum	Boots The Chemist Tel: E-Mail/Web site: http://www.boots.jobs/

Location & Ref No	Opportunity	Description	Other Information	Salary	Contact Details
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 Closing date: 25 May 2012	Buckinghamshire Healthcare NHS Trust Tel: E-Mail/Web site: www.jobs.nhs.uk
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
Abingdon Ref: 14227283	Food Service Assistant	To work along side our new Chef Manager in our new staff room concept located in Tesco Avenue. Job will include making fresh meals from scratch. Will be trained by Chef Manager. General house keeping of the staff room and including vending, clearing and serving.		£6.08 per hour	Job Centre (Abingdon) Tel: 0845 6060234 E-Mail/Web site: www.jobcentreplus.gov.uk

Location & Ref No	Opportunity	Description	Other Information	Salary	Contact Details
Bicester, Ardley Ref: 14227300	Room Attendant	Must have own transport due to location. Training will be provided. Will be servicing hotel rooms including vacuuming, cleaning toilets, changing beds and any other tasks as required. Must be able to communicate effectively. Immediate start available.	Training in company policies and procedures	£6.08 PER HOUR	Job Centre (Banbury & Bicester) Tel: 0845 6060 234 E-Mail/Web site: http://jobseekers.direct.gov.uk
Didcot Ref: 14227278	Health Care Assistant/Dispenser	Duties include serving the public, cash handling, learning to sell medicines safely, taking in and giving out prescriptions and other related tasks.	Training will be given on all aspects of this post.	Exceeds national Minimum Wage	Job Centre (Didcot) Tel: 0845 6060234 E-Mail/Web site: http://jobseekers.direct.gov.uk
Oxford - Hinksey Hill Ref: 14227279	Receptionist Apprentice	Good knowledge of a computerised front office system would be useful, be approachable and able to work well under pressure in a team. Assist clients and be helpful and welcoming.	Training will be in-house and through the Apprenticeship programme.	Negotiable depending on experience	Job Centre (Oxford) Tel: 0845 6060234 E-Mail/Web site: www.jobcentreplus.gov.uk
Oxford - Hinksey Hill Ref: 14227274	Food and Beverages Apprentice	Duties include serving food the hotels outlets and general cleaning duties as required. The hotel has 20 bedrooms, dedicated meeting rooms, restaurant and bar.	Food and Beverages Apprenticeship. You must have a positive attitude towards training having demonstrated your interest in this area.	Negotiable depending on experience.	Job Centre (Oxford) Tel: 0845 6060234 E-Mail/Web site: www.jobcentreplus.gov.uk

Location & Ref No	Opportunity	Description	Other Information	Salary	Contact Details
Didcot Ref: 14227317	Crew Member	You'll deal with customers including making children feel welcome, handing out balloons, looking after customers' specific needs, keeping high standards of cleanliness in the dining area. It's your responsibility to establish and maintain positive communication.	You'll be working in our fast moving, high energy environment and we're looking for a genuine smile plus an ability to connect with customers and make them feel valued. Recognised training will be given.	National Minimum Wage applies	McDonalds (A34 Milton Services) Tel: E-Mail/Web site: http://jobs.mcdonalds.co.uk/
Didcot Ref: 14227316	Customer Care Assistant	You'll deal with customers and make sure everything runs as it should in the customer areas. Activities include making children feel welcome, handing out balloons, looking after customers' specific needs, keeping high standards of cleanliness in the dining area and toilet	Full training will be given	National Minimum Wage applies	McDonalds (A34 Milton Services) Tel: E-Mail/Web site: http://jobs.mcdonalds.co.uk/
Abingdon Ref: 14227265	Hospitality Apprenticeship	working in our fast moving, high energy environment. Specific responsibilities that involve serving customers include working behind the counter on the till and being out in the dining areas looking after our customers' needs.	You will NVQ and Key Skills equal to 5 good GCSEs through a mixture of on and off the job training and start with you completing maths and English GCSE equivalents online if you don't already have it.		McDonalds (Abingdon) Tel: E-Mail/Web site: http://jobs.mcdonalds.co.uk/UK/

Location & Ref No	Opportunity	Description	Other Information	Salary	Contact Details
Minster Insulation, Didcot Ref: 14227328	Sales Office Assistant	It is a varied role, duties include the processing of customer orders, maintaining a close relationship with customers and the sales teams, managing customers expectations on order deliveries and maintaining regular communication with the customers	Product and sales training will be given.	Subject to agreement Closing Date: 30th June 2012	Minster Insulation Tel: E-Mail/Web site:
Didcot Ref: 14227331	Assistant Gymnastics Instructor	You will assist in the planning and development of lesson programmes. You will also be responsible for supervising children during the lessons and providing a high level of care.	Training in company policies and procedures given.	£4.50per hour- £12.00per hour- depending on qualifications/ex perience Closing date Wednesday 16th May 2012	Nexus Community Tel: 0845 5435 539 E-Mail/Web site: www.nexuscommunit y.org joinourteam@nexusc ommunity.org
Berinsfield Ref: 14227330	Cleaner	The ideal candidate will have cleaning experience and be able to work with minimal supervision and show pride in their work.The successful applicant will be required to work on their own initiative, be proactive and look for ways to improve the cleanliness standards.	Training in company policies and procedures given	National Minimum Wage applies Closing date Thursday 17th May 2012	Nexus Community Tel: 0845 5435 539 E-Mail/Web site: www.nexuscommunit y.org joinourteam@nexusc ommunity.org
Didcot Ref: 14227329	Casual Receptionist	You will be welcoming customers to the centre with a smile, whilst dealing with any customer queries. Responsibilities will also include taking bookings, answering the phone and handling money.	Reception work or admin experience is an advantage but full training will be provided.	National Minimum Wage applies Closing date Wednesday 16th May 2012	Nexus Community Tel: 0845 5435 539 E-Mail/Web site: www.nexuscommunit y.org joinourteam@nexusc ommunity.org

Location & Ref No	Opportunity	Description	Other Information	Salary	Contact Details
Didcot Ref: 14227246	Duty Manager	You will report to the General Manager and will be responsible for supervising and developing your team of Leisure Assistants. You will also be responsible for the smooth day-to-day running of the centre, providing an efficient and professional service to our customers.	Training in company policies and procedures will be given.	£13,635 - £16,000 per week	Nexus Community Tel: E-Mail/Web site:
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
High Wycombe Ref: 14227318	Apprentice Dispensing Optician	The main purpose of your role is to help in the smooth running of the business. Your typical duties would include; serving customers face to face and over the phone, managing the appointment diary, administrating patient records, database and customer recall system	Intermediate Apprenticeship in Customer Service. Training is in the workplace, an assessors will visit every 4–6 weeks and you will complete your qualification by observation, online tests and coursework.	£6.19 per hour - weekly wage of £185.70.	Real Time Training Group Tel: 0870 125 88 91 E- Mail/Web site: www.rtt-group.co.uk apprenticeships@rtt- group.co.uk