

Business Administration Standard

Location: Burscough

Hours: 20 hours per week

Salary: TBC

Company: Burscough Family Practice

A great opportunity has arisen within a busy doctor's surgery. Burscough Family Practice is looking to recruit a Business Administration who excellent communication skills and great IT skills. They are looking an individual who is capable of working as an individual or as part of a team.

You will be:

- Working on reception.
- Answering and managing telephone calls.
- Booking in appointments for clients
- Dealing with patients.
- Working in the office - filing, faxing.
- General office duties as well as working on reception covering staff holidays.

Full time, permanent job offered to the right candidate.

Call the Apprenticeship Team on 01695 52490

Hairdressing Apprentice

Location: Rainford

Hours: 30 hours per week

Salary: £111 per week

Company: Copper 31

Copper31 is a bespoke and friendly hair & nail salon in the heart of Rainford village. Relax in our unique salon while our team work their magic on you. They are looking for an enthusiastic learner who is capable of working within a busy salon. The individual must have the desire to want to become a fully qualified hairdressing and have excellent communication skills, as you will be liaising with clients on a daily basis.

You will be attending West Lancashire College on day release, this will be each Monday during term-time.

Duties to include:

- Meeting and greeting clients
- Shampooing and conditioning hair
- Blowdrying and setting hair
- Tonging, curling and straightening hair
- Cutting and colouring hair

Progressing onto a Level 3 in hairdressing will be offered to the correct candidate and potential of a full-time position once completed.

Call the Apprenticeship Team on 01695 52490

Childcare Apprentice Level 2

Location: Skelmersdale

Hours: 30 hours per week

Salary: £111 per week

Company: Little Tulips

Little Tulips is owned by Gurnine Bankier and is a well-known, highly rated Child minders setting that cares for children ages 12 months to 8 years. Little Tulips are looking for a Childcare Apprentice to receive on the job training and alongside gaining a recognised qualification and vital work experience.

The company are looking to recruit an apprentice to join their team to work in their nursery.

Duties to include:

- You will be working with children under 5 and with children in the out of school club
- You will be helping to ensure the safety and security of children in the setting whilst promoting the children's learning and enjoyment through planned play experiences
- The role will include supporting children's care routines such as meal and sleep times, helping to prepare, carry out and clear away a wide range of childcare activities from outdoor play to creative activities and reading stories
- To supervise and support children's play extending their interests ensuring they feel safe and secure at all times

Future prospects: Progression to Level 3.

Call the Apprenticeship Team on 01695 52490

Hairdressing Apprentice Level 2

Location: Skelmersdale

Hours: 30-40 hours per week

Salary: £148 per week

Company: Platino

Platino Hair Salon is looking for a creative, enthusiastic person with a keen interest in becoming a full time qualified hairdresser.

Daily duties may include but are not limited to:

- Shampooing/conditioning hair
- Keeping the salon clean and tidy
- Greeting clients
- Reception duties
- Attending training and bringing in models

Future prospects: Progression to Level 3.

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Business Administrator Apprentice

Location: Wigan

Hours: 40 hours per week

Salary: £168 - £313.20 per week

Company: Hilldale Housing Association

Hilldale Housing Association Limited are looking for a Business Administration Apprentice. We are a small Housing Association that only provides accommodation for people with disabilities. That could be a learning disability, physical disability or mental health problem. We are a growing company located in Appley Bridge, Wigan and have 15 members of staff.

Duties to include:

- Assist the accounts team with invoice and data processing
- Creation of invoices
- Liaising with other team members and services over void property management, etc
- Assist the repairs team in dealing with repair requests, organising contractors to undertake work
- Provide administrative support to the Management Team and Housing Officers

Future prospects: Potentially be offered a full-time position.

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Business Administration Apprentice

Location: Burscough

Hours: 40 hours per week

Salary: £148.00 per week

Company: Your Design

Your Design was started in 2004 with our love of personalised gifts. New print methods meant that we could now deliver personalised goods to the gift market. No longer did minimum order quantities apply, if you only wanted one mug that was not a problem. You will work as part of the Your Design team. Helping to create, design and manufacture personalised gifts. This role is ideal for a person interested in Art & Design or Trends of all the latest Television shows etc.

You will be required to be fully flexible for this role as you will be working within different sectors of the business.

Duties will include:

- Monday will be spent re-organising, counting stock, tidying and preparing for the rest of the week
- Designing, creating and manufacturing props and for customers. This will include making personalised gifts and any other decorations required
- You will be asked to help package gifts ready for delivery
- You will be watching closely for recent trends and coming up with new and different ways to promote business
- You will also be asked to share any work created through the business on the business social media pages

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Service Receptionist Apprentice

Location: Skelmersdale

Hours: 37.5 hours per week

Salary: £145 per week

Company: Lindons Garage

The role is customer service/ administration duties which will include: using the telephone and taking orders via the phone, logging orders, making service calls and dealing with customers face to face.

Service receptionist main duties will include taking bookings, pricing up parts and creating estimates, job cards and invoices. Parts ordering, stock control and general administration. This is a customer-facing role so good communication skills will be needed.

The role is General Administration duties which will include:

- Using the telephone and taking orders via the phone
- Logging orders
- Dealing with customers face to face
- Making service calls
- Raising invoices

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Hairdressing Level 2

Location: Maghull

Hours: 30 hours per week

Salary: £111 per week

Company: Lydia's Hair & Glam

Here at Hair & Glam we are a team of well trained, experienced hairdressers, makeup artists and beauty therapists!

Lydia's Hair & Glam Salon are seeking a new apprentice for their salon in Maghull. Under the direction of the senior management team, you will be working in a high end salon supporting experienced stylists, gaining valuable in the job experience as well as achieving your NVQ in Hairdressing.

You will be attending West Lancashire College on day release. This will be each Monday.

Some duties will include:

- Blow-dry service
- Providing customer service
- Booking and confirming appointments
- General housekeeping of the salon
- Making beverages for clients
- Shadowing colleagues when possible
- Basic colours
- Basic cutting
- Providing client consultations

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Hairdressing Apprentice Level 2

Location: Skelmersdale (WN8)

Hours: 40 hours per week

Salary: £148 per week

Company: Trimmers Hair Salon

Trimmers Hair Salon have an available vacancy for an Apprentice Hairdresser to work in their salon whilst studying the Hairdressing Apprenticeship Level 2.

Training will cover every aspect of hairdressing including:

- Cutting.
- Blow drying.
- Styling.
- Tinting.
- Colouring.
- Perming.
- You will also learn about retailing, and customer care.

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Technical Services Apprentice

Location: Fairbanks Environmental Ltd

Hours: 37.5 hours per week

Salary: £157.50 - £293.63 per week

Company: Fairbanks Environmental Ltd

We are seeking an ambitious individual with an enthusiasm for all things IT for an Apprentice position within an established, fast growing IT based company in the Skelmersdale area. The role will be based within a busy team with plenty of experience to help support learning and growth. The role will include a large array of technology-based tasks.

Key responsibilities will include working within a team of 6 to meet SLAs for internal and external customers. Service desk work. Diagnosing and fixing hardware and software issues. Liaising with engineers and business clients.

Outline of duties:

- Internal and External Customer raised issues are resolved in a timely manner, the root cause is identified and an effective long-term solution is put in place
- Well maintained and functional systems
- Ensure that all IT equipment issues including ibank related issues are investigated, diagnosed and where possible resolved. Including root cause analysis to give an effective long-term solution
- Provide the IT equipment necessary for users to do their jobs
- Communicate effectively with internal and external customers, and fellow team members
- High performing team focussed on delivering excellent customer service and raising the profile of IT Support throughout the Fairbanks Organisation and with our customers
- Motivated to make a positive contribution to both team and company goals within a continuous improvement culture

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Office Administration Apprentice

Location: Skelmersdale

Hours: 35 hours per week

Salary: £129.50 per week

Company: Simon Dean Electrical Limited

We are looking for an enthusiastic office apprentice with good computer skills to join our team. The role includes answering telephone calls, invoicing, job tracking, producing job sheets, generating analysis reports, word processing, sending quotes to clients and responding to emails.

The role will include data inputting of test results and various other business related tasks. You should be competent with a computer, be enthusiastic, having a desire to grow with the business and identify business opportunities.

Duties will include:

- Answering the telephone
- Dealing with customer and supplier queries
- Raising purchase orders
- Processing supplier invoices, reconciling invoices with statements
- Creating projects with accountancy system
- Ordering materials
- Receiving deliveries
- Producing quotations
- Creating reports
- Dealing with queries
- Cleaning of the office and rest area
- Stationery ordering
- Filing of documentation
- Booking accommodation and travel arrangements
- Provide general admin support to the management team

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Plumbing Apprentice Level 2

Location: Burscough

Hours: 40 hours per week

Salary: £148 per week

Company: Town Green Property Services

Good opportunity to learn all aspects of the plumbing trade by working for a local plumbing company completing a Level 2 Apprenticeship in Plumbing and Heating. The company cover all aspects of plumbing work and heating systems.

Opportunity to work with a local plumber and kitchen/bathroom fitter in the Somerton area. This employer works on a wide variety of building projects which includes:

- Bathroom fitting
- Heating systems and boiler installations
- Domestic plumbing work

As well as learning to fit bathrooms and heating systems, part of your role you will be

- Helping the plumbers to fit bathrooms and heating systems
- Undertaking general labouring duties
- Receiving and storing goods and materials
- Work as a team to keep the site/work area, tools, van tidy and organised

Call the Apprenticeship Team on 01695 52490

Hairdressing Apprentice Level 2

Location: Liverpool (Aintree)

Hours: 30 hours per week

Salary: £111 per week

Company: Urban Calm Ltd

Urban Calm are working closely with West Lancashire College to provide an individual the opportunity to gain a Hairdressing qualification through an apprenticeship. They are looking for a driven, enthusiastic individual who is capable of wanting to work in a ever busy salon.

As an Apprentice your duties will include:

- Meeting & Greeting customers
- Shampooing & Conditioning hair
- Reception duties
- Keeping the salon clean and tidy at all times
- Making sure towels and supplies are ready for use

As you progress in the Apprenticeship, your duties will then also include:

- Blow-drying
- Styling
- Setting & Dressing hair
- Applying treatments
- Mixing & Applying tints
- Making appointments and handling payments
- Supervised cutting

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Business Support Apprentice

Location: Skelmersdale

Hours: 37 hours per week

Salary: £157.50 – £289.71 per week

Company: West Lancashire College

To support curriculum departments undertaking administrative activities relating to course development and delivery, and evaluation of performance and standards. Support managers by using a variety of software packages to provide, timely and accurate data and reports.

Key responsibilities to include:

- To administer and report on NCG survey results
- Undertake administrative activities relating to course development and delivery, and evaluation of performance and standards
- Assist Heads of Curriculum with the updating of the college's HR reporting system
- Monitor curriculum events and ensure that Departmental staff are aware of forthcoming tasks/events
- Prepare reports/documents required by the departments
- Assist the Heads of Curriculum with the administration of monthly pay claim process
- Assist the Heads of Curriculum in the tracking and recording of staff annual leave
- Support managers by using a variety of software packages to provide, timely and accurate data and reports
- To maintain confidentiality of data as required by Data Protection Act and Freedom of Information Act
- To respond where appropriate to telephone enquiries courteously, promptly
- To operate within all relevant College Policies and Procedures
- Co-ordinating the content for department publications including reports, questionnaires
- Communicate with stakeholders in a variety of formats

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