

Business Administration Standard

Location: Burscough

Hours: 37 hours per week

Salary: 148.00

Company: AAL Limited

An opportunity has arisen for a full time job role as a Business Administration & Customer Support in an office based environment where you will be working as part of a team. We are AAL Group UK, we are a small team based at an office in Burscough, Ormskirk. We provide lifting and handling equipment to the UK including the service and maintenance of products. Our business is understanding what our customers' needs are and sourcing those relative products & services to ensure our customers quality of life.

You will be:

- General office administration.
- Dealing with queries on the phone and by email.
- Managing incoming mail.
- Typing up company procedures
- Requesting quotations.
- Resolve customer issues.
- Completing tasks assigned by other team members ensuring that deadlines are met, and work is completed correctly.
- Updating computer records.
- Printing and photocopying.
- Attending meetings and taking minutes.

If successful, you may be offered a full-time role with this growing company.

Call the Apprenticeship Team on 01695 52490

Apprentice Commis Chef

Location: Ormskirk

Hours: 40 hours per week

Salary: £148 per week

Company: The Plough Inn

The Plough Inn is a traditional country pub restaurant with real fires, cask ales and fresh locally sourced food and of course dogs welcome. Serving breakfast, lunch, dinner, drinks and coffee. Demonstrate your commitment and talent by becoming our next Apprentice Commis Chef. Fantastic opportunity to develop with our chef mentors and progress within our best establishment. Commis Chefs will work in different sections to support the Chef de Partie and gain knowledge from each area.

Duties to include:

- To assist and monitor food stocks and stock movement
- To ensure minimum kitchen wastage
- To follow the cleaning schedules for the kitchen and clean the section and other areas as directed
- To ensure stock is controlled and rotated. Accept and store deliveries
- To report any maintenance issues to the Head Chef immediately
- To comply with all policies and procedures to ensure that all-statutory regulations are observed
- To comply with the conditions of the food hygiene policies
- To be flexible and willing to help other departments at busy times if required

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

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Apprentice Commis Chef

Location: Ormskirk

Hours: 40 hours per week

Salary: £148.00 per week

Company: The Plantation Restaurant

The Plantation Restaurant with its country colonial style has a welcoming and relaxed feel. Opened in spring 2015, the restaurant is becoming one of the region's best rural dining venues. Serving wholesome breakfasts, a delicious home-made lunchtime menu and traditional afternoon teas 7 days a week. The Plantation Restaurant uses only tasty, high quality produce that is sourced wherever possible from a local producer. Preparing the larder section i.e. salads, breakfasts, dressings. Maintaining food hygiene standards. Will also help with kitchen porter duties while in training.

As part of the Apprenticeship, you will be attending West Lancashire College on day release gaining your Technical certificate. Whilst at the place of work you will be gaining your NVQ.

Duties will include:

- On a daily basis the candidate will be preparing breakfasts and the larder section.
- Working alongside other chefs.
- The candidate will also be baking fresh cakes, scones and pastries.
- Kitchen porter duties will also be involved in the role.
- Measuring and preparing ingredients for each area.
- Taking instruction and guidance from senior chefs.
- Dealing with stock deliveries and working to required standards of food hygiene and safety.

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Apprentice Engineer

Location: Skelmersdale

Hours: 40 hours per week

Salary: £160 per week

Company: ASCO Engineering Limited

We are a growing engineering and thermal spray company based in Skelmersdale. We moved into our new premises in April 2018, our services include thermal coatings, grinding, CNC turning & CNC milling & the industries we serve include oil & gas, turbine & glass. We pride ourselves on our excellent on time delivery and quality. An excellent opportunity has arisen at an established, highly successful company for a mechanical engineering apprentice. If you like the idea of working with machinery, this opportunity will lead you to becoming a Skilled Machinist working on CNC machines.

General Responsibilities

As an apprentice a typical day would include (not limited to):

- Select the appropriate tools, machines, and materials to be used in preparation of machinery work
- Align and secure holding fixtures, cutting tools, attachments, accessories, and materials
- Setting up and operating the centre lathe, radial arm drills, milling machines and grinding machines
- Maintaining a very high standard of housekeeping at all times
- Assisting in the movement of materials within the factory
- Assisting the manufacture and final inspection of fabricated products
- Ensuring all company procedures are followed at all times
- Ensuring all health and safety regulations are adhered to at all times

This is an excellent opportunity for any candidate looking to get their first steps into engineering.

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Motor Vehicle Level 2 Apprentice

Location: Skelmersdale

Hours: 40 hours per week

Salary: £148 per week

Company: Hills Motors

West Lancashire College are working closely with Hills Motors to provide 5 new opportunities for learners wanting to gain a Motor Vehicle Level 2 Qualification. Hills started as a body shop with a garage forecourt over 50 years ago. Our operation has grown rapidly in recent years, initially at our site in Burscough and now at our new home in East Gillibrands, Skelmersdale, conveniently located just off the M58.

Main purpose of role:

To dismantle and remove parts from vehicles, for sale to both trade and retail customers.

Key duties to include:

- To ensure that dismantling and removal of parts is carried out in a professional manner
- To ensure that all jobs are completed within designated times
- To advise the workshop supervisor of any additional work identified when working on a vehicle
- To comply with the relevant Company housekeeping and Health & Safety regulations and policies applicable to this position and working environment.

Brilliant opportunity to gain further knowledge within the car industry.

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Engineering Apprentice

Location: Skelmersdale (WN8)

Hours: 39 hours per week

Salary: £144.30 per week

Company: Kirkham Engineering Co Ltd

Kirkham Engineering is a well-established medium size company that makes precision turned parts for a range of clients. We work with exotic materials that give us a niche position in the marketplace. Our apprentices that we bring into the Kirkham Engineering family will be mentored by our two most experienced machine setters. The skill set that will be taught is not easy to learn, therefore the candidates must be willing to apply themselves totally to the role. The benefit of this coaching will be a skill set that will stand the test of time.

Duties and responsibilities:

- Learn how to operate, set, and program CNC sliding head and fixed head machines
- Learn and complete 2nd operation jobs using various machinery such as; lathe, pillar drill, grinding machine, drill sharpener, band saw, heating kiln
- General housekeeping duties such as sweeping and cleaning down the machines
- Deal with the recycling of the waste metal (swarf) so it can be weighed in and sold
- Use mineral oil and hydraulic fluid to lubricate and keep the machines running
- Communicate technical issues/specifications to the quality control dept. to ensure work is completed precisely
- Liaise with dispatch dept. to ensure work is sent out on time
- Learn to read and understand customers engineering drawings including tolerances and finishes for the purpose of the manufacture of the required components
- learn and understand the cutting properties and characteristics of the various ferrous, non-ferrous and nickel alloy corrosion resistant materials that are used to manufacture our customer's components

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Front of House (Customer Service)

Location: Burscough

Hours: 40 hours per week

Salary: £148 per week

Company: The Blue Mallard

The Blue Mallard is a canal side restaurant in Burscough Lancashire. A unique development in the heart of Burscough, with great food, events & fine dining.

Job role will include:

- Opening and closing checklists to prepare restaurant and bar areas for service
- Preparing place settings in restaurant
- Bar service
- Taking food to customers
- Clearing tables
- Taking orders
- Cash handling
- Answering the telephone and taking bookings
- Providing a friendly and efficient service to customers and guests

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Business Administration Standard

Location: Skelmersdale

Hours: 40 hours per week

Salary: £148 per week

Company: MacGeo Ltd

MacGeo Ltd is a UK-based independent provider of skilled and experienced geotechnical and geoenvironmental engineers for a variety of clients and main contractors within the site investigation, oil and gas, mining and civil engineering industries. We are looking for an enthusiastic office apprentice with good computer skills to join our team. The role includes answering telephone calls, invoicing, and job tracking, producing job sheets, generating analysis reports, word processing, sending quotes to clients and responding to emails.

Main duties:

- To support the business with daily administration and reception duties including answering the telephone dealing with daily enquiries via both email and telephone and actioned accordingly
- Logging and action reactive jobs through the company's computer system, following up on completed works and collating information required for reports
- Logging requests on the company system
- Obtaining supplier costs and checking competitive rates
- Typing up reports and quotations
- Diary management
- Filing
- Dealing with the post and shredding of confidential information

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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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