

connexions

Oxfordshire

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

<http://www.oxme.info/opportunities>

<http://oxcentric.oxme.info/cms/content/web-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 Requirement)	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	Artisan Litho Tel: 01865 820088 E-Mail/Web site: www.artisanlitho.co.uk Daren@artisanlitho.co.uk
Abingdon Ref: 14226760	Apprentice Administrator	This role will offer essential administration support to our full range of stakeholders as well as offering some evening reception cover.	You will receive administration training and gain a fully certified Level 2 Intermediate Business Administration Apprenticeship qualification.	£2.60 per hour	A&W College (Abingdon Campus) Tel: 01235 555585 E-Mail/Web site: hr@abingdon-witney.ac.uk www.abingdon-witney.ac.uk

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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:
Ewelme Ref: 14226306	Club Leaders	If you have a sense of fun and enjoy working with children, CLUBS4CHILDREN are now recruiting club leaders to both lead and support their after-school clubs, holiday provision.	Invaluable work experience which proves to a future employer versatility, commitment and enterprise	Good remuneration commensurate with experience	Clubs4Children Tel: 01509 651494 E-Mail/Web site: www.clubs4children.org charlotte@clubs4children.org
Abingdon Ref: 14226343	Electronic Security Apprenticeship	Work based learning to install service and maintain security systems. You will work with a qualified engineer in order to learn the many skills associated with this work and take college courses. You should be able to carry out instructions reliably.	In house training with NVQ's	Meets National Apprenticeship Wage	Contact Security Tel: 01865 321100 E-Mail/Web site: www.contactsecurity.co.uk/Luke@contactsecurity.co.uk

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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
Wantage Ref: 14226390	Retail Assistant Apprenticeship	This is a 12 month Apprentice position. Your job role will include; serving customers, merchandising, stock control, cash handling, monitoring the fitting rooms & keeping the shop floor clean and tidy. Must have a keen interest in retail, good common sense & timekeeping.	You will receive excellent training and a well recognized Apprenticeship in Retail at Level 2 including Functional Skills in Literacy & Numeracy	£95 per week	First4Skills Tel: 0845 071 9011 E-Mail/Web site: info@first4skills.com www.first4skills.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: 01869 247312/ 07825972666 E- Mail/Web site: emily@introtrain.com

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Abingdon Ref: 14226737	Reservationist	You will be responsible for providing a first class reservation service, anticipate guest needs, act upon and follow up guest requests, up-selling all outlets of the hotel & set standards with Front Office Manger and deliver a level of service.		Exceeds National Minimum Wage Closing date: 31 December 2011	Job Centre (Abingdon) Tel: 0845 6060234 E-Mail/Web site: www.jobcentreplus.gov.uk
Didcot Ref: 14226772	Nursery Assistant	We require someone to join our team of 13 to provide day care to children aged 1.5years to 5years. You will help with the activities of the children and have input on planning and activities.	We are willing to train the right person through an external training company, but NVO in childcare would be an advantage	Closing date: 30th January 2012	Little Acorns Tel: 01235 851 423 E-Mail/Web site: http://littleacorns1.co.uk/ littleacorn1@btconnect.com
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.	NVO/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

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Milton Park, Abingdon Ref: 14226768	Technician	The principal purpose of position is to organise and maintain the laboratories in accordance with the organisational quality system. Other duties may be necessary in order to support client projects and internal research and development projects		National Minimum Wage	Merck Millipore Tel: 01235 444 100 E-Mail/Web site: http://www.bioanalab.com
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

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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.	£22,000 per annum	National Grid Tel: 01189 363124 E-Mail/Web site: sue.stewart@uk.ngrid.com
Thame Ref: 14226789	Café Assistant	Duties include serving Leisure Centre customers, preparing food and assisting in the day-to-day running of the café.		£5 – £6.08 per hour Closing date: 30 December 2011	Nexus Community Tel: 01494 522471 E-Mail/Web site: www.nexuscommunity.org joinourteam@nexuscommunity.org
Wallingford Ref: 14226750	Technical Support Apprentice	Initial role will be software tester/web designer. Main duties to start, will be to test new websites, and provide helpdesk support service when trained.	Advanced Apprentice(Level 3) Diploma in ICT Professional Competence Award in ICT Systems & Principles, CompTIA A+, Certificate in ICT Systems & Principles, Microsoft Technology Associate (MTA) certificate	£3.50 per hour Start date: 9 January 2012 for 7 months (28 weeks)	NITP - OCVC Tel: 0797725441 E-Mail/Web site: richardbagust@nitp.co.uk www.nitp.co.uk

Location & Ref No	Opportunity	Description	Other Information	Salary	Contact Details
Wantage Ref: 14226747	Apprentice Sales Engineer - Wireless Solutions	You will be required to provide technical advice and expertise to Account Managers, may also include selling benefits of the wireless solutions, assist in design of wireless network security, including wireless intrusion prevention, and firewalls, and deal with customers	Advanced Apprentice(Level 3) Diploma in ICT Professional Competence Award in ICT Systems & Principles, CompTIA A+, Certificate in ICT Systems & Principles, Microsoft Technology Associate (MTA) certificate	£168.75 Start date: 9 January 2012 for 7 months (28 weeks)	NITP - OCVC Tel: 0797725441 E-Mail/Web site: richardbagust@nitp.co.uk www.nitp.co.uk
Didcot and surrounding area Ref: 14226022	Playwork and Multi Activities	Year 1 work towards Playwork Level 2 Diploma in playwork , First aid, Level 2 award in Employment Awareness in Active leisure and learning . Work based in After school clubs and Holiday playschemes	Year 2 working towards NVQ Level 3 Playwork, Technical cert in the understanding of Playwork in the Sport and Leisure / Playwork Industry, Advanced Functional Skills, Management Training programme	National minimum wage	Oxford Active Limited Tel: 01865 594325 E-Mail/Web site: owenmcgovern@oxfordactive.co.uk www.oxfordactive.co.uk
Abingdon and surrounding area Ref: 14226021	Playworker & Multi Activities	Year 1 work towards Playwork Level 2 Diploma in playwork , First aid, Level 2 award in Employment Awareness in Active leisure and learning . Work based in After school clubs and Holiday playschemes	Year 2 working towards NVQ Level 3 Playwork, Technical cert in the understanding of Playwork in the Sport and Leisure / Playwork Industry, Advanced Functional Skills, Management Training programme	National Minimum Wage	Oxford Active Limited Tel: 01865 594325 E-Mail/Web site: owenmcgovern@oxfordactive.co.uk www.oxfordactive.co.uk

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Witney Ref: 14226707	Administrative Assistant Apprenticeship	Daily Routine will include: Answering telephone for a variety of clients; Filing; Data processing; Assisting with event organisation Banking; Assisting customer and client with queries; Use of Outlook, Word, Excel, PowerPoint, In House Intranet systems Diary Management	Business and Administration apprenticeship.	£ 78.00 per week Closing date 03/01/2012	Oxfordshire County Council - Adult Learning Tel: 01865 797424 07507 885477 E-Mail/Web site: www.oxfordshire.gov.uk/adultlearning
Wantage Ref: 14226708	Room Leader	Duties will include; supervise, coach, reprimand and praise staff that work in your room to ensure high standards are consistently achieved, that your staff are following policy and practice and that they feel motivated and happy in their job.		Exceeds National Minimum Wage	Toddlercare - Oxfordshire Nurseries LTD Tel: 01235 760213 E-Mail/Web site: www.toddlercare.co.uk / info@toddlercare.co.uk
Culham, Ref: 14226562	Nursery Nurse	You will ensure children are safe, happy and stimulated. To run the room in the absence of the Room Leader taking on the responsibility of the role, be a role model to junior staff ensuring you are modelling Toddlercare policy and practice at all times	Training can be provided	Exceeds National Minimum Wage	Toddlercare - Oxfordshire Nurseries LTD Tel: 01235 760213 E-Mail/Web site: www.toddlercare.co.uk / info@toddlercare.co.uk

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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/
Grove Ref: 14226571	Service Technician Apprenticeship	The job involves working on vehicles using the latest diagnostic equipment and technology. We'll teach you to diagnose faults and repair them, how to service them and carry out routine maintenance.	Full apprenticeship training will be given.	Apprenticeship wage of £2.60 per hour	ReMIT Limited Tel: 0845 8399200 E-Mail/Web site: www.remit.co.uk
Abingdon Ref: 14226027	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

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Didcot Ref: 14226026	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
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: thoffice@bythemedo wfarm.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: bmcgovern@whitetrainingandrecruitment.co.uk