



Employment and Training Opportunities

Visit or phone any of these Connexions Access Points for more details:

Abingdon:	62, Stert St, Abingdon, OX14 3UQ	0845 6029279/01865328400
Banbury:	2 Broughton Rd, Banbury, OX16 9PZ	0845 6029288/01865 328440
Bicester:	Minton Place, Victoria Rd, Bicester, OX26 6QB	0845 6029298/01865 328470
Didcot:	197 Broadway, Didcot, OX11 8RU.	0845 6029299/01865 328480
Oxford:	104 Gloucester Green, Oxford, OX1 2RH	0845 6029315/01865 328490
Witney:	6 Church Green, Witney, OX28 4AW	0845 6029284/01865 328730

REMEMBER!

To help us find the details that you want, tell us the Opportunity Ref. No. when you phone or visit us.

Other vacancies offering training can be viewed on
www.connexionsoxfordshire.com
www.spired.com

Location	Opportunity	Description	Other Information	Salary	Ref No
Harwell	Electrical/Electronic/Mechanical Engineering Apprenticeships	Electronics Electrical and Mechanical Engineers, learning and training in relevant field. Lots of specific information on the website.	Year One of the Apprenticeship is spent at Oxford and Cherwell College learning the basics of machining, welding, electronics and electrical wiring. One day a week you will spend doing academic study.	£10,205 per annum initially whilst training.	14224912 Closing date: 28th March 2010
Newbury	IT Apprenticeship	You'll be working in key technology departments, covering everything from architecture and design to quality management. Apprentices will have the opportunity to rotate around IT's departments in the two year program working with different teams across IT	Higher foundation degree, an NVQ and key skills qualifications. Gaining experience, great training and accreditation.	£14,000 per year	14224905 Closing date: 15 March 2010
Wallingford	Draughting Technician /Civil Engineer	You will develop conceptual plans for a variety of new developments, outline planning and detailed design for projects worldwide. You will develop technical support and build up capital costs estimates and design calculations	Further training and development will be provided along with full in house training	Exceeds National Minimum Wage	14224852
Didcot, Wantage and Culham.	Nursery Assistant (Casual staff)	You will be working in a team caring for children, helping at meal times, putting them to bed, playing with the children, helping to create an enjoyable, fun and learning environment. You should be	In-house training	Exceeds National Minimum Wage	14223991

Location	Opportunity	Description	Other Information	Salary	Ref No
Didcot	Kitchen Assistant	You will provide suitable and appropriate meals in accordance with the KU Philosophy. Doing cleaning and basic food preparation, helping the kitchen to run smoothly and washing up. You may need to do other related tasks when required.	Comprehensive induction, training and excellent career progression opportunities.	National Minimum Wage applies	14224642
Didcot	Nursery Assistant	Working within a team, caring for children from birth to school age. You will learn all aspects of childcare - feeding, changing and you will learn how to interact with children through play and music to create a learning and stimulating environment.	Full in-house training will be provided and you will have the opportunity to gain formal qualifications.	National Minimum Wage applies	14224640 Aged 17 years Genuine Occupational Requirement applies
Didcot	Nursery Assistant	Working within a team, caring for children from birth to school age. You will learn all aspects of childcare - feeding, changing and you will learn how to interact with children through play and music to create a learning and stimulating environment.	Full in-house training will be provided and you will have the opportunity to gain formal qualifications.	National Minimum Wage applies	14224641 Aged 17 years Genuine Occupational Requirement applies
Wallingford	Stylist	Duties will include styling mainly men's hair, sometimes women's, meeting and greeting clients when needed, shampooing and cutting hair using scissors and razor. You will also be required to sweep up and generally keep the salon clean and tidy. Plus other related duties.	Full in house training will be provided	Exceeds National Minimum Wage - depends on experience	14224868

Location	Opportunity	Description	Other Information	Salary	Ref No
Didcot	Customer Adviser	Handle transactions, resolve queries, take ownership of demanding targets and exceed customers expectations plus other related duties.	Full in house training will be given	£13,172 - £14,635 per annum	14224917
Didcot	Cleaner	Previous experience would be an advantage. Duties will include sweeping, vacuuming, mopping the floor, emptying bins, cleaning the toilets and other duties as and when required.	In-house training	£6.50 per hour per week	14224840
Didcot	Window Cleaner	Previous experience is not essential but would be an advantage. Must have a full driving licence as you will be driving company vehicles. Duties involve cleaning domestic windows and conservatories.	In-house training given	£13,000 per year	14224841
Didcot	Bar Person	Work well as part of a team. Previous experience would be an advantage but not essential as full training will be given. Job will involve being part of a fun team, all aspects of bar work from draught serve cocktails and shot tails.	In-house training will be given	£5.80 per hour or dependant on experience	14224839 18 years plus. Genuine Occupational Requirement. Closing date 12 March
Didcot	HGV Vehicle Technician Apprentice	You will receive training on the latest Volvo technology. Work to the criteria laid down in the Company's Health and Safety policy, assist technician to carry out repairs, learn how to use special tools, assist with cleaning the workshop plus other related duties	College attendance on a block release basis, which would mean staying away from home for up to 2 weeks at a time. Accommodation and meals provided. You will also receive formal qualifications on completion	Apprenticeship wage of £95 per week	14224891 Closing date: 17 March 2010

Location	Opportunity	Description	Other Information	Salary	Ref No
Thame	Administrator	The role involves reception duties, telephone and face to face contact. General office duties including order processing, maintaining spreadsheets, typing letters and faxes, filing and housekeeping, arranging deliveries and dealing with enquiries	Full in-house training provided	£10,000 - £12,000 per year	14224572
South East of England - Cambridge, Gatwick, St.Albans, Uxbridge, Milton Keynes, Southampton, Norwich	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	14223232
Thame	Catering Assistant	Duties include serving customers, preparing food and assisting the day to day running of the cafe	Full in house training will be provided	£10,400 - £13,520	14224924 Closing date: Friday 12 March 2010
Thame	Lifeguard	Pool supervision, assisting in the running of the centre, setting up equipment and maintaining cleanliness standards. You will also be helping customers and supporting other team members on a daily basis	Full in house training will be provided	£10,616 - £13,348 per annum pro rata	14224925 Closing date: Friday 19 March 2010
Thame	Nursery Assistant (Lunch-Cover)	You will be covering lunch times with the children throughout the nursery, supporting them with serving and ensuring the children have a family friendly lunchtime.	Full in house training will be provided	National Minimum Wage Applies	14224717

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Wallingford	Room Leader	You will be leading the team with the implementation of the EYFS in a beautiful nursery. Ensuring the children have a safe and secure environment to grow and learn.	Internal and external training, many opportunities for career progression	£15,600 to £18,720 per year	14224714
Windsor, Berkshire	Reconnaissance Crewman	Working within the Regiment carryout various tasks. You will learn many skills including driving, radio communications and weapons handling.	All training will be provided including road and track vehicle licences.	£241 rising to £301 per week on completion of basic training	14223325
Henley-on-Thames	Office/Sales Secretary	Assisting clients on the telephone, general office duties, monthly invoice preparation, co-ordinating service calls for the engineers. As you progress, you can get involved with canvassing and training people how to use the photocopiers.	In-house training, product training on the photocopiers.	£9,000 per year	14224772
Henley-on-Thames	Internship Scheme	Bright, enthusiastic people are required for a two month internship scheme. You will join the New Business team, sending out mailers and contacting potential clients to introduce the company and try to set up meetings. You must have an excellent telephone manner.	Induction and ongoing training. Interns will have the opportunity to earn generous bonuses as part of new-business efforts.	National Minimum Wage plus the opportunity to earn generous bonuses	14224607
Chalgrove	Office/Technical Assistant	Duties will include answering the telephone, packing up equipment in the stores, learning how the office runs and what products are available. You will use your IT skills and be confident in speaking with clients and other team members.	In-house induction, possibility of attending electronic courses relating to clients needs. This is a developmental role and would be ideal for anyone who is electrically or mechanically minded.	National Minimum Wage initially	14224724

Location	Opportunity	Description	Other Information	Salary	Ref No
Didcot	Trainee Workshop Engineer	Booking in equipment for repair, recording serial numbers for tracking on the computer system, repair and test equipment to manufactures specifications, fill out report to detail description of work carried out :ie hours worked parts used, pack repaired equipment.	Full in house training will be provided along with the opportunity to gain qualifications.	Starting at £15,000 revised after probation period	14224788
Wallingford	Administration Apprentice	Duties include updating spreadsheets, answering the telephone, calling candidates, matching candidates to jobs through systems and other related tasks.	Train to become a recruitment consultant within a year, you will work towards an NVQ in Business Administration and full in house training will be provided.	Apprenticeship Allowance of £95 per week	14224853
London and Berkshire	Microsoft IT Apprenticeship Programme	The programme is fully funded by the government for 16-18 year olds and will involve hands on technical experience in the work place with one of our Microsoft partners plus extensive training provided at the Academy. You will also be working towards qualifications.	9-10 month IT Apprenticeship programme, study towards industry recognised qualifications. Microsoft Certification Technical Specialist, Microsoft Certified IT Professional. CompTIA A+ & N+, plus more	£100 per week	14224860 Programmes starting March, April and May 2010
Reading, Twyford	Trainee Marketing and Administration Assistant Apprenticeship	You will work across two businesses, a specialist recruitment company and an events company, you will be kept busy. There will be a lot of variety but also a lot of monotonous and repetitive tasks. You will be involved in general administration plus marketing activities	Full training and support will be given in all areas	£95.00 per week Training wage	14224881
Harwell	Accounts Assistant	Duties include maintaining purchase, and sales ledger, and general accounts duties. You should be able to use your initiative as you will be working in a fast moving environment.	Full in house training will be given	Exceeds National Minimum Wage dependant on experience	14224895