



## Employment and Training Opportunities CENTRAL AREA

*Phone any of these Oxfordshire Hubs for more details:*

Abingdon:	0845 6029279 / 01865 328400
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.spired.com/connexions/opportunity  
\\_search.htm](http://www.spired.com/connexions/opportunity_search.htm)

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[http://oxcentric.oxme.info/cms/content/web-  
chat](http://oxcentric.oxme.info/cms/content/web-chat)

Location & Ref No	Opportunity	Description	Other Information	Salary	Contact Details
Cowley, Oxford Ref: 14226689	Planning, Steering, Processes and Systems Student	The placement will include involvement in the following areas: Vendor Tooling Asset Register, O Drive reorganisation, event management, financial planning and analysis, headcount planning and analysis, development of local induction processes.	You will be working towards a 2.1 degree in Business, Finance, or similar.	Closing date: 27 January 2012.12 month placement starting June 2012	BMW Group Ltd (Cowley) Tel: 01865 825404 E-Mail/Web site: central.recruitment@bmwgroup.com
Headington Ref: 14226775	Dispenser Trainee	Providing excellent customer care in a professional pharmacy. Dispensing productions in an accurate and safe way. Working in a team to deliver high standards and gain professional knowledge from colleagues every day.	You will be training to gain an NVQ level 2 or 3	Meets National Minimum Standards - career development post.	Boots The Chemist Tel: E-Mail/Web site: www.boots.jobs
Wheatley Ref: 14226322	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

Location & Ref No	Opportunity	Description	Other Information	Salary	Contact Details
Oxford Ref: 14226502	EnglishTutors for Children - Part time	Support children's learning, helping them to reach their individual potential: helping children to log-in and settle into their work; monitoring the progress; providing encouragement and praise; positive assistance and reassurance; act as a role model; basic admin.	Training and support are provided across a broad range of areas-	How to Motivate and Inspire; Teaching Techniques; Behavioural Management; Taking Responsibility; Health and Safety; Child Protection	£4.50-6.00 depending on age and experience
Wheatley Ref: 14226788	Administration Apprentice	You will be working in the HR office handling a variety of tasks, such as data input to the computer, filing & photocopying, sorting the post, answering routine queries in person, by telephone & email & sending routine correspondence.	You will work towards your NVQ level 2 and/or 3 and you will be required to attend college one day a week, or a tutor will visit you in the office	Starting salary of £9,889 per annum Closing date: 6 January 2012	Oxford Brookes University (Wheatley Campus) Tel: E-Mail/Web site: www.brookes.ac.uk/vacancy vacancies@brookes.ac.uk
Oxford Ref: 14226063	Food & Beverage Assistant	You will ensure all guests are served with the highest standards of hospitality and ensure that the highest standards of cleanliness are maintained in the food and beverage areas. You will demonstrate you can communicate effectively and carry out instructions.	In house training	£6.08 Per hour	Holiday Inn (Pear Tree) Tel: 01865888326 E-Mail/Web site: www.ihg.com niall.Bird@ihg.com

Location & Ref No	Opportunity	Description	Other Information	Salary	Contact Details
Oxford, Pear Tree Roundabout Ref: 14225566	Various Positions	Various positions, Housekeeping, Food and Beverage, Porters, working in busy Holiday Inn.	Full training will be given	Minimum Wage upwards depending on experience.	Holiday Inn (Pear Tree) Tel: 01865 888326 E-Mail/Web site: carol.hill@ihg.com
Oxford City Ref: 14226719	Hairdressing Apprenticeship	Duties to include working in a 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 07850 556190 E-Mail/Web site: www.introtrain.com training.consultants@introtrain.com
Various nurseries across Oxfordshire Ref: 14225073	Relief Nursery Nurses/ Assistants - Casual Contract	Working within a team, caring for children and supporting their early year's development. 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 training will be provided	National Minimum Wage	Kids Unlimited (Head Office) Tel: 0845 365 2900 E-Mail/Web site: enquiries@kidsunlimited.co.uk www.kidsunlimited.co.uk
Oxfordshire Ref: 14224573	Nursery Assistants	Working within a team, caring for children from birth to school age. You will learn all aspects of childcare - feeding, changing and learn how to interact with children through play and music to create a learning and stimulating environment.	Comprehensive induction, training and excellent career progression opportunities. Nursery Assistants do not require previous experience.	National Minimum Wage applies Age 17 years Genuine Occupational Requirement applies	Kids Unlimited (Head Office) Tel: 0845 365 2900 E-Mail/Web site: enquiries@kidsunlimited.co.uk www.kidsunlimited.co.uk

Location & Ref No	Opportunity	Description	Other Information	Salary	Contact Details
Oxford Ref: 14226752	IT Repair & Service Technician Apprentice	You will build, repair and configure IT equipment and peripherals to customer specifications for the domestic market and small businesses, may also include retail sales of equipment, will be required to deal with customers directly in person or on the telephone.	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	£2.60 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
Oxford Ref: 14226751	IT Repair & Service Technician Apprentice	You will be required to build, repair and configure IT equipment and peripherals to customer specifications for the domestic market and small businesses, may also include retail sales of equipment, deal with customers face to face and on the telephone	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	£2.60 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

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Oxford Ref: 14226746	IT Help Desk/Support Desk Apprentice	Maintenance and repair of PCs, peripherals and applications, installation and maintenance of cabling and other network infrastructure to meet the school's requirements, assist with configuration, installation and support of the schools ICT systems plus other tasks	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	£97.50 a week Start date: 9 January 2012 for 7 months (28 weeks)	NITP - OCVC Tel: 0797725441 E- Mail/Web site: richardbagust@nitp.co.u k www.nitp.co.uk
Wheatley Ref: 14226745	IT Help Desk/Support Desk Apprentice	You will be required to deal with customers directly in person or upon the telephone, providing advice and support on the usage of company software and hardware systems.	Advanced Apprentice(Level 3)Diploma in ICT Professional Competence Award in ICT Systems & Principles, CompTIA A+ , Certificate in ICT Systems and Principles,Microsoft Technology Associate (MTA) certificate	£112.50 a week Start date: 9 January 2012 for 7 months (28 weeks)	NITP - OCVC Tel: 0797725441 E- Mail/Web site: richardbagust@nitp.co.u k www.nitp.co.uk
Oxford Ref: 14226299	Childcare Apprenticeships	Apprenticeships are work-based training programmes for those who want to develop their future career prospects. Apprentices learn through a combination of on and off the job training. On the job they work alongside experienced staff.	Full training will be given to work towards nationally recognised qualifications.	Apprenticeship training wage applies 16 - 20+ years	Oxford Active Limited Tel: 01865 594325 E-Mail/Web site: owenmcgovern@oxford active.co.uk www.oxfordactive.co.uk

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Oxford, Cowley Ref: 14226389	Microsoft Advanced IT Apprenticeship in Hardware & Networking	QA has been working alongside Microsoft to develop this unique Level 3 Microsoft Advanced IT Apprenticeship in Hardware and Networking. You will be employed by a Microsoft partner and gain your industry recognised certifications at one of QA's Academies.	IT Apprenticeship plus Microsoft Certification Technical Specialist (MCTS), CompTIA A+, CompTIA, plus City & Guild Diploma and Certificate.	up to £120 per week, apprenticeship wage	QA Apprentice Tel: 01753 898 724 E-Mail/Web site: www.apprenticeships.qa.com / Lorette.Parker@qa.com
Cowley Ref: 14226388	Microsoft Advanced IT Apprenticeship in Hardware & Networking	QA has been working alongside Microsoft to develop this unique Level 3 Microsoft Advanced IT Apprenticeship in Hardware and Networking. You will be employed by a Microsoft partner and gain your industry recognised certifications at one of QA's Academies.	IT Apprenticeship plus Microsoft Certification Technical Specialist (MCTS), CompTIA A+, CompTIA, City and Guilds Diploma and Certificate.	£95 - £120 per week apprenticeship wage.	QA Apprentice Tel: 01753 898 724 E-Mail/Web site: www.apprenticeships.qa.com / Lorette.Parker@qa.com
Oxford Ref: 14225874	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 and 19 years	Serve Legal Tel: 020 7091 1080 E-Mail/Web site: info@servelegal.co.uk www.servelegal.co.uk
Great Milton Ref: 14226338	General Assistants	Varied roles available which can include groundwork/maintenance, loading vehicles and outside work. Restoration Projects, Pre Production Digital Sculpting - learning all aspects of this career.	Happy to train. Will be trained on fork lift truck. Stone Genie, (see www.stoneworld.co.uk) restoration opportunities and working in various situations.	Meets National Minimum Wage initially	Stoneworld Tel: 01844 279307 E-Mail/Web site: www.stoneworld.co.uk Val@stoneworld.co.uk

Location & Ref No	Opportunity	Description	Other Information	Salary	Contact Details
Oxford Ref: 14226044	Foodie Team Members - Temporary	To work in a busy sandwich and deli shops in Oxford. You must have a passion for food and be customer focused at all times. This is a fast paced, busy environment, so not for the faint hearted. Ideally people with previous coffee and sandwich making experience preferred.	In house training will be given but people with previous coffee and sandwich making experience preferred.	Meets National Minimum Wage requirements	Taylor's of Oxford Tel: 01865 793963 E-Mail/Web site: <a href="http://www.taylorsoxford.co.uk">http://www.taylorsoxford.co.uk</a> tony.page@taylorsoxford.co.uk
Oxford Ref: 14224609	Casual Food & Beverage Assistants	Setting up conference rooms to clients requirements, serving food and beverages to clients, clearing rooms at the end of the day, working behind the bar as necessary, ensuring bills are settled before clients leave the building.	Full in-house training will be provided.	£6.25 per hour	The Kassam Stadium Tel: 01865 337600 E-Mail/Web site: <a href="http://www.thekassamstadium.com">www.thekassamstadium.com</a> flahaye@thekassamstadium.com
Summertown, Oxford Ref: 14226771	Nursery Nurse	We have a very hard working, positive and fun loving team that always puts the needs of the children as their top priority therefore we are looking for similar minded Nursery Nurses who will contribute to the existing team		Meets National Minimum Wage	The Oxford Nursery Tel: 01865 316602 E-Mail/Web site: <a href="http://www.oxfordnursery.co.uk">www.oxfordnursery.co.uk</a> / summertown@oxfordnursery.co.uk

Location & Ref No	Opportunity	Description	Other Information	Salary	Contact Details
Oxford Ref: 14224756	Advanced IT Professional Apprenticeship	You will attend the centre and complete IT based work programmes and be continually assessed on your performance whilst undertaking exams to achieve your qualifications. You will also now be employed from week 19 onwards by an external company	IT Advanced Apprenticeship to include: Advanced Diploma in ICT Systems & Principles for IT Professionals, Advanced Diploma in ICT Professional Competence, Key Skills or Functional Skills plus more	Travel expenses paid until week 7 when you will get £91 per week Intakes are September & February or September/January/April for 19+	Zenos Ltd Tel: 077854 63006 E-Mail/Web site: www.zenos.com / kirren.mazah@zenos.com