



## 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](http://www.connexionsoxfordshire.com)  
[www.spired.com](http://www.spired.com)

Location	Opportunity	Description	Other Information	Salary	Ref No
Oxford	Project Manager Trainee	You will learn all aspects of Project Managing and overseeing the process on a building contract or various smaller contracts. Initially you will learn the use the various IT packages relating to the company systems and estimating IT package.	4 years national Certificates in Building Construction with opportunity to do 3 years University Degree. Day release to Oxford College initially.	£10,200 - £20,400 per annum in years 1-4	14224906 <b>CLOSING DATE 19TH MARCH 2010</b>
Oxford	Casual Waiting Staff	We require waiting staff to go onto our casual bank. Often we find we need additional waiting staff at short notice to provide holiday/sickness cover or to provide an extra pair of hands during events.	In-house training will be given	National Minimum Wage applies	14224130
Oxford	Audit/AAT Trainee	You will complete audit tests in assigned sections, you will check, read and add up sets of accounts accurately and completely, discuss relevant audit issues with personnel at clients' premises, dealing with communication in a professional manner and other related tasks.	Studying towards the AAT qualification. Training to start in September, but early applications encouraged with a view to start in Summer.	Exceeds National Minimum Wage	14224804
Oxford	Housekeeping Team Member	Duties include providing an exceptional service in room cleaning and preparation ensuring company standards of quality and cleanliness are maintained, exceed customer service, cleaning and maintaining guests rooms, corridors, linen rooms, cupboards and other duties	Full in house training will be provided	National Minimum Wage applies	14224885

Location	Opportunity	Description	Other Information	Salary	Ref No
Oxford	Catering Assistant	You will be working in a kiosk in a local park selling ice creams, hot dogs and similar hot and cold food. You will also be collecting money from some of the park's paid activities, such as tennis.	Full training will be given	£7 per hour	14224928
Oxford	Post Office Clerk	Serving customers, cash handling, sending parcels, sell postage stamps, register and insure mail and compute mailing costs of letters and parcels, organise post ready to be collected and other related duties as required	Full in house training will be provided	National Minimum Wage applies	14224869
Oxford	Receptionist	Greeting and dealing with customers, answering the telephone, emailing, making appointments, taking payments, filing and other related duties.	Full reception training will be given	National Minimum Wage applies	14224927 Closing date: 04 April 2010
Kennington, Oxford	Waiter/Waitress	Interact with customers, serve food/drink in the restaurant, provide fantastic customer service plus other related duties as required	Full in house training will be provided	National Minimum Wage applies	14224903 Closing date: 31 March 2010

Location	Opportunity	Description	Other Information	Salary	Ref No
Oxford	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	14224573 Age 17 years Genuine Occupational Requirement applies
Oxford	Nursery Assistants	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	14224639
Oxford Water Ways	Nursery Nurse	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	14224644 Aged 17 years Genuine Occupational Requirement
Oxford Water Ways	Nursery Assistants	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	14224643 Aged 17 years Genuine Occupational Requirement applies
Oxford	Medical Support Worker	Support staff to work with qualified scientists to perform basic sample preparation and data entry plus other related duties	Full in house training will be provided	£13,233 - £16,333	14224934 Closing date: 21 March 2010

Location	Opportunity	Description	Other Information	Salary	Ref No
Oxford	Biomedical Scientist Trainee	You will be working in a routine diagnostic laboratory whilst studying. Analyses of potentially infectious samples using a range of highly specialised laboratory procedures. Lots more information on the NHS website quote 321-C-ADF-195.	Fully funded, part-time, Bachelor of Science in Biomedical Science Degree.	£16,049 - £20,062 per year	14224907 Closing date 31st March 2010
Oxford	Motor Vehicle Body Repair and Paint Apprentice	You will be responsible for the finish and quality of products whilst using the latest technology, this is a hands on job. Experiencing different aspects of the business during the first year, before selecting to specialise for the remainder 2 years.	Attend college or university on a part time or block release basis. NVQ2/NVQ3 in Motor Vehicle Body Repair and Surface Finish, supported by an Institute of the Motor Industry Level 3 certificate plus more	£10,293 - £12,390 after 6 months	14224926
Oxford	Engineering Apprentice	You will be responsible for the rapid detection, rectification and prevention of faults, the operation and programming of automated production plant and equipment. Studying modern technology, state-of-the-art engineering and production techniques plus much more	Four year programme. You will attend college or university on a part time or block release basis. Starting with NVQ2/PEO/NVQ3 Engineering Maintenance, National Certificate plus more.	£10,293 - £12,390 after 6 months	14224910 Closing date: 31 March 2010
Oxford	IT Technician Apprenticeship	You start on a business awareness programme followed by career objective training in relevant departments. Technical I.I support to vehicle body, paint, assembly, logistics, finance & manufacturing operations & systems plus other related duties.	You will attend college or university on a block or day release basis. starting with NVQ2/NVQ3 Installing & supporting I.T systems. Development possible Foundation Degree in Business Management	£10,293 - £12,390 after 6 months	14224915 Closing date: 31 March 2010
Oxford	Business Apprenticeship	Using the latest technology, this apprenticeship offers a highly qualified career and a wide range of opportunities within the company. Leading to openings in all areas of commerce, material and production management, personnel, sales and marketing and accounting.	Three year programme, attending college or university on a part time or block release basis. Starting with NVQ2/NV Business Administration supported by AVCE/HNC, develop possible to NVQ4 and degree course	£10,293 - £12,390 after 6 months	14224914 Closing date: Friday 26th March 2010

Location	Opportunity	Description	Other Information	Salary	Ref No
Oxford, Headington	Heating Technician Trainee	Duties will involve learning how to estimate for heating projects in the first two years, followed by learning to project manage in the next two years. You will use a computer, telephone, photocopier and a plan printer.	Training is over a four year period and includes day release at Langley College, Slough. Travel expenses and training will be funded through the company.	First year approximately £9845 per year	14224366
Cowley	Bank Cashier	Working as a Cashier you will be dealing with customers face to face, handling transactions, answering and dealing with customer enquiries. You will be working as part of a team and meeting targets.	There will be full in house training for the first 12 weeks with a pay review on completion. Career development opportunities and support towards gaining professional qualifications	£12,410 per year rising to £13,000 after completion of probation	14224434
Oxford City	Personal Banker	You will meet customers face to face and over the telephone helping them to meet their needs. This will entail pointing them to the most suitable product or to a specialist - mortgage, insurance.	In-house training will be given. There is plenty of opportunity to progress within the bank.	National Minimum Wage	14224647
Oxford City	Cashiers	Working as a Cashier you will be dealing with customers face to face, handling transactions, answering and dealing with customer enquiries. You will be working as part of a team and meeting targets.	There will be full in house training for the first 12 weeks with a pay review on completion. Career development opportunities and support towards gaining professional qualifications.	£12,410 per year rising to £13,000 after completion of probation	14224628
Oxford, Headington	Nursery Nurse	Candidates must be able to demonstrate a genuine commitment to providing a warm, caring and stimulating environment for the children. Benefits include uniform and on site parking.	Ongoing training provided.	Meets National Minimum Wage	14224013
Oxford	IT Apprenticeships	You will attend the centre and complete work programmes and be continually assessed on your performance. More details to follow	Training to achieve Key Skills Assessment & Certification	After 6 weeks probationary period - £95 per week training wage	14224756
Oxford	Nursery Assistant	Working in a small team, you will assist staff with the development of the young people through play, whilst maintaining good health and safety standards.	Training in all aspects of the nursery whilst undertaking an apprenticeship which consists of NVQ level 2, Key Skills, Technical Certificate. This will be work based.	£95 per week training allowance	14224487

Location	Opportunity	Description	Other Information	Salary	Ref No
Oxford	Retail Apprenticeship	Duties to include, serving customers and deal with enquiries, use the till, answer the telephone, maintain stock levels and order goods, keep shop area clean and tidy. You will work as part of a friendly team.	On the job support provided, whilst working towards your apprenticeship. This includes NVQ2 in Retail, Key Skills, Technical Certificates.	£95 per week training allowance	14224694
Oxford	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	14224609
Oxford	Trainee Sales Consultant	Working as part of a in-store team, you'll drive sales to hit personal and store targets, whilst also ensuring the delivery of the very best customer service. It's a fast paced and challenging, and you'll get to work with the latest technology every day	Training towards NVQ Sales Level 2 and then NVQ Sales Level 3	Meets National Minimum Wage applies, plus the chance for commission	14224866
Oxford	Sales Consultants	You will be looking after customers providing a high standard of customer service. Working in a competitive environment you will be ambitious and passionate about everything you do.	In-house training will be given with career opportunities. NVQ training available.	£10,750 per year- £14,000 per year pro rata + competitive commission	14224602
Oxford	Administrative & Resource Assistant	Scanning library materials and converting into Word and PDF documents, labelling, packaging and mailing CDs to users, working towards a set time-frame, entering information into Excel spreadsheets plus other related duties	Full in house training and training for new IT skills will be provided	£14,942 - £17,111 pro rata per annum	14224893 Closing date 12th March interviews 26th March 2010
Oxford	Kitchen Staff	Ensure food is served within the 10 minute service aim, maintain food product knowledge and be familiar with promotions and club nights, ensure the kitchen is kept clean and hygienic at all times and dispose of waste appropriately, adhere to the licensing laws.	Good training available with career progression opportunities.	National Minimum Wage or above plus bonus	14224182 Over the age of 16 and school leaving age

Location	Opportunity	Description	Other Information	Salary	Ref No
Oxford Science Park	Office Administration Assistant	Providing support and cover to the administrative team, answering and dealing with telephone enquiries, preparing meeting rooms for client and marketing use, various administrative tasks, meeting and greeting clients and other related tasks as required.	Full in-house training will be provided	National minimum wage applies	14224587
Oxford, Cowley	Sales/Admin Assistant	This is a very varied role in Sales and Administration. Duties include general office duties - faxing, filing, photocopying, data inputting including working with the Sales Team - taking sale orders, dealing with clients and arranging viewing for the Marketing team	Induction and in-house training given	National Minimum Wage	14224638
Oxford	Retail Apprentice	Duties include selling products, exceeding sales targets, deliver the highest standard of customer service and enthusiastically deal with enquires, maintain an accurate knowledge of products available including competitor pricing and other related tasks as required	Study towards a nationally recognised qualification, full in house training will also be provided	£8,000 per year rising to £11,000 on completion of qualification	14224859 Closing Date 21st March. Interviews held on 13th April
Oxford	Technician Trainee	Have an understanding of the Health and Safety requirements in a laboratory environment, collect dirty glassware, wash and return glassware, prepare sterile reagents for scientists, maintain stock levels and other related tasks as required	Full in house training will be provided	Exceeds National Minimum Wage	14224929 Closing date: Middy Friday 26th March