

# Vacancy Newsletter

29<sup>th</sup> April 2022

east lothian  
**works**

**Role:** Trainee Maintenance Assistant

**Company:** Lennoxlove Estate

**Location:** Haddington

**Salary:** Minimum starting pay of £9.90 per hour (depending on experience)

**Hours:** 39 hours per week. Mon-Thurs 8.5 hours per day, Fri 5 hours

**Closing date:** 20<sup>th</sup> May 2022

Lennoxlove is a working Estate located on the outskirts of Haddington. It comprises of Lennoxlove House, a historic building set in woodlands which is the seat of the Duke of Hamilton, along with mixed farming, rural lettings and agricultural services.

This is an incredible opportunity for someone to join the team at Lennoxlove Estate who wants to learn all there is to know about Estate Maintenance. Working alongside our experienced Maintenance Manager, we would like to provide the right candidate with all the training they may need to gradually take responsibility for the repairs and general maintenance of the Estate and its properties.

The right candidate will need to:

- Demonstrate a good level of practical skills to do a wide range of tasks
- Have problem solving skills
- Be well organised
- Feel comfortable working outdoors and indoors
- Have a flexible approach to your work
- Have good communication skills

Lennoxlove Estate are committed to further training and would welcome the opportunity to discuss any further education or training courses an applicant may wish to pursue to further develop in the role.

You will work alongside the Maintenance Manager and his Team to complete a wide variety of requests for any service and repairs required on the Estate. This may include but is not limited to the following:

- Minor building repairs
- Painting
- Basic plumbing and carpentry
- Gardening/groundwork

You will need to be aware of the correct health and safety procedures for the Estate and make sure that you and the area around you, is always safe and secure. Full training will be provided as required.

Please email your CV and covering letter outlining why you think you are suitable for the role to [info@lennoxlove.com](mailto:info@lennoxlove.com)

**Role:** Trainee Office Administrator  
**Company:** McInroy & Wood Limited  
**Location:** Haddington

**Hours:** Full time  
**Closing date:** 15<sup>th</sup> May 2022

McInroy & Wood is a thriving and independent private client investment management firm, managing over £2.1bn worth of clients' investments, which are invested directly around the world. We are housed in our own purpose-built premises in Haddington, with additional offices in London and Harrogate. We strive to build a diverse team, recognising the many benefits that this brings to our clients and colleagues, and we are proud of our collegiate approach.

### **The role**

The role involves receptionist and general secretarial duties, to help ensure the smooth running of the office. This includes dealing with director and staff administration requests timeously and accurately, and ensuring that all callers, in person or on the telephone, are treated politely and professionally. This is a trainee role and full training will be given.

### **Key attributes**

An excellent telephone manner is essential, and applicants will be required to demonstrate computer literacy (Word and Excel). A meticulous approach to tasks, together with strong organisational skills and an eye for detail are also crucial, as well as an eagerness to learn.

### **Responsibilities**

- Telephone call handling including effective call transfer and taking accurate and detailed messages, all in a calm and professional manner.
- Welcome visitors to the office.
- Arrange meetings; book meeting rooms and provide refreshments for guests.
- Organise travel for staff and visitors.
- Maintain registers, diaries and the visitor log book.
- Keep contact information up to date in our computer system.
- Carry out photocopying, printing and filing tasks, type letters, bind and proofread documents.
- Sort and distribute incoming mail, handle deliveries and outgoing mail.
- Assist with mailings and events.
- Order stationery.
- Other general office duties as required.

### **Skills & expertise required**

- Team worker with a proactive, flexible approach.
- Effective communicator, verbally and in writing.
- Excellent attention to detail and ability to work to a high degree of accuracy.
- Strong organisational skills and the ability to meet deadlines and manage multiple tasks.
- Well presented with a confident, friendly and approachable manner.
- Experience of working with the public is an advantage but not essential as full training will be given.

For more information, and to apply online, follow the link: [McInroy & Wood | Working for McInroy & Wood](#)

**Role:** Higher Apprentice - Operations Management

**Company:** Tarmac

**Location:** Dunbar

**Closing date:** 22<sup>nd</sup> May 2022

Working as a Higher Apprentice in the Operational team at Tarmac, you will get exposure to numerous elements of our manufacturing process and what it takes to manage our plants. This is a great opportunity for someone who is looking to start out a career in operational management and learn the ropes from the ground up.

**Role Responsibility** - Activities will include:

- Working in our Concrete, Aggregate, Asphalt or Building Products manufacturing sites (dependent on where the role is based). To help you establish where you want to specialise it is likely you'll be given exposure to different products through rotations or secondments during your apprenticeship.
- We'll value you as a fresh pair of eyes to support the site teams in improving production efficiency, we want you build the confidence to challenge, think about new ways of working and help our teams improve the effectiveness of their sites.
- You'll support Site Managers, Maintenance Managers and Operations Managers in the running of their teams and functions.
- At Tarmac, safety is our no.1 priority – you work safely and you go home safely at the end of the day. You'll play an important role in driving a positive culture, challenging us when something doesn't feel right, or where there are opportunities to improve our safety performance
- You will be provided with support to be able to take on the responsibility of the basic maintenance and inspections on site, learn to operate mobile plant, undertake site-based duties (including production process and keeping the site clean and maintained).

Whilst you're learning on the job, you'll attend our Core Skills Development Programme designed to expand your business knowledge, strengthen core skills and offer networking opportunities across the Tarmac business in order to successfully transition into your destination role.

Alongside this programme, we will support your academic progression through the opportunity to complete the Derby University Foundation Degree course, giving you a good grounding to start an exciting career in our industry and earn while you learn!

Further details of the qualification can be found here:

<https://www.instituteforapprenticeships.org/apprenticeship-standards/mineral-products-technician-v1-0>.

### **The Ideal Candidate**

#### **Qualifications:**

- Five GCSEs (or equivalent) A-C or numbered equivalent (9-4) including English and Maths, or level 3 qualification, including A levels, NVQ, BTEC, or Level 3 apprenticeship.

#### **Skills:**

- Willingness to learn and develop.
- Resilience.
- A desire to get stuck in and have variety of a hands on role with time working in the office too.
- Enthusiastic about starting a career in the building materials industry!
- Passionate about working safely.
- A team player.

For more information, and to apply online, follow the link: [Higher Apprentice – Operations Management | Jobs and Careers with Tarmac](#)

**Role:** Mechanical Apprentice (C&L)

**Company:** Tarmac

**Location:** Dunbar

**Closing date:** 22<sup>nd</sup> May 2022

As a Mechanical Apprentice in part of the Cement, Lime & Packed division of Tarmac, you will play an important role in keeping UK infrastructure moving, contributing towards the successful production of cementitious products. An exciting role where you can see the outputs of your hard work all around you (quite literally!)

### **Role Responsibility**

On this scheme, you will:

- Attend college to study the academic and practical elements of the role.
- Get plenty of opportunity for hands-on experience on site, where you can make your mark and become a vital part of the team, actively participating in breakdowns and planned maintenance work on the equipment and assets at our Cement Plant.
- Experience life on site, which will involve working both inside and outside. It won't always be glamorous and sometimes you might find yourself in a dusty or confined environment. However, your safety and health is our number one priority and full protective clothing and equipment is provided. Your colleagues are there to help and look out for each other, and safety is everyone's responsibility.

Our Apprentice programme is a great opportunity for you to develop skills and knowledge for the future and to bring us some fresh perspectives and ideas. At the same time you will enjoy working for a large, established company, with a great range of benefits, whilst learning an important trade and gaining a recognised NVQ Level 3 qualification (equivalent to a BTEC) and an HNC in Mechanical Engineering. <https://www.instituteforapprenticeships.org/apprenticeship-standards/maintenance-and-operations-engineering-technician-v1-1>

### **The Ideal Candidate**

Our people come from a variety of different backgrounds and prior experience isn't always necessary for success. The following transferable skills and qualifications are beneficial in this role:

#### **Qualifications required:**

- GCSEs (or equivalent), A-C or numbered equivalent (9-4) including English and Maths.

#### **Skills:**

- A practical and technical aptitude, and able to demonstrate a genuine interest in engineering, technology or science.
- Enthusiastic about starting a career in the building materials industry!
- Passionate about working safely.
- A team player.
- Willing to learn and develop.

For more information, and to apply online, follow the link: [Mechanical Apprentice \(C&L\) | Jobs and Careers with Tarmac](#)

For all vacancies within East Lothian Council visit: [Jobs | East Lothian Council | myjobscotland](#)

#### **Contact:**

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