

Vacancy Newsletter

6th May 2022

east lothian
works

Role: Trainee Pharmacy Assistant

Company: Right Medicine Pharmacy Ltd

Location: Haddington

Hours: 15 hours per week (Monday & Saturday, 9am – 5:30pm)

Salary: £9.50 - £9.63 per hour

Right Medicine Pharmacy have 34 pharmacies across Scotland, and a team of around 250 colleagues supporting local communities. They are looking to recruit an enthusiastic pharmacy dispenser to help with their ongoing growth.

Their aim is to progress you on your journey as a dispenser and allow you to grow with the company. If you have been qualified for 2 years or more, then we have a new course that will allow you to progress to a checking dispenser. If you are under 2 years then we will look to progress you once you hit 2 years of being qualified.

RMP are looking for people who are keen to learn, happy to commit and ready to get stuck in!

For more information, and to apply online, follow the link: [talentvine.co.uk – Trainee Pharmacy Assistant](https://talentvine.co.uk)

Role: Parts Assistant or Apprentice

Company: Thomas Sherriff & Co Ltd

Location: Haddington

Hours: Full time

Closing Date: 12th May 2022

Thomas Sherriff are looking for an enthusiastic employee to work in their busy agricultural parts department in Haddington. This could be an experienced assistant or an apprentice.

For more information, and to apply online, follow the link: [indeed.com – Thomas Sherriff & Co](https://indeed.com)

Role: Production

Company: Eastern Exhibition & Display

Location: Musselburgh

Salary: £9.90 per hour

Hours: 40 hours per week

Established in 1979, Eastern Exhibition & Display specialise in the production of graphics for all environments including visitor centre interiors, custom built exhibitions, interpretive display and signage, with a complete installation and storage service. They pride themselves on the ability to suit particular requirements and budgets and always deliver on time!

Having all their production facilities under one roof means that they can call on all their services and expertise in order to deliver work to clients hassle free. They highly value their clients and working relationships and they love working with designers, architects, marketers and business owners. Their goal is to come up with the best possible solution for each individual requirement - no matter how big or small the job.

Key Tasks:

- Painting / spray booth
- Graphics finishing and collating
- Ad hoc duties as directed by the print supervisors

To apply, email a CV to shevy@eastern-info.co.uk

Role: Finance / Administration Assistant

Company: Eastern Exhibition & Display

Location: Musselburgh

Salary: £9.90 per hour

Hours: 40 hours per week

Established in 1979, Eastern Exhibition & Display specialise in the production of graphics for all environments including visitor centre interiors, custom built exhibitions, interpretive display and signage, with a complete installation and storage service. They pride themselves on the ability to suit particular requirements and budgets and always deliver on time!

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Key Tasks:

- Maintain H& S documents to ensure all are updated on a timely basis
- Support Finance Team with inputting of data
- Reception duties
- Ad hoc duties as directed by MD

To apply, email a CV to shevy@eastern-info.co.uk

Role: Grounds Person
Company: Loretto School
Location: Musselburgh
Hours: Full time
Closing Date: Friday 13th May 2022, midday.

Loretto School is one of Britain's leading independent boarding and day schools located on the outskirts of Edinburgh. They have an exciting opportunity for 2 enthusiastic individuals to join their team as Grounds people. Reporting to the Head Groundsman, they are seeking to recruit 2 full-time Grounds people to ensure the School's grounds and sports pitches are maintained and presented to the highest standards possible and carry out other grounds duties across the School.

This is a very interesting role which will enable the right candidate to put their mark on the attractive school grounds. The successful candidate will require to demonstrate experience of working in a similar role. They must be highly motivated, able to work independently and confident in their skills to sustain a robust programme of work.

Key Tasks and Responsibilities:

- Maintaining the lawns, playing fields, astroturf and hard-court areas to a high standard, ensuring they are safe and fit for purpose. Using tractors and other mechanical equipment.
- Ensuring that all grounds equipment is maintained to a safe and serviceable condition and workshop areas are kept clean and tidy.
- Assisting in the marking out of pitches for various sporting events, the erection and dismantling of rugby poles, hockey goals, lacrosse goals.
- Maintain woodland areas to a safe and healthy condition using a variety of tree management techniques and specialist equipment including the use of a chainsaw.
- Assisting the Head Groundsman with various duties including delegation of work to staff, budgetary management, record keeping and safety documentation.
- Overseeing contractors or suppliers working for the department.
- Weeding, pruning, planting, spraying as required.
- Maintaining the borders to a high standard.
- Maintaining plants and containers to a high standard and changing displays as necessary.
- Pruning trees, shrubs and plants back at the appropriate time.
- Feeding specific trees, shrubs and plants at the appropriate time.
- Pest control
- Assisting in the clearance of ice and snow when necessary
- Sweeping footpaths and external entrances on a regular basis or as directed
- Assisting PE staff to transport equipment to various locations on occasion.

Terms of Role:

Working Hours: 8.00am to 4.30pm Monday to Friday. Occasional weekend work will be required.
Salary: will be determined by experience and aptitude for the role.
Start date: as soon as possible.

For more information and application form, follow the link: [Loretto.com – Grounds Person](https://www.loretto.com)
If you would to arrange for an informal discussion about the role, email HR@loretto.com

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

Contact:

East Lothian Works, 9-11 Lodge Street, Haddington EH41 3DX
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