



Lancaster &
Morecambe
College

Apprenticeship Vacancies



January | 2021

Issue 34

Apprenticeships Overview

An Apprenticeship is a perfect choice if you want to continue your studies by developing your skills, knowledge and behaviours, while also earning a salary. For many it is the first step in deciding their long-term career as it gives them necessary work-experience. If you'd like to apply for a vacancy listed in this booklet, or already have an employer who'd like to take you on as an apprentice, please complete an application form on our website (apply.lmc.uk) and we'll contact you with further details.

If you've not yet found an Apprenticeship you'd like to apply for but it is something you are still interested in, we can help you. We'll support you through our vacancy-matching service and also discuss other work based options, such as Traineeships, which can lead on to Apprenticeships upon completion.

Key Apprenticeship Facts



Apprenticeships in over
170 industries

16+

age requirement



20%

off-the-job training

30

average weekly
working hours



**Apprentice
National**

Minimum Wage



4

Apprenticeship Levels



20

paid holiday days
+ 8 bank holidays



12

months minimum



742,400

Apprenticeship
starts 18/19

*Facts may vary from employer to employer however, these are the averages and minimum requirements.

BUSINESS ADMINISTRATION

Please note that as we are currently in a National Lockdown, employers may request a remote interview or pause their hiring procedure.

Business Development - Rightfloor



Qualification: Business Administration Level 3

Working Hours: 30 per week

Weekly Wage: £124.50

Location: Heysham

Rightfloor are well known, reputable flooring experts with a vast range of experience covering all regions of the UK. We specialise in the installation of hardwood, LVT, vinyl and tiled flooring in all types of commercial and domestic premises.

Rightfloor are looking for a confident and enthusiastic individual to carry out administrative roles such as liaising with their suppliers and booking in jobs. The ideal candidate would be honest, reliable, ambitious and hardworking.

Business Admin - Central Lancaster High School



Qualification: Business Administration Level 3

Working Hours: 30 per week

Weekly Wage: £124.50

Location: Lancaster

Central Lancaster High School is a local high school is a welcoming and close-knit community with very close links to the surrounding areas which it serves. The school prides themselves on offering excellent support to pupils so that they receive the very best of all things during their time at the secondary school.

The responsibilities of the role are to support and engage with different parts of the organisation and interact with internal or external customers. With a focus on adding value, the role of business administrator contributes to the efficiency of the school, through support of functional areas, working across teams and resolving issues as requested.

Apply via our website - www.lmc.ac.uk/appvacancies or Contact us on 01524 521483

BUSINESS ADMINISTRATION

Please note that as we are currently in a National Lockdown, employers may request a remote interview or pause their hiring procedure.

Business Administration - Clear Trace



Qualification: Business Administration Level 3

Working Hours: 30 per week

Weekly Wage: £124.50

Location: Lancaster

Clear Trace are the leading specialist service provider of medical cleaning services, including medical diagnostic cleaning, residential care home cleaning and ambulance & PTS cleaning.

The Clear Trace team are looking for an Administration Assistant to support and engage with different parts of the organisation and interact with internal and external customers. The ideal candidate would be somebody who is both organised and enthusiastic.

Insurance Admin - Peart Insurance



Qualification: Business Administration Level 3

Working Hours: 37.50 per week

Weekly Wage: £155.63

Location: Lancaster

Peart Insurance began by insuring British sports cars and has grown to encompass a wide range of specialist vehicles regarding all manners of non-standard insurance. They have a small friendly team and pride themselves on delivering first class service to their clients.

Should you be successful you would carry out daily admin duties including answering overflow calls, taking messages, sending renewals and transferring data from systems.

TEACHING & CHILDCARE

Please note that as we are currently in a National Lockdown, employers may request a remote interview or pause their hiring procedure.

Support, Teaching & Learning - Morecambe Bay Academy



Qualification: Teaching Assistant Level 3

Working Hours: 30 per week

Weekly Wage: £124.50

Location: Morecambe

Morecambe Bay Academy have a tight-knit team of efficient and hardworking staff, who work together to ensure that the school provides an excellent and safe place for teaching and learning. To join their team it is important that you are a team player and willing to work flexibly to help out wherever you are needed.

Your duties would vary depending on the teachers you worked with - you could find yourself supervising arts and crafts activities, helping with outings, or reading to the class.

Teaching Assistant - Garstang St Thomas'



Qualification: Teaching Assistant Level 3

Working Hours: 37 per week

Weekly Wage: £153.55

Location: Garstang

Garstang St Thomas' is in the heart of the community and is a lovely primary school with an excellent reputation. The school has a history of supporting apprentices and is keen to continue to offer opportunities.

St Thomas' are looking for a passionate and organised person with a background in sport and PE to work as a teaching assistant apprentice throughout the school with a focus on fitness and recreational activities. Duties would include: interacting with teachers to prepare lessons, establishing precise objectives for lessons, units & projects and encouraging a learning experience which provides students with the opportunity to achieve their individual potential.

Apply via our website - www.lmc.ac.uk/appvacancies or Contact us on 01524 521483



TEACHING & CHILDCARE

Please note that as we are currently in a National Lockdown, employers may request a remote interview or pause their hiring procedure.

Early Years Practitioner - Rising Stars



Qualification: Early Years Practitioner Level 2

Working Hours: 30 per week

Weekly Wage: £124.50

Location: Lancaster

Rising Stars Nursery offers a comprehensive care and education facility to all children who meet their age criteria. In a carefully planned environment, which recognises individual needs and fosters independence and socialisation, children are able to develop to their full potential.

Duties of the role would include; helping to oversee & maintain a clean, tidy, child-friendly environment, supervising activities, helping change nappies/potty train and teaching general life skills such as general hygiene and manners.



CONSTRUCTION & ENGINEERING

Fire Emergency & Security Systems Technician - Lancashire Fire Security



Qualification: Fire Emergency & Security Systems Technician Level 3

Working Hours: 37 per week

Weekly Wage: £153.55

Location: Morecambe

Lancashire Fire Security provides a range of security and fire detection solutions, including Access Control Systems, Intruder Alarms and Fire Alarms.

Lancashire Fire Security are looking for a dedicated candidate to learn how to design, install and maintain electronic systems to protect businesses, homes and properties against emergencies such as fires and break-ins. Other duties include demonstrating systems for customers and providing technical support both face-to-face and over the phone.

Apply via our website - www.lmc.ac.uk/appvacancies or Contact us on 01524 521483