


Fife Vacancy List

13th May 2019



- Kirkcaldy area
- Glenrothes/Cupar area
- Leven area
- Dunfermline/ Cowdenbeath area
- Modern Apprenticeships across Fife
- Other opportunities

If you have any questions about the vacancy list or would like help with applications, please contact Carrie by email: carrie.stewart@sds.co.uk

Kirkcaldy area

Job Title	Employer Name	Location	Advertised & more information	Closing Info
NEW Front of House Staff	The Bothy at Boglily	Kirkcaldy	 The Buffalo Farm 6 May at 17:28 · 🌐 📍 ⋮ <p>RECRUITMENT EVENING</p> <p>If you have just left school and looking for an opportunity to join an exciting growing business, then we may have a vacancy that is right for you!</p> <p>We are looking for enthusiastic young individuals who are looking for an opportunity to start a long-term career.</p> <p>We have two apprenticeship positions, as well as a post for seasonal weekend staff in The Bothy.</p> <p>If you think you've got what it takes, and you fit the bill then come along to our recruitment Evening.</p> <p>When - Monday 13th May</p> <p>What Time - Come anytime between 5pm – 6.30pm</p> <p>Where - The Bothy at Boglily, Kirkcaldy KY2 5XY</p> <p>What we have on offer-</p> <p>Butchery Apprentice.</p> <p>Attitude is everything for this role, a willingness to learn and attention to detail, good communication and customer focus along with a passion for food. The apprenticeship will set you up for a long-term career as a professional butcher. With a clear path for progression within our company, the opportunity to work within a retail and wholesale environment mastering the butchery craft.</p> <p>Customer Service Modern Apprenticeship.</p> <p>Working predominately in our Boglily shop and office, you will be dealing with customers daily in person and over the phone, processing orders, taking payments and dealing with general enquiries. You must be confident, professional and willing to learn, with a good eye for detail and accuracy.</p> <p>Weekend Front of House</p> <p>Supporting our current team, you would be responsible for clearing tables, running food orders and ensuring The Bothy is kept at an excellent standard. You will work on a rota basis covering either Saturday or Sunday but must have the flexibility to work both if required. Experience is not essential but would be an advantage. Minimum age 15</p> <p>Both apprenticeship positions are full time, working 5 days out of 7 on a rota basis including weekends.</p> <p>Front of House position is a minimum of 4 hours per week, with the opportunity to work extra hours.</p>	Event 13 th May
NEW Pupil Support Officer	Fife Council	Viewforth High School, Kirkcaldy	https://www.myjobscotland.gov.uk/councils/fife-council/jobs/pupil-support-officer-fif13694-154468?from=org permanent, part-time (31.25 hours)	Closes 17/05



			per week), term time. £20,573 - £22,807 per year pro rata	
NEW Ward Housekeeper	NHS Fife	Victoria Hospital, Kirkcaldy	https://jobs.scot.nhs.uk/Details.aspx?vacNo=547244 SALARY: £18,383 - £20,015 BAND 2 – HOURS: 37.5 MONDAY-FRIDAY Ward 10 is currently seeking a Housekeeper to complement our existing team. Ward 10 is a 24 bedded ward specialising in Elective Orthopaedic Surgery. The post consists of maintaining a very high standard of cleaning and organisation of the ward environment. Duties will include managing stock, control of equipment and actively supporting mealtimes. There are also some clerical and clinical duties which will support the nursing team in delivery of care to the patients and other general duties as required. Excellent communication skills and a knowledge of infection control and basic IT skills are essential for this post. You must have the ability to work independently and as part of a team in a busy, challenging and rewarding environment. Organisational skills and a methodical approach are an essential requirement for this post along with a patient centred focus.	Closes 17/05 @ 12 noon
NEW Office Manager/ PA to Infection Prevention & Control Manager and Senior Nurse	NHS Fife	Victoria Hospital, Kirkcaldy	https://jobs.scot.nhs.uk/Details.aspx?vacNo=547256 £22,152 - £24,258 BAND 4 - HOURS: 37.5 An exciting opportunity has arisen for a suitably experienced individual to support the Infection Prevention & Control Manager and office. You will provide a comprehensive, professional and confidential senior secretarial/administrative service to the Infection Prevention & Control Manager and Office to include comprehensive support for a range of high level committees, office management working with the Senior Infection Prevention & Control Nurse. As a central point of contact, you will have excellent communication and interpersonal skills, and the confidence to arrange high-level meetings at short notice. You will be expected to use your own initiative from forward planning to effectively managing commitments and diary engagements, in a role that requires the ability to multi-task. Extensive high level secretarial / administrative experience, coupled with advanced minute taking skills, is essential. You will have a pleasant and professional manner and a flexible approach to working hours, with the ability to work in a busy and challenging environment, prioritising and organising workload within tight time-scales and deadlines. You will be able to work independently whilst being a good team player, solution orientated and proactive, with good time management skills.	Closes 21 st May @ 12 noon
NEW Pupil Support Assistant Level 2	Fife Council	Balwearie High School, Kirkcaldy	https://www.myjobscotland.gov.uk/councils/fife-council/jobs/pupil-support-assistant-level-2-fif13699-154469?from=org Permanent, part time (31.25 hours per week), term time. You will have the ability to demonstrate tact, sensitivity and patience within this role. The individual will have an appreciation of the range of additional needs that pupils may have e.g. communication, physical, and social, emotional, behavioural. Problem solving and communication skills are also essential for this post.	Closes 24/05
NEW Barista	Costa	Kirkcaldy	https://www.costacareers.co.uk/job-details/635998-2712/?aid=18009 16 – 20 hours, fixed term	Seen 13/05
NEW Greggs Team Member	Euro Garages	Kirkcaldy	https://www.indeed.co.uk/viewjob?jk=c22979913489b113&l=Kirkcaldy%2C+Fife&tk=1daoerio9mls804&from=reconserp&vjs=3 £8.21 per hour, part time	Seen 13/05

NEW Sales Assistant	Sally Salon Services	Kirkcaldy	https://sally.broadbeantech.com/jobs/view/6229/html 12 hours per week, temporary. Must be over 18 years old due to products on sale.	Seen 13/05
NEW Sales Assistant	B&M	Kirkcaldy		Seen 13/05
NEW Falconry Support Team	Elite Falconry	Cluny, Kirkcaldy	<p>We have a vacancy for a member of staff in the falconers support team at our Falconry centre. 3 to 5 days a week depending on the enthusiasm and dedication of the chosen candidate.</p> <p>If you have a keen interest in Falconry, and birds of prey, can speak confidently with strangers, have good common sense and work well in a team, under pressure, please get in touch.</p> <p>We will accept CV's and notes of interest via messenger here, or better, by email to roxanne@elitefalconry.com</p> 	ASAP

Seasonal Waste Collector	Fife Council	Various in Fife	https://www.myjobscotland.gov.uk/councils/fife-council/jobs/seasonal-waste-collector-fif13555-152915?from=org £18,302 - £20,573 per year (pro rata) Full time, temporary until 20 October 2019	Closes 12/05
Enablement Support Worker	Fife Council	Various in Fife	https://www.myjobscotland.gov.uk/councils/fife-council/jobs/enablement-support-worker-fif13608c-153000?from=org £20,573 - £22,807 per year (pro rata) Permanent, Part time (35 hours per week) 4 days on 4 days off, split shift (7.30am – 1pm and 5pm – 9.30pm). You must hold or be willing to achieve the Social Services and Healthcare SCQF Level 6 known as SVQ2 Social Services or equivalent to meet SSSC Registration within the first period of registration.	Closes 19/05
Bar Person	Bowhill Hotel	Cardenden	https://findajob.dwp.gov.uk/details/2120116 12 hours per week. Must be 18+.	27/05
Waiting/ Bar Staff	Greeneking, Home Farm View	Kirkcaldy	https://www.indeed.co.uk/cmp/Greeneking/jobs/Waitress-Bar-Staff-9e29af757c348720?vjs=3 Full time	Posted 27/04
Branch Assistant	Booker Wholesale	Kirkcaldy	https://applybookercareers.com/members/modules/job/detail.php?record=1213&jobboard=indeed&c=organic 4 positions available. 16 hours per week.	Closes 26/05
Sales Consultant	Caledonia Fire and Security Ltd	Kirkcaldy	https://www.indeed.co.uk/cmp/Caledonia-Fire-and-Security-Limited/jobs/Sales-Consultant-0b444d86bf5bd518?vjs=3 Full time	Seen 29/04
Fish Filleters	Taskmaster Resources Ltd	Kirkcaldy	https://www.indeed.co.uk/cmp/Taskmaster-Resources-LTD/jobs/Fish-Filleter-d35cb5fcfde27b5e?vjs=3 £8.50 - £9.50 per hour depending on experience. 2 full time positions available – temporary.	Posted 27/04
Customer Service Administrator	Caledonia Fire & Security Ltd	Kirkcaldy	https://www.indeed.co.uk/cmp/Caledonia-Fire-and-Security-Limited/jobs/Customer-Service-Administrator-d5021a5e6c9dfc7e?vjs=3 Full-time.	Seen 29/04
Accounts Assistant	Borland Insurance Ltd	Kirkcaldy	https://www.indeed.co.uk/cmp/Borland-Insurance-Ltd/jobs/Account-Assistant-7f30ed4596fd8f70?vjs=3 £16,000 - £18,000 per year. Full-time.	Seen 29/04

Glenrothes/ Cupar area

Job Title	Employer Name	Location	Advertised & more information	Closing Info
NEW Pupil Support Assistant Level 2	Fife Council	Pitcoudie Primary School, Glenrothes KY7 6NU	https://www.myjobscotland.gov.uk/councils/fife-council/jobs/pupil-support-assistant-2-fif13686-154465?from=org 27 hours per week, 39 weeks per year. Temporary until July 2020. Interview Date: 19 June 2019. Required: NC in Early Education and Childcare at SCQF Level 6 or SVQ Social Services (Children and Young People) at SCQF Level 6 or Professional Development Award in Education Support Assistance at SCQF Level 6 or a commitment to achieve in the first period of registration as required by the Employer. Please refer to http://www.scqf.org.uk/framework-diagram/Framework.htm .	Closes 31/05
NEW Workshop	Fife Council	Combined Services	https://www.myjobscotland.gov.uk/councils/fife-council/jobs/workshop-support-assistant-fif13710-	Closes 24/05

Support Assistant		Depot, Cupar	154464?from=org full-time, £9.07 - £9.75 per hour, permanent	
NEW Carers	G&J Care	Glenrothes Tayport & Cupar	  <p>Due to continual expansion we are looking for carers to fill new positions in the following areas, drivers essential for some areas, but not all. Experience is not necessary as full training is provided. Job share is an option.</p> <p>Tayport Carers, 4 on 4 off shift patten, also Bank Carers.</p> <p>Glenrothes 4 Carers, 4 on 4 off shift pattern, also Bank Carers.</p> <p>Cupar 3 Carers, 4 on 4 off shift patten, also Bank Carers.</p> <p>Wage £9.50, pension scheme, 28 days holiday, full in house training in purpose built training room along with online training, and mentorship If you are interested in any of the positions or would like to discuss anything please contact the office number.</p> <p><i>G & J Care Buko Tower Dalton Road Glenrothes Southfield KY6 2SS Office Hours 9am-15.00 Tel:- 01592747952</i></p>	Seen 13/05
NEW Waiting Staff & Cook	Caulders Garden Centre	Cupar	<p>Caulders Garden Centre (Cupar) Restaurant Are looking for the below:-</p> <p>2 x Waiters/Waitress (20 hour contracts)</p> <p>1 x Cook (35-40 hour contract)</p> <ul style="list-style-type: none"> - No evenings - Weekly pay - Holiday allowance <p>Wages are negotiable or meets national minimum wage.</p> <p>Please contact myself or call 01334 655766 and ask for Hazel.</p>	ASAP
Seasonal Waste Collector	Fife Council	Various in Fife	<p>https://www.myjobscotland.gov.uk/councils/fife-council/jobs/seasonal-waste-collector-fif13555-152915?from=org £18,302 - £20,573 per year (pro rata) Full time, temporary until 20 October 2019</p>	Closes 12/05
Enablement Support Worker	Fife Council	Various in Fife	<p>https://www.myjobscotland.gov.uk/councils/fife-council/jobs/enablement-support-worker-fif13608c-153000?from=org £20,573 - £22,807 per year (pro rata)</p> <p>Permanent, Part time (35 hours per week) 4 days on 4 days off, split shift (7.30am – 1pm and 5pm – 9.30pm). You must hold or be willing to achieve the Social Services and Healthcare SCQF Level 6 known as SVQ2 Social Services or equivalent to meet SSSC Registration within the first period of registration.</p>	Closes 19/05
Parking Attendant	Fife Council	Glenrothes	<p>https://www.myjobscotland.gov.uk/councils/fife-council/jobs/parking-attendant-fif13568-152249?from=org</p> <p>Permanent, Full time, £18,302 - £20,573 per year. Interview Date: Mon 3rd June 2019.</p>	Closes 28/05
CNC Turner Setter/ Operator	Nevis Recruitment Ltd	Glenrothes	<p>https://www.indeed.co.uk/cmp/nevis-recruitment-limited/jobs/CNC-Turner-Setter-Operator-cfa61f0a54bbfb1a?vjs=3 Permanent</p>	Posted 29/04
Print Finisher	Cullen Recruitment	Glenrothes	<p>https://www.indeed.co.uk/cmp/Cullen-Recruitment/jobs/Print-Finisher-49d38957dfe1c1c5?vjs=3 full time, 40 hours per week, permanent.</p>	Posted 27/04


Leven area

Job Title	Employer Name	Location	Advertised & more information	Closing Info
NEW Instructor 2 Gymnastics	Fife Council	Levenmouth Academy	<p>https://www.myjobscotland.gov.uk/councils/fife-council/jobs/instructor-2-gymnastics-fif13697-154641?from=org</p> <p>2.5 hours per week, temporary for 1 year</p>	Closes 26/05

NEW Bar Staff	Ulna Catering Services	Leven	https://findajob.dwp.gov.uk/details/2180202 part-time	Closes 07/06
NEW Kitchen Assistant	Poppyview Family Centre	Leven	https://www.indeed.co.uk/cmp/Poppyview-Family-Centre/jobs/Kitchen-Assistant-946de8939c3344c2?vjs=3 part-time, mon – Fri between hours of 8am – 6pm. Extra hours may be required at times.	Posted 11/05
NEW AGC Floor Attendant	MSL Leisure	Leven	https://www.indeed.co.uk/cmp/MSL-Leisure/jobs/Agc-Floor-Attendant-7268fef5082b53cf?vjs=3 16 hours per week, minimum wage	Posted 11/05
Enablement Support Worker	Fife Council	Various in Fife	https://www.myjobscotland.gov.uk/councils/fife-council/jobs/enablement-support-worker-fif13608c-153000?from=org £20,573 - £22,807 per year (pro rata) Permanent, Part time (35 hours per week) 4 days on 4 days off, split shift (7.30am – 1pm and 5pm – 9.30pm). You must hold or be willing to achieve the Social Services and Healthcare SCQF Level 6 known as SVQ2 Social Services or equivalent to meet SSSC Registration within the first period of registration.	Closes 19/05
Social Care Worker	Fife Council	Anstruther , Ladywalk House	https://www.myjobscotland.gov.uk/councils/fife-council/jobs/social-care-worker-fif13598-152674?from=org Full time, permanent. £22,807 - £25,980 per year. Interview Date: Monday 27 th May 2019. Must have or be willing to achieve in the first period of registration , the social service and Healthcare SVQ LEVEL 3 or equivalent to meet Scottish Social Services Council Registration.	Closes 14/05
Food and Beverage Assistant	Crusoe Hotel	Leven	https://www.indeed.co.uk/cmp/Crusoe-Hotel/jobs/Food-Beverage-Assistant-2c08eef3aa6c8d06?vjs=3 Part time	Posted 24/04
Bar Person	Crusoe Hotel	Leven	https://www.indeed.co.uk/cmp/Crusoe-Hotel/jobs/Bar-Person-3aaae19c33443f1d?vjs=3 part -time	Posted 24/04

Dunfermline area

Job Title	Employer Name	Location	Advertised & more information	Closing Info
NEW Childcare Practitioner (Breakfast Café)	Fife Council	Lochgelly west Primary School	https://www.myjobscotland.gov.uk/councils/fife-council/jobs/childcare-practitioner-breakfast-cafe-fif13695-154505?from=org 6.25 hours per week (1.25 hours per day, 7.45 – 9am each day)	Closes 24/05
NEW Pupil Support Assistant Level 2	Fife Council	Bellyeoman Primary School, Dunfermline	https://www.myjobscotland.gov.uk/councils/fife-council/jobs/pupil-support-assistant-2-fif13700-154466?from=org Required: NC in Early Education and Childcare at SCQF Level 6 or SVQ Social Services (Children and Young People) at SCQF Level 6 or Professional Development Award in Education Support Assistance at SCQF Level 6 or a commitment to achieve in the first period of registration as required by the Employer. Please refer to http://www.scqf.org.uk/framework-diagram/Framework.htm .	Closes 24/05
NEW Caretaker/Cleaner	Fife Council	Dunfermline	https://www.myjobscotland.gov.uk/councils/fife-council/jobs/caretaker-cleaner-fif13705-154451?from=org Post A: Saturday & Sunday 06:00-14:00 Post B: Saturday & Sunday 14:00-22:00	Closes 24/05

NEW Caretaker/ Cleaner	Fife Council	Dunfermline	https://www.myjobscotland.gov.uk/councils/fife-council/jobs/caretaker-cleaner-fif13706-154450?from=org 15 hours per week, (Saturday & Sunday 22:00 – 06:00)	Closes 24/05
NEW Officer Cleaner	Atlas FM	Dunfermline	https://www.indeed.co.uk/cmp/Atlas-FM/jobs/Office-Cleaner-89fca8ce14cc2744?vjs=3 part time, permanent. £8.21 per hour	Posted 11/05
NEW Waiting/ Bar Staff	Fabric	Dunfermline	https://www.indeed.co.uk/cmp/Fabric/jobs/Waiter-Bar-Staff-4833ac4168add05f?vjs=3 part time, £8 – 10 per hour	Seen 13/05
NEW Bar Staff	Bar Club Life	Dunfermline	https://www.indeed.co.uk/cmp/Bar-Club-Life/jobs/Bar-Associate-2fb7fc1b23690602?vjs=3 Part-time, £8 – 9 per hour	Seen 13/05
NEW Team Member – House keeping	Premier Inn	Dunfermline	https://www.whitbreadcareers.com/job-details/636677-1629/?source=IND 25 hours over 5 days, £8.21 per hour, permanent	Posted 11/05
NEW Customer Advisor	Dreams	Dunfermline	https://www.amrislive.com/wizards_v2/dreams_v2/jobs/view/NDk2NA==&jId=133 Part-time, 16 hours per week, permanent £9,000 OTE	Seen 13/05
NEW Kitchen Porter	Chiquito	Dunfermline	https://www.indeed.co.uk/cmp/Chiquito/jobs/Kitchen-Porter-381e850d5065d221?vjs=3 Full-time	Posted 11/05
NEW Bar & Waiting Staff	Monterey Jacks	Dunfermline	https://www.indeed.co.uk/cmp/Monterey-Jack's/jobs/Bar-Waiting-Staff-97577503f9123dc6?sjdu=QwrRXKrqZ3CNX5W-O9jEvQ1Dc6PkuHMkg2fei89skkxbElbStW95ILG-k8Q3x0anUIvRLyK0auJfsGlz6guQnF28py_5B5u5GdPx13wcuT4&tk=1daob34ab9mls803&adid=290637455&vjs=3 full-time	Posted 12/05
NEW Shop Assistant	Costcutter	Kelty	Costcutter kelty looking for shop assistant hand cv in to store 	Seen 13/05
NEW Open Day	Sky	Dunfermline	On Saturday 1st June, we'll be opening up our doors to show you what it's like to work at our Dunfermline Contact Centre. Find out more about coming along here: https://bit.ly/2zCeYW6	1 st June

Youth Worker	Fife Council	Cowdenbeath	https://www.myjobscotland.gov.uk/councils/fife-council/jobs/youth-worker-fif13609-153125?from=org 6 hours per week, £9.07 - £9.75 per hour. Temporary until 31 March 2020	Closes 27/05
Enablement Support Worker	Fife Council	Various in Fife	https://www.myjobscotland.gov.uk/councils/fife-council/jobs/enablement-support-worker-fif13608c-153000?from=org £20,573 - £22,807 per year (pro rata) Permanent, Part time (35 hours per week) 4 days on 4 days off, split shift (7.30am – 1pm and 5pm – 9.30pm). You must hold or be willing to achieve the Social Services and Healthcare SCQF Level 6 known as SVQ2 Social Services or equivalent to meet SSSC Registration within the first period of registration.	Closes 19/05
Bar Person	Bowhill Hotel	Cardenden	https://findajob.dwp.gov.uk/details/2120116 12 hours per week. Must be 18+.	27/05
Dunfermline SIA Events Security	G4S	Dunfermline / Edinburgh	https://www.indeed.co.uk/viewjob?jk=ecd5b34d84b290ac&tk=1d9ki0mh799ub804&from=serp&vjs=3 SIA Events Security. Temporary.	Seen 29/04
Waiting/ Bar Staff	The Ship Inn	Limekilns	https://www.indeed.co.uk/cmp/The-Ship-Inn/jobs/Waiting-Bar-Staff-b3fb0aa0fd4459b7?vjs=3 Part-time, permanent.	Posted 29/04
Waiting/ Bar Staff	Fabric	Dunfermline	https://www.indeed.co.uk/cmp/Fabric/jobs/Bar-Waiting-Staff-0603c1fdafc24da2?vjs=3 Part-time, £8 – 10 per hour	Posted 29/04
Customer Service Advisor	Search Consultancy	Dunfermline	https://www.indeed.co.uk/viewjob?jk=31322a98f7c5a840&tk=1d9kidtne99ub805&from=serp&vjs=3 Contract £9.14 per hour. (Fixed Term)	Seen 29/04
Café Assistant/ Cook	Biscuit Café	Culross	https://www.indeed.co.uk/cmp/Biscuit-Cafe/jobs/Cafe-Assistant-Cook-08608efb3501184e?vjs=3 £6.50 - £8.50 per hour	Posted 28/04
Customer Consultant	Carphone Warehouse	Dunfermline	https://www.indeed.co.uk/viewjob?jk=6af5915478bf6d43&tk=1d9kidtne99ub805&from=serp&vjs=3 6 – 15 hours per week	Posted 27/04
Junior Administrative Assistant	Andron Facilities Management	Dunfermline	https://www.indeed.co.uk/cmp/Andron-Facilities-Management/jobs/Junior-Administrative-Assistant-3b128c47a1e3a4f4?vjs=3 40 hours per week, Mon – Fri with half hour unpaid lunch. Salary: TBC.	Posted 27/04
Pharmacy Assistant	Dears Pharmacy	Kelty	https://www.indeed.co.uk/cmp/Dears-Pharmacy/jobs/Pharmacy-Assistant-7a0d20d4e3624475?vjs=3 20 hours per week, Mon – Fri 2 - 6pm.	Posted 27/04
Customer Service Assistant – Nights	BP Connect	Dunfermline	https://www.indeed.co.uk/viewjob?jk=40832c802b5d8324&tk=1d9kidtne99ub805&from=serp&vjs=3 Part-time, permanent. Must be 18 years or older.	Seen 29/04
Bar Person	The Maltings Hotel	Dunfermline	https://www.indeed.co.uk/viewjob?jk=deda2759e2244350&tk=1d9kidtne99ub805&from=serp&vjs=3 Part-time, permanent	Posted 27/04