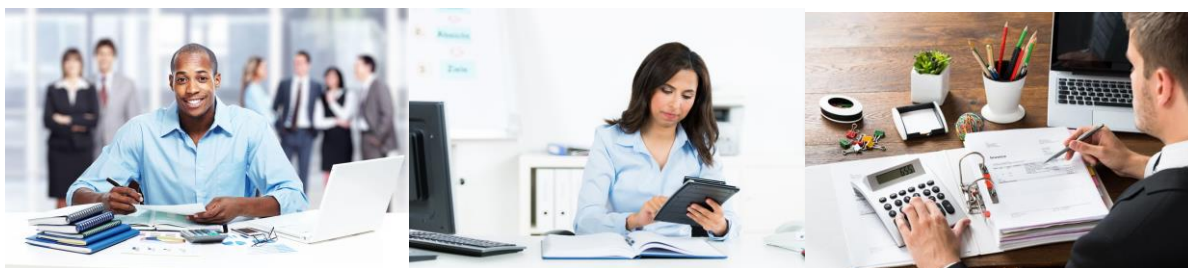


1 - Accounts Assistant

- Salary - £17,500-£47,237
- Office based
- 37 Hours per week – Possible overtime
- Monday to Friday – 0900 till 1700

Job summary

Accounts assistants help businesses to manage their finances. They assist accountants by taking on junior accounting duties.



Job description (read this to find out what the job is)

You will help with the day-to-day running of an account's office. You will keep a record of the financial transactions that have taken place each day and also calculate and prepare company tax and audit statements. Some accounts assistants are responsible for stock control. Your duties may include talking to clients and arranging payments for goods and services. You will be taught how to use specialist accounting software in order to run reports and to prepare and send invoices for payment.

Skills needed (think of examples in your life where you demonstrate these)

- Excellent **number skills**
- **Attention to detail** in order to perform repetitive calculations accurately
- Strong **communication skills** for explaining things to clients and management
- Good **problem-solving skills** to help figure out financial issues
- **Honesty and integrity** for dealing with sensitive financial information

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2 - Aircraft Mechanic

- Salary - £27,283 - £46,912
- Indoors / Outdoors – Hangers - Airports
- 40-45 hours per week including night / weekend shifts
- Overtime may be required

Job summary

You will inspect, repair and maintain planes and helicopters. Your main job will be to upgrade aircraft and keep them flying safely.



Job description *(read this to find out what the job is)*

You will be based at an airport. Aircraft are complex machines that require expert servicing and maintenance in order to keep them in peak operating condition. This is a fast moving area, where the technology is constantly developing. You will inspect service and overhaul the aircraft's engine, structure and outside covering. This work includes hydraulic and pneumatic systems, landing gear and doors. You will use special equipment to detect the wear and tear of parts and X-ray machines to search for cracks not visible to the human eye. You will be responsible for carrying out maintenance checks on aircraft between flights, refueling the aircraft and other tasks.

Skills needed *(think of examples in your life where you demonstrate these)*

- Strong **communication skills** to explain faults to clients and team members
- **Strength** for lifting and **stamina** to concentrate for long periods
- Good **problem-solving** skills for diagnosing and fixing mechanical faults
- **Manual dexterity** to use a wide variety of tools
- **Precision** and **attention to detail** to put things back together safely

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3 - Bricklayer

- Salary - £17,912-£40,000
- Working outside in all weathers
- Willingness to travel to sites essential
- 40-45 hours per week

Job summary

Bricklayers build houses and other structures by stacking bricks, stones or concrete blocks. They secure corners to make sure the bricks are straight and use mortar to bind them together.



Job description *(read this to find out what the job is)*

As a Bricklayer, you will build walls for the insides and outsides of buildings. You'll construct all types of walling from plain walls to more detailed work. You might be working on new buildings or extensions - or maybe restoring existing buildings.

You need to be able to read plans and drawings to find out how to build the structure. You will need to take account of where corners need to be or where gaps must be left for doors and windows.

To do your job you will use a variety of tools such as trowels for spreading mortar, club hammers and bolsters to cut bricks, and brick hammers to trim bricks.

Skills needed *(think of examples in your life where you demonstrate these)*

- Good **numerical skills** to take accurate measurements on site and calculate invoices
- Strong **team-working** skills for collaborating with fellow construction staff
- **Flexibility** to adapt to new projects and travel to work at different sites as required
- **Physical fitness** and **resilience** to perform manual work in a range of weather conditions.
- **Manual dexterity** for using hand tools and construction machinery safely

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4 – IT Support Specialist

- Salary - £29,998 - £71,179
- Usually indoor workplaces
- 35-40 hours per week
- Overtime may be required

Job summary

You will help people set-up and fix computer and network systems. You will keep these systems running for both companies and their customers.



Job description (read this to find out what the job is)

You will provide technical assistance both on the phone and by visiting customers on the site of a busy business. You will solve problems such as forgotten passwords, faulty hardware or lost data along with any other computer issues that customers have. You will also maintain computer hardware and networks to ensure that they work efficiently and function continuously.

Skills needed (think of examples in your life where you demonstrate these)

- Excellent **communication** skills to ensure problems are understood by those with less knowledge than you
- The capacity to **work well in a team** to resolve complex problems
- Good **organisational** skills to balance busy workloads
- Good **problem-solving** skills to be able to work quickly
- Good **technical skills** with knowledge of computers, operating systems and technology essential

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5 - Hairstylist

- Salary - £14,000 - £21,599
- Working in a salon or sometimes customers homes
- 40 hours per week
- Saturdays and evenings required

Job summary

Hairstylists cut, style and colour hair and hairpieces. They may also trim, shave and style moustaches and beards.



Job description (read this to find out what the job is)

You must first find out from your clients what they would like to have done to their hair. You can then suggest suitable treatments. Your work will involve shampooing, conditioning, cutting, styling, blow-drying, straightening and setting hair. You might also perm, colour and lighten hair, or diagnose problems with the hair and scalp. Men's Hair Stylists (known as Barbers) also trim beards and moustaches.

You will advise clients about products on sale in the salon and carry out reception duties, if necessary. You might also serve tea and coffee to their clients to help give the customer a good experience.

Skills needed (think of examples in your life where you demonstrate these)

- **Creative flair** and distinctive style to stand out from others
- Excellent **interpersonal** skills to talk to customers, listen to them and interpret their requests
- Good **teamwork** to give the customer the best experience
- **Physical and mental stamina** to cope with long hours and heavy demands on your feet!
- **Attention to detail** and quality to ensure the best end product

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6 – Nurse

- Salary - £22,314-47,475
- Hospital, clinic, care home, home settings.
- 37-40 hours per week
- Weekend, evenings and overtime expected

Job summary

Nurses care for patients in hospitals, schools and all sorts of other healthcare settings. They play a key role in keeping people healthy. They combine a passion for medicine and caring for others in their jobs every day.



Job description *(read this to find out what the job is)*

You will be assessing a patient's physical, mental and emotional health, asking about personal and family medical history and performing basic physical exams. You will then help design and carry out treatment such as applying bandages and giving medicines or injections. To complete your work with patients you will also monitor the treatment they receive and make recommendations to them as well as feeding back to doctors as to their progress.

Skills needed *(think of examples in your life where you demonstrate these)*

- Good **communication** skills to help deal with many different types of people
- **Teamwork** to be part of a busy healthcare profession
- **Natural compassion** and empathy to provide support to suffering patients
- A **sense of humour** to motivate patients
- **Physical strength** to lift patients and move equipment
- **Stamina** and **emotional strength** to endure long hours and stressful situations

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7 – Science/Lab Technician

- Salary - £16,811 - £26,219
- Working indoors in laboratories
- 35-40 hours per week
- Shift work required

Job summary

As a Science Technician, you will help and support the work of Scientists. You will set up equipment, prepare and carry out experiments, take measurements, analyse results and report on your findings.



Job description *(read this to find out what the job is)*

You will be responsible for the day-to-day running of your section of the laboratory. You will carry out tests using samples then analyse the results to accurately report and record your findings. You may also carry out scientific research to help develop products or push forward human progress.

Skills needed *(think of examples in your life where you demonstrate them)*

- A **keen eye for innovation** and a **willingness to learn** new technologies as they emerge
- A **logical and analytical** approach to perform experiments and conduct research
- **Problem solving** skills and the ability to formulate ideas
- **Good computer skills** to record data
- **Perseverance and motivation** to restart experiments that may not work
- **Attention to detail** to help carry out tests and take measurements accurately.

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8 - Paralegal (Legal Assistant)

- Salary - £18,503 - £37,651
- Working indoors in offices
- 40 hours per week
- Overtime may be required

Job summary

As a Paralegal, you will be assisting qualified Lawyers in their work. Normally your work would include administrative and research duties, including preparing complex documents for court.



Job description *(read this to find out what the job is)*

You will be helping a Lawyer to prepare for court, including interviewing people involved in the case, researching and preparing case summaries and advising clients on the telephone how to proceed and keeping them informed as to how their case is progressing. You may also proof-read documents before court, do data entry, manage databases and record information about cases.

Skills needed *(think of examples in your life where you demonstrate these)*

- Strong **reading skills** to understand complex legal language
- Strong **problem-solving** skills to help piece together aspects of cases
- Good **communication** skills to be able to update clients accurately
- **Sensitivity** and ability to be **impartial** for dealing with a range of clients
- **Dedication and Perseverance** as some cases may be long and workloads may be very heavy

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9 - Nursery Assistant

- Salary - £14,000 - £21,783
- 38-40 hours per week
- Shift work required (0800 – 1900)
- Working indoors and outdoors

Job summary

As a Nursery Assistant, you will be responsible for providing the young children in your care with a safe, engaging and rewarding environment in which they can develop and grow. You will provide a high standard of physical, social, and intellectual care for the children in the nursery.



Job description *(read this to find out what the job is)*

You will work closely with your team, along with parents and family members, to deliver care. You will split your time between supervising and engaging. Supervising to make sure play-time is fun and safe. Engaging to make sure the activities are educational as well as providing a fun learning experience.

This may include taking the children out of trips whilst helping them develop their language and numeracy skills. It may also include performing domestic duties such as preparing snacks and cleaning as well as providing comfort to children who may be poorly or upset.

Skills needed *(think of examples in your life where you demonstrate them)*

- **Perseverance and patience** for motivating young children
- Excellent **communication** skills to work with children, parents and other team members
- **Creativity and Imagination** for planning activities
- Keen **observational** skills to assess children and keep written reports on their development
- Good **organisational** skills for following rules to keep children safe

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10 - Sports Coach

- Salary - £18,439-£27,424
- Working indoors and outdoors in all weathers
- Early starts \ Late Finishes \ Weekends expected
- Willingness to travel to sporting events
- 40 Hours per week

Job summary

As a Sports Coach you will teach the skills and techniques of one or more sports. The aim is to develop ability, technique and performance - supporting the participants and bringing the very best out of them.



Job description *(read this to find out what the job is)*

You will put together tailored training programs for individual sportspeople, to bring them to peak performance at the right time. If you coach a team, you will try to build the members into a strong playing unit. You'll use a range of training aids.

Your first priority is to teach how to train safely. When a player is injured, you'll work out a recovery programme, working with other specialists, like Physiotherapists. You must know the rules and regulations of your sport's governing body, and make sure that players are also aware of them.

When you coach a team who has a Manager, you will need to work closely with the Manager to select team members for a particular match or competition.

Skills needed *(think of examples in your life where you demonstrate them)*

- Good **leadership** skills to motivate clients
- A high level of **personal fitness** to demonstrate, guide and supervise training
- **Dedication and perseverance** to improve performance
- Strong **team-working** skills to be part of a competitive set-up
- Good **communication skills** to be able to pass on your coaching instructions

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11 - Chef

- Salary - £15,967 – £29,502
- Kitchen Based
- 5 to 12-hour shifts – Often at Evenings and Weekends
- Can be a hot and noisy environment

Job summary

Chefs give people a great dining experience by preparing different dishes. They might be experts at making one type of food, or know how to cook every item on the menu.



Job description *(read this to find out what the job is)*

You must have a passion for making food that looks and tastes great.

You will prepare and present pre-set dishes in restaurants and hotels. Later, as well as cooking food you may be asked to design dishes or menus. You will also need to make sure that the kitchen runs smoothly.

In a large kitchen, chefs have special tasks that depend on their position. If you advance to a senior role you may be doing paperwork and managing staff. You may also need to buy food and kitchen supplies whilst keeping costs within the restaurant's budget.

Skills needed *(think of examples in your life where you demonstrate these)*

- Strong **Teamwork skills** to work with others in the kitchen
- **Attention to detail** in order to make sure every dish is perfect
- Good **Communication skills** to ensure the kitchen runs smoothly
- Good **Creative** skills to come up with new and interesting dishes
- **Resilience and hard working** for coping with very busy shifts

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