



Careers

Newsletter

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Issue 15

For any help, questions or feedback about careers - please email me at Bethany.ward@teesdaleschool.co.uk CAREERS

Hello

Welcome to your weekly careers newsletter, the purpose of this newsletter is to give you access to relevant careers information, labour market information and useful resources.

I hope you find this issue helpful! Happy new year!

Miss B Ward
Head of Careers

Dates for your diary

Key
External events
Events in school

Date	Event
Wednesday 11 th January	Newcastle College Open Evening
Saturday 14 th January	The Northern School of Art open day University of Cumbria - Fusehill Street Campus open day Leeds Trinity University open day
Monday 16 th January	Critical business thinking session 3 – All years

Job of the week

Cleaner

<https://nationalcareers.service.gov.uk/job-profiles/cleaner>



Cleaners play an essential role in countless organisations and industries, such as offices, shops and homes. They maintain the proper hygiene levels of a site using a variety of methods in different situations, from dusting or vacuuming an office to managing bathroom sanitation. A cleaner is there to execute a regimen of cleanliness, whatever the circumstances.

Qualifications:

- ✓ some GCSEs, usually including English and maths, or equivalent, for an intermediate apprenticeship
- ✓ you could do a Healthcare cleaning operative intermediate apprenticeship. This is useful if you would like to work in hospitals, care homes or other places that need to clean to a high standard to control infection.
- ✓ you could do a college course which would teach you some of the skills and knowledge you need in this job. Relevant courses include: Level 1 Award in Cleaning or Level 2 Certificate in Cleaning Principles.

Working hours: Average working hours for a cleaner are 32 to 43 hours a week. This could include work evenings / weekends or split shifts.

Salary: The Average salary is £15,000 for a starter which goes up to £21,000 for an experienced cleaner.

Key Terminology

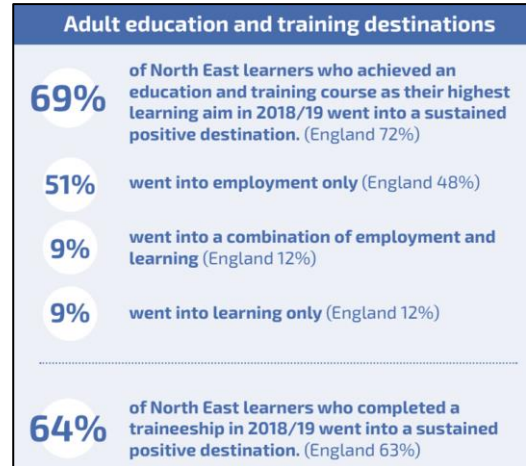


Job application = An application form is an official document that a potential employer will require candidates to complete when applying for a vacancy. The application form allows the employer to pose a series of specific questions (about qualifications, skills & experience) that every candidate must answer.

Careers resources

- www.opendays.com – Details of university open days.
- <https://nationalcareersservice.direct.gov.uk/> – This has useful tools that will help you to choose a career and give you career suggestions and create a CV. You can also talk to an adviser for free on 0800 100900.
- www.reed.co.uk create a CV and find jobs.

Labour market information



Next steps knowledge

CV

<https://www.prospects.ac.uk/careers-advice/cvs-and-cover-letters/how-to-write-a-cv>

A CV is a short, written summary of your skills, achievements and experience which relate to a role you want. You use it in the first stage of applying for jobs.

What to include in a CV

- Contact details - Include your full name, home address, mobile number and email address.
- Profile - A CV profile is a concise statement that highlights your key attributes and helps you stand out from the crowd. Usually placed at the beginning of a CV it picks out a few relevant achievements and skills, while expressing your career aims.
- Education - List and date all previous education, including professional qualifications.
- Work experience - List your work experience, making sure that anything you mention is relevant to the job you're applying for.
- Skills and achievements - This is where you talk about the foreign languages you speak and the IT packages you can competently use. The key skills that you list should be relevant to the job.
- Interests - 'Socialising', 'going to the cinema' and 'reading' aren't going to catch a recruiter's attention. However, relevant interests can provide a more complete picture of who you are, as well as giving you something to talk about at interview.

Spotlight

Skills spotlight – Teamwork and communication

<https://uk.indeed.com/career-advice/career-development/teamwork-skills>

You need teamwork skills to be successful at work, regardless of your job title or industry. Working well with colleagues, management and clients will make your work environment enjoyable and help you complete tasks quickly and efficiently. Employers value employees who are team players as they contribute to the achievement of the organisation's goals. Teamwork skills refer to a range of interrelated abilities that help you cooperate with others in different situations, meetings and projects in an organised manner and with empathy. Individuals who are mature and have people skills usually have good teamwork ability, since it allows them to work with team members to achieve the organisation's goals. Clear and efficient communication is an essential teamwork skill. Communication skills include verbal and nonverbal communication skills. Communication skills can be used in person, over the phone or via email. Effective communication does not depend on the medium of communication. Communication skills help you share your ideas, information and thoughts with your colleagues and other stakeholders effectively. Teams with exceptional communication skills have a culture of trust and transparency.