



Monday 3 July 2017

- The Careers Department is a resource that's available to all students, offering advice and information about university, apprenticeships and employment.
- We can help with application forms and work experience requirements and can provide guidance to help you make informed choices.
- The **Careers Bulletin** will be emailed to all students every Monday – so please look out for it every week as it includes important information :
 - ❖ Important notices
 - ❖ University open days
 - ❖ Careers events in College
 - ❖ Apprenticeship/School Leaver opportunities
 - ❖ University taster days
 - ❖ Volunteering/Part-time work
- Open daily (term time) 9am to 4.30pm. In E102, upstairs in the Enhancement Building.
- **The Careers department is closed between 18 July and 29 August 2017**

Important Upper Sixth Notices

- UCAS 2018 – if you are applying to university for 2018 entry, please email careers@reigate.ac.uk in September to request a UCAS information guide for former students.
- Applying for apprenticeships – create an account on the government apprenticeship website at <https://www.gov.uk/apply-apprenticeship> to receive alerts by email.

Important Lower Sixth Notices

- **Applying to university – continue researching courses and visiting universities on their open days, check dates via <https://www.opendays.com/>.**
- **Work experience - gaining work experience over the summer is valuable for both university and apprenticeship applications and a requirement for the following: medical-related courses, veterinary science and teaching. Hard copies of the Work Experience Student Guide are available from Careers in E102 until 18 July.**

Work Experience Opportunity – RSM, Gatwick

This would be a great experience for anyone wishing to gain an insight into the Accountancy profession. The placement would involve work shadowing across several departments within the business and would take place during October half term. The programme would include:

- Spending 4 days across our Corporate Finance, Accounting and Business Advisory, Tax and National Finance teams
- CV writing and personal statement skill sessions
- Practice interviews
- A two way debrief and feedback session at the end of the placement

If you would like to apply for this opportunity please email Oliver Low at oliver.low@rsmuk.com with your CV and a cover letter, detailing why you are interested in the area of accountancy and what you hope to gain from this experience.

NHS Apprenticeship opportunities – why not try before you apply?

- **Business Administration**
- **Pharmacy Assistant**

We understand you want to be sure what a job is really like before applying. To help you take your first steps into employment, Health Education England are running a 5 day employment course for school and college leavers interested in starting a business administration or pharmacy career within the NHS. The course includes:

- An introduction to the NHS
- Information on the roles available and career opportunities
- Preparing for your first job
- A work taster
- Support with your application
- A guaranteed interview on completion of the course Location: East Surrey Hospital, Redhill, Surrey Course dates: July/August For further information and to register for the course email sian.sallis@hee.nhs.uk or call 07342 060610.

A promotional graphic for the ITV Insight Programme. It features a dark purple background with the 'itv loves' logo in white and pink. The text is arranged in columns, providing details about the programme, application process, and eligibility. On the right side, there is an illustration of three studio lights on tripods.

itv loves

Helping you get a foot in the door

Applications for ITV Insights Programme are now Open!

Apply via ITVJobs.com

Closing date: Sunday 16th July

ITV Insight Programme
18 years +

With ITV's Insight Programme, you can experience working behind the scenes for yourself.

Applications are submitted via our ITVJobs.com website and if your application is successful, you will get exclusive membership to the ITV Insight LinkedIn group. This means priority access to apply for any Insight placements that become available across the business. Insight placements can pop up at anytime and be up to two weeks long.

You can apply for our Insight Programme if:

- You're over 18
- You're a UK resident or have a right to work or train in the UK

Stay tuned by following us @ITVentrycareers (Instagram), @ITVCareers (Facebook) and ITVCareers (Twitter)

All students

- **Summer holiday jobs** – check out a range of opportunities listed at the end of this bulletin.

- **What Career Live**

6-7 October 2017 @ Olympia, London

This event offers a unique opportunity to discover what options are out there for school leavers, including university, apprenticeships, sponsorship and on-the-job training. Book your free tickets at:

<https://www.whatcareerlive.co.uk/exhibitions/what-career-live>

- **Skills London 2017**

24-25 November 2017 @ Excel, London

London's biggest jobs and careers event for young people, giving students and their families a chance to discover careers through interactive activities and demonstrations. Bridge the gap between what you enjoy doing and what you could potentially do as a career. Visit <http://www.skillslondon.co.uk/> to find out more.

Thinking of studying abroad?

[USA College Day](#)

This **free event** provides students, parents and advisors with the unique opportunity to meet representatives from **over 150 American universities** and educational service providers in London. It is the largest US University fair in the UK.

- **Date:** Friday, 29 September 2017 (4:30 pm - 7:30 pm) & Saturday, 30 September 2017 (10:30 am - 3:00 pm)
- **Venue:** ILEC Conference Centre: 47 Lillie Road, London, SW6 1UD ([Map](#))
- **Cost:** Free to attend if you register in advance

Registration: Opens in August 2017. Fill in our [online form](#), and we will email you once registration opens.

[Sign up for a reminder](#)

Apprenticeship/School Leaver Opportunities

ITV Apprenticeship Programme – open now!

- **ITV Sport**

ITV Sport have joined the 2017 Apprenticeship Programme.

The advert is now live: <https://itv.taleo.net/careersection/2/jobdetail.ftl?lang=en&job=170001JZ>

Applications close on **Sunday 16th July**.

Channel 4 Apprenticeship Programme – open now!

- For more information visit <http://4talent.channel4.com/get-involved/work-programmes/apprenticeship-programme>
- Closing date: Sunday 30 July 2017

Willis Towers Watson – Analyst Apprentice, Reigate

Demonstrate your passion for client delivery in financial consulting services and make an immediate impact. You'll learn what we do for our clients as you build strong working relationships and develop valuable skills from day one. In return we will fully support you with studying towards an internationally recognised actuarial qualification (Certified Actuarial Analyst) to go with your salary and benefits package.

Qualifications required

Based on predicted grades – three A level passes equivalent to 112 UCAS points (2017 tariff) including at least a B grade in Maths.

For further details visit: <https://www.findapprenticeship.service.gov.uk/apprenticeship/-81194>

Closing date: 9 July 2017.

Future Proof Ltd, Insurance – Customer Service Apprentice, Reigate

We are an award winning independent Insurance Company. We are looking to take on an apprentice in our Customer Services department with excellent career development opportunities.

- GCSE English and Maths required grade C and above (or equivalent).

For further details visit: <https://www.findapprenticeship.service.gov.uk/apprenticeship/-88050>

Closing date: 14 July 2017

Premium Credit Limited – Digital Trainee, Leatherhead

- No specific IT experience is needed
- Great communication skills needed and a positive “can do” attitude
- Requires at least two A levels at grade C or above or equivalent
- GCSEs in English Language and Maths at grade C or above or equivalent

Premium Credit are also interested in hearing from candidates who do not meet the above requirements, but have workplace experience or recognised prior learning.

Apply now at: <https://www.findapprenticeship.service.gov.uk/apprenticeship/-125997>

Closing date: 31 July 2017

Human Focus International Ltd – Trainee Graphic Designer

Human Focus International Ltd is an online training company that delivers video skills training to clients around the world, based in central Reigate.

We are seeking to employ a trainee graphic designer who will join our creative team to work on our:

- Sales and marketing website - to help develop the look and feel of our marketing online content and downloadable brochures
- Web applications interface design - helping to improve the customer experience when using our mobile app and online training system

The successful candidate will have:

- A strong portfolio of graphic design work
- A good working knowledge of Photoshop and other relevant graphics apps
- A strong desire to learn and develop their skills

To apply, please send your CV and cover letter to Ian Pemberton ian@humanfocus.co.uk.

Skybreak – Customer Service & Marketing Apprentice

Based at Gatwick Airport, this exciting opportunity will provide an insight into the full day to day operation of an established Tour Operator. The main focus of the apprenticeship is on developing Aviation and Marketing skills. You will develop skills over a 2 year period. The Tour Operating element focuses on aviation skills and is dedicated to the Tele ticket brand. The successful applicant should have a passion for travel, confidence and be able to work on their own initiative and as part of a small team.

Apply at: <https://www.findapprenticeship.service.gov.uk/apprenticeship/-123900>

Closing date: 17 July 2017

Mirror Marketing – Client Executive, Reigate

Based in the company office in Reigate, the role will be the central point of the Client team, ensuring that everything in the field runs smoothly and the Account Manager has all required reports. The ideal candidate will have:

- Strong IT skills – especially Excel and PowerPoint
- Confident telephone manner
- Well organised
- Ability to work under pressure and on own initiative
- Team player

Salary: £15,000 per annum + laptop + pension + healthcare package (after 6 months)

Working hours: 9.00 – 17.30 Mon-Thurs and 9.00 – 17.00 Fridays.

If interested, contact Moe Riaz by email at moe@clementsfieldforce.co.uk or call the office on 01737457477 to talk to him.

Hulley & Kirkwood – Junior Technician, Epsom

Hulley & Kirkwood are one of the UK's leading independent M & E Building Services Consulting Engineers, with 7 offices throughout the UK and a Head Office in Glasgow. As a Junior Technician you will:

- Support the professional design team in the preparation of Computer Aided Drawings for a range of designs including schools, offices and shopping centres.
- Learn on the job as well as receive a tailored training and development plan to assist you in achieving your potential.
- Entry requirements:
 - A levels in Maths and Computer Studies
 - Excellent IT skills
 - Be a confident communicator

This position has the potential to develop into a long term career for the right candidate. As well as an attractive salary, you will receive 36 days annual leave, non-contributory pension and life assurance, flextime and a benefits package which includes discounts from over 1100 high street retailers. To apply please forward your current CV to jobs@hulley.co.uk.

Nestlé Academy – apprenticeship opportunities coming soon!

At Nestlé we know there is no one set career path for people to follow. So we offer opportunities including work experience, [Apprenticeships](#), [Internships](#) and [Graduate Schemes](#) across many areas of our business. With the right strengths, the Academy can take individuals from good to great, giving them the chance to develop their skills, gain experience in a vibrant global business, and build a rewarding future at Nestlé.

Applications for our 2018 opportunities will begin to open in autumn 2017.

Keep an eye on our website & social media channels to ensure you don't miss out!

Building Surveyor Degree Apprenticeship

The University of Portsmouth is offering two Building Surveyor Degree Apprenticeship posts in partnership with Portsmouth City Council:

- Starting salary: £17,513
- Closing date: 14 July 2017
- Entry requirements: 112 UCAS points from either A level or BTEC qualifications and 5 GCSEs at grade C or above to include Maths and English

This is a 5 year apprenticeship, where individuals work 4 days and study 1 day per week towards the BSc (Hons) Building Surveying and (RICS) Chartered Surveyor status.

Applications should be submitted direct to [Portsmouth City Council](#).

The University of Portsmouth also have a Building Surveyor Degree Apprenticeship post in partnership with Hampshire County Council: Applications should be submitted direct to [Hampshire County Council](#) (HCC).

Legal & General Apprentice Software Developer

This Legal & General role is open to school/college leavers to become an Investment2020 trainee in their Information Technology department.

Click [here](#) for more information.

NPL Apprenticeships – Science, Technology and Engineering

If you want to work alongside world-leading experts in an organisation that helps save lives, protect the environment and enhance the quality of life in the UK then the National Physical Laboratory is the place for you! NPL Apprenticeships:

- Business Administration
- Engineering
- IT
- Junior Scientist
- Finance

For further information and to register your interest, visit:

<http://careers.npl.co.uk/vacancies/apprenticeships/>

Trainee Stone Tiler – Dorking

Based in Dorking and working in the Home Counties and London, the successful applicant must be:

- Reliable and honest
- Hard working
- Have a good attention to detail
- Possess a clean driving license

Please apply in writing to david@stoneclassics.co.uk or call 07721 350209.

Godstone Farm – Maintenance Assistant

Working with the Maintenance Manager the role of the maintenance assistant is to ensure all aspects of the farm's maintenance and grounds keeping are neat, tidy, safe and correct. The role will include long and short term projects as well as urgent repairs so the successful candidate will need to be adaptable. Typical projects include building and repairs, grounds keeping, seasonal theming, animal enrichment, fencing etc.

This role has a high emphasis on grounds keeping to include mowing, strimming, hedge cutting and general upkeep.

Whilst completing all jobs you will also be customer facing so all members of the team are required to be energetic and enthusiastic with our visitors as well as well presented, responsible, trustworthy, hardworking and reliable.

Experience & qualifications:

Essential Full driving licence

Desired Woodwork skills Welding Ability to safely use a range of power tools Good eye for detail

Tractor driving – Training will be provided

To apply please send a covering letter with your CV to - outside@godstonefarm.co.uk Closing date - Sunday 9th July 2017.

General Information:

Moodle

Please add the following courses onto your Moodle page under 'my courses'

- Applying to university
- Employment Opportunities
- Work Experience

Twitter

Follow Reigate College Careers department [Careers@careersreigate](https://twitter.com/Careers@careersreigate)

Free on-line courses

- <https://www.futurelearn.com/courses>

Search for apprenticeships

- www.ratemyapprenticeship.co.uk
- <https://www.gov.uk/apply-apprenticeship>

Search for work experience placements

- <https://biyp.org/>

Search for careers events

- www.myfuturewise.org.uk

Volunteering/ Part-Time Work

Chatterbox – radio communications company, summer job

Chatterbox Ltd is a two-way radio communications company based in Caterham on the Hill, we are a small office with 13 staff members. We are interested in offering a student a summer holiday job. The job on offer mainly consists of programming two-way radios and occasional other ad-hoc office duties. The job is not to write programs, the student doesn't need to have more than a general understanding of PCs as it a case of connecting a two-way radio to a PC via a USB lead and then entering some pre-formatted information although it may appeal more in general to an engineering or IT student.

The hours are Monday to Friday from 10AM to 5PM (with an hour for lunch), start date as soon as possible once the holiday period has commenced. The end date is flexible, end of August or beginning of September, whenever the Autumn term commences. Pay £7.50 per hour Gross.

If interested, please contact **Laura Swain**

Telephone: **01883 334 792**

Visit our website: www.chatterboxradio.com

1 Guards Avenue, The Village, Caterham-on-the-Hill, Surrey CR3 5XL

Wagamama is coming to Reigate! Staff required!

Wagamama is due to open in Reigate on 4 September and requires:

- Front of house staff (£7.50/hour)
- Kitchen porters (£7.50/hour)
- Line Chefs (£8.10 per hour)

Benefits include: Free food every shift, tips, discounts for friends and family and career progression. Personality is preferred over skills and experience!

If you are interested, please email Wes Bone: wesley@wagamama.com

La Barbe Restaurant, Bell Street, Reigate – part-time vacancies

- Kitchen Porter
- Waiters/waitresses

Please come in, as soon as possible, or contact Gurvan (restaurant manager) on 07791 322772.

Sodexo – summer catering staff required

Are you looking for a summer job, work experience or thinking of a career in catering? Sodexo are looking for staff to work at four independent schools in Woldingham, Caterham, Ashted and Cobham. There are a range of vacancies available for throughout the summer and beyond. Sodexo offer a great rate of pay, excellent training and the opportunity to work within a global business.

Please contact Donna Sentence on 07795591741. <http://uk.sodexo.com/home/careers.html>

Join the friendly team at Reigate Breakfast & Tea Clubs!

WHO ARE WE?

We are a Reigate-based childcare company offering both before-school and after-school care for children aged 4-11. Our Breakfast Club setting runs from 7am till 8.50am term time only. Our Tea Club (term-time only) operates from 3pm until 6pm.

WE ARE LOOKING FOR TERM-TIME PLAYWORKERS

Fun-loving, patient and reliable people with lots of energy. You will be able to communicate well with children and their parents/carers.

THE ROLE

On a (never) average day with us you will be...

Caring for the children and creating a warm, friendly atmosphere.

Providing engaging play and learning opportunities.

Helping to prepare healthy snacks.

Setting up and tidying away club equipment.

(Hourly rate £7.50, benefits include holiday pay)

Call Georgina on 07766 643064 or email Reigate@thebreakfastclubs.com for an application form. Deadline for applications: 7 July 2017. Interviews will be held w/c 10 & 17 July.

Reigate Junior Joggers need volunteers

Reigate Ladies Joggers have started a junior group:

- Assistants needed to run alongside young joggers, and their fully qualified coaches, to encourage and inspire them:
- Children school years Reception to Year 4
- 5 – 6pm Merstham
- Initially for a six week period after May half term
- Could lead to further opportunities in the future

Anyone interested should contact Anna on the details below

anna@reigateladiesjoggers.co.uk

Mobile – Anna/Emma 07555 384810

Further information (if you want to look at the company website/social media)

www.reigateladiesjoggers.co.uk

Curves Redhill – health and fitness vacancies

JOB VACANCIES AT CURVES REDHILL - A FITNESS CENTRE SPECIALLY DESIGNED FOR WOMEN OFFERING A 30 MINUTE STRENGTH TRAINING WORKOUT

We are looking for highly motivated individuals to join our team at Curves in Redhill. The job will involve circuit training, weigh and measures, food diary consultations, guest production and sales. Full in-house training provided. A personal interest in fitness is essential. Initial hours offered are alternate Saturdays with one or two evening shifts per week with potential to increase hours in the future.

If you are looking for a rewarding and challenging career in health and fitness, please send your CV to rjkenny@yahoo.com. To find out more about Curves, visit www.curves.eu or call Rachel on 07711 933849.

Camp Glide – part time vacancies

- Wray Common Primary School
- Lime Trees Primary School

Camp Glide is looking for enthusiastic team players to join our childcare settings in Redhill and Reigate. We are particularly looking for Playworkers, Qualified Lifeguards and Football Coaches. If you have a passion for working with children we would like to hear from you. For more information about our opportunities please visit our website:

<http://www.campglide.co.uk/join-the-team>

Hartsfield Manor, Betchworth are hiring!

Hartsfield Manor is a 50 bedroom hotel and conference centre in Betchworth specialising in weddings and events. The following casual positions are available:

- Food and beverage assistants (restaurant and events)
- Bartenders

A variety of shifts are available that are ideal alongside your studies. For more information or to send a CV, please contact Gareth Adcock, Operations Manager on: Gareth.adcock@hartsfieldmanor.co.uk or ring 01737 845300.

Hobbledown Farm, Epsom – part time vacancies

- Play team/activity hosts
- Party hosts
- Meet and greet parties team
- Admissions and shop team
- Events team
- Food and beverage servers
- Kitchen team
- Car park hosts

Please email your CV and cover letter to headhobblers@hobbledown.com. Only successful applicants will be contacted, applications being considered for immediate start. It is required that applicants will be available for the majority of the school holidays.

Surrey Libraries – Summer Reading Challenge Volunteer

- Are you looking for something to do this summer?
- Aged 14 – 25?
- Can you spare 10 hours over the summer?
- Help sign up children to the challenge
- Encourage reading
- Support your local library
- Deliver children's activities

Student can apply [online](#), in a library, or by phoning **01483 543599**. See the [Summer Reading Challenge volunteer webpage](#) for more information about the challenge and volunteer opportunity.