



Monday 10 June 2019

- 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:

[For important U6th notices click here](#)

[For important L6th notices click here](#)

[For information relevant to all students click here](#)

[For work experience opportunities click here](#)

[For Apprenticeship/School Leaver opportunities click here](#)

[For Volunteering/Part-time work click here](#)

Open daily (term time) 9am to 4.30pm. In E102, upstairs in the Enhancement Building.

## Important Upper Sixth Notices

### UCAS Extra is OPEN

Between 25 February and 4 July UCAS Extra provides students with another opportunity to gain a place at university. If you have used all five of your choices, were not accepted, or declined the offers you received, you are eligible to apply through UCAS extra. Please come to the Careers Department in E102 if you require any further information.

### UCAS Reminders:

Replying to offers – Once you have received all of your university offers, a deadline for replying will be posted on UCAS track. Please check UCAS track regularly and be aware of the date by which you need to submit your firm and insurance choice.

### Reigate College Careers Fair 18 June 18.00 – 20.00

#### For Parents/Guardians and Students

Fantastic opportunity to meet with local and national employers who offer opportunities and apprenticeships to college leavers. Open to all students and their parents/guardians. A letter has been sent to parents with a link to book tickets to the event.

## Reigate College Careers Fair Exhibitors (18 June 18.00 – 20.00)\*

Employer	Industry	Employer	Industry
Air Navigation Solutions	Air traffic control	Kier	Construction
AON	Insurance	Kingston Smith	Accountancy
BDO	Accountancy	KPMG	Finance
The British Army	Public Services	Lingfield Park Resort	Leisure, Hospitality & Events
CGI	Technology	Nestlé	Food & Drink
Care Management Group	Healthcare	Network Rail	Engineering
DHL	Operations – Gatwick airport	The Plan Group Ltd	Insurance
EasyJet Airline	Travel & Tourism	South East Coast Ambulance	Healthcare
Everyone Active	Leisure	Surrey County Council	Healthcare
Grant Thornton	Accountancy	UK Border Force	HomeOffice Security/Public service
Health Education England	Healthcare	Volt	Recruiters- Science, IT, Engineering
Hill Group	Construction	Walden Care	Healthcare
Jellyfish	Marketing	Willis Towers Watson	Actuarial & Pensions
		Your Recruit	Recruitment agency

\* Companies currently confirmed.

# Important Lower Sixth Notices

## Interested in a Career as Cabin Crew?

Lunchtime Talk, E106 on Wednesday 12 June starting promptly at 1:15pm – please note room change

We are delighted to welcome Kim Osborn, the Director and founder of Cabin Crew Global, to talk about her 29 years of cabin crew experience - 28 spent flying with British Airways. In her talk, Kim will cover:

- General background to B.A
- Applying to the airline, benefits and role requirements
- Pre-flight briefing duties, general roles and responsibilities & routes of progression
- Preparing for interview, assessment days

To sign up to this event and book your free ticket, please click on the link below and register. You will be e-mailed a ticket to confirm your place. Remember to note the date/time in your diary. Please register with your college email. [Click here to book a place](#)

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## **BDO Accounting Insight Day 28 June London**

The Insight Day will provide you with an opportunity to speak with a variety of people from the firm including current trainees and members of the recruitment team. You will take part in a number of interactive sessions which will develop your knowledge of BDO and help you understand more about a career in accountancy. The day itself will run from 10am to 3pm. For further information and to apply please [click here](#).

## **Nestlé Insight afternoon – Monday 8 July, Gatwick office**

An opportunity for 20 Reigate College Students to spend the afternoon learning about careers and opportunities at Nestlé including a session on employability skills.

In preparation you should conduct some basic research on Nestlé and understand their range of products.

Date: Monday 8th July

Time: 1-4pm

Location: Gatwick office

**Please note you will need to be able to travel independently to/from the Gatwick office, transportation will not be provided.**

Interested Students should e-mail [workexperience@reigate.ac.uk](mailto:workexperience@reigate.ac.uk) a copy of their CV. Please indicate that you are interested in 'Nestlé' in the heading/body of the e-mail. When making a decision the following will be taken into consideration: IR, attendance, punctuality and academic performance.

## **KPMG Skills & Insight day – Tuesday 9 July, KPMG Gatwick office**

*KPMG* is a global network of professional firms providing Audit, Tax and Advisory services. The company's Gatwick office has organised an insight day for Reigate College students to find out more about the industry and enhance their employability skills. Please note, as there are limited places, this opportunity is being advertised on a first come, first served basis. To be considered for the opportunity students must:

1. Have an excellent attendance record and good effort grades.
2. Have an interest in a career in accountancy, taxation or financial services.

Whilst there are no entry requirements for this Insight day, you should be aware that KPMG have entry requirements for their programmes which are as follows:

**KPMG 360:** A minimum of five A\* - C or 4-9 (Including English Language and Maths) GCSEs and a minimum of 104 UCAS points (e.g. BCC at A-Level or equivalent qualifications).

Interested students should e-mail [workexperience@reigate.ac.uk](mailto:workexperience@reigate.ac.uk) with a copy of their CV. Please indicate that you are interested in 'KPMG' in the heading/body of the e-mail so it is clear which opportunity you are applying for. Your e-mail will be acknowledged and you will be contacted to confirm if you have a place at this workshop.

## **Willis Towers Watson Insight Day 10 July (9.00 – 12.00) Reigate**

Willis Towers Watson is a leading global advisory, broking and solutions company that helps clients around the world turn risk into a path for growth. They are offering Reigate College students the opportunity to get an insight into their organisation and the opportunities available for college leavers at the firm. Interested students should e-mail [workexperience@reigate.ac.uk](mailto:workexperience@reigate.ac.uk). Please indicate that you are interested in 'Willis Towers Watson' in the heading of the e-mail so it is clear which opportunity you are applying for. Applications particularly welcomed from A Level and BTEC business students.

## **University Open days**

University open days can be found at [www.opendays.com/calendar/](http://www.opendays.com/calendar/)

## University Taster Days in London

Applications are now open to over 200 FREE university taster courses taking place in 2019. Applications to the university taster courses are now open on the University Taster Course Programme.

Website: <https://london.ac.uk/ways-study/study-campus-london/university-taster-courses>

## University of Essex Taster Days 1- 5 July

Taster days available in the following subjects:

Art History

Biological Sciences

Computer Science and Electronic Engineering

Essex Business School

History

Language and Linguistics

Law

Winsten Mathematics Taster Day

Nursing

Occupational Therapy

Philosophy

Psychosocial and Psychoanalytic Studies

Psychology

Sports and Exercise Sciences

For further details and to apply please [click here](#)

## NCS

Missed out on your chance to do NCS in Summer 2018? You still have a chance! If you are 16-17 years old this is your last chance to participate in NCS. Don't miss out on meeting new people, developing key transferable skills that future employers are looking for and making a difference in your community. The programme costs no more than £50 and you can apply or find out more on [ncsyes.co.uk](https://ncsyes.co.uk)

## Medical and Teaching Work Experience

**IMPORTANT!** Any students thinking of applying to study Medicine, Primary Teaching, Nursing, Physiotherapy, Paramedic Practice or Midwifery at university should undertake a period of essential work experience. For advice and guidance, please email

[workexperience@reigate.ac.uk](mailto:workexperience@reigate.ac.uk)

# All Students

## Interested in a Career as Cabin Crew?

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We are delighted to welcome Kim Osborn, the Director and founder of Cabin Crew Global, to talk about her 29 years of cabin crew experience - 28 spent flying with British Airways. In her talk, Kim will cover:

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# Work Experience Opportunities

Are you looking for or thinking about work experience?

Work Experience is essential for certain Careers (**Medical/Veterinary/Dentistry related Careers, Law and Primary Teaching**). For other courses and future careers it may be desirable. Work experience, where possible should be arranged around your timetable or in the holidays. There is no set week for work experience and you need to be proactive in seeking opportunities yourself. If we have an opportunity to share then this will normally go into the **Careers Bulletin** so please keep up to date with the opportunities advertised.

We are receiving lots of enquiries and questions about work experience. Please have a look at our work experience guide which can be found on the College website or [Click here to access the 'Work Experience guide'](#). Alternatively, if you have any questions, or require support please contact [workexperience@reigate.ac.uk](mailto:workexperience@reigate.ac.uk), or please come to E102 and speak to Sam Burnett, Work Experience Coordinator.

## Thales Work Experience Crawley

This is a really exciting opportunity for one weeks' work experience at our Crawley site. During the week you will develop your engineering skills and experience exploring what life as an engineer is really like. Our work experience is aimed at year 11 – 13 students (15 – 18 years).

Our work experience programme gives you a taste of what it's like to work at Thales. Giving you the opportunity to challenge and develop your understanding of STEM subjects, whilst experiencing first-hand the exciting career possibilities that our industry can offer. You will get the chance to meet people from all parts of the business, with a vast amount of experience and expertise in the different engineering disciplines – take every opportunity to ask questions and build your knowledge.

Closing date: 18 June

For further details please [click here](#)

## Grant Thornton Access Accountancy Work Experience 28 – 31 October London

We're looking for independent thinkers who seek out opportunities, love challenges and who are excited by business. Whether you're looking for a fast track to an experience day for our Accelerate School Leaver Programme, or just to gain some great skills ahead of university, this experience will help you get there.

We're looking for year twelve or thirteen college or sixth form students who see themselves as a business adviser of the future. We don't ask for any experience, but you will ideally have a keen interest in business as a whole. The programme will involve:

- you finding out about the different services we provide to our clients
- you'll get an insight to what the work is like for our trainees
- you'll develop your business skills
- you'll connect with various people in the business from trainees up to Partners

- you'll see what future opportunities lie ahead for you in our industry

The work experience programme will run from 28 October until 31 October 2019 during October half-term. You will need to be able to get to and from our London office which is based in the City Centre. For further details and to apply, please [click here](#)

## Work Experience in the Hospitality Industry this summer

**De Vere Horsley Estate** are able to offer Work Experience during the summer for Students looking to gain an insight into the Hospitality industry. You will gain experience in a variety of functions to include Food & Beverage, Housekeeping, Conference & Banqueting and Reception.

You need to be able to travel to the Hotel, which is based in East Horsley, Leatherhead.

This opportunity is open to all lower sixth students but directly relevant to anyone studying Travel & Tourism or Business. To express an interest please e-mail [workexperience@reigate.ac.uk](mailto:workexperience@reigate.ac.uk) or speak to Sam Burnett, Work Experience Coordinator in E102.

## Photography Work Experience – Sunday 30 June

Emilia's Clothing Boutique is a new business based in Horley looking for two photography Students for unpaid work experience on Sunday 30<sup>th</sup> June. The experience is for 2-3 hours, either the morning or afternoon and will be assisting in a photoshoot for their new website.



If you are interested in this opportunity, please e-mail Sam Burnett, Work Experience Co-ordinator [workexperience@reigate.ac.uk](mailto:workexperience@reigate.ac.uk)

Please note this experience is privately arranged and as an independent visit the College is not responsible for any of the arrangements and all activities will be undertaken at your own risk.

## Active Prospects, Reigate - Insight into Marketing

Further details included in the volunteering section, please [click here](#).

## RSM (Guildford) Work Experience Week Commencing 15 July

RSM are offering an exciting opportunity for those who have a desire to learn more about the accountancy profession. The intended programme will include;

- spending one week across several departments within the business;
- CV writing and personal statements skills sessions;
- practice interviews, and
- a two way debrief and feedback session at the end of the placement.

For further information and to apply please [click here](#) If you would like to find out more or have questions, please come and see Sam Burnett in E102/Careers.

## Clifford Chance August Work Experience

Clifford Chance is proud to be a founding member of PRIME. Through PRIME, Clifford Chance is committed to ensuring that anyone who wants to enter the world of law has an equal chance to do so, regardless of their background. You'll spend four days at our Canary Wharf headquarters, where you'll

meet and interact with professionals from every level of our business – from trainees and recently qualified associates to partners and recruitment specialists. The varied and carefully structured programme is designed to help participants understand what a career in law involves and what it offers.  
August PRIME: 12-15 August 2019  
For eligibility criteria and to apply [click here](#).

## **Surrey County Council Work Experience**

Work experience plays a key role in the council's vision to make Surrey a better place to live, work and visit. Surrey County Council encourages work experience, work shadowing and student placements and acknowledges the benefits these arrangements bring to our organisation, such as a new insight into the workplace and improved ties with the local community. Our work experience scheme is open to everyone; whether you are at school, college, university, returning to work or looking for a career change.

For further information, please [click here](#).

## **Camp Beaumont childcare summer work experience placement - Reigate College**

Opportunity to gain childcare work experience at the Camp Beaumont summer camp. For further details and to apply, please [click here](#)  
Closing date: 30 June

# Apprenticeship/School Leaver Opportunities

## **The Royal Household, Buckingham Palace – Secretarial Assistant**

- Salary: c. £24,000
- Key skills needed: administrative/IT, organisational, ability to work under pressure, attention to detail, flexibility, team player, effective communicator, initiative and discretion.

The HR department at Buckingham Palace is currently looking to fill a Secretarial Assistant position within the Royal Household and keen to encourage applications from talented students who may be looking for work as opposed to going to University. The role requires someone with excellent verbal and written communication skills and a close attention to detail.

Please email [careers@reigate.ac.uk](mailto:careers@reigate.ac.uk) for a job description with more information.

## **Surrey Police Apprentice Management Information Officer Guildford**

As an apprentice Management Information Officer you will be regularly executing database queries in order to monitor and identify performance risks and opportunities that have the potential to impact on the force's strategy and the public's priorities. You will have the opportunity to use Tableau and Microsoft's Power-BI (leading data visualisation software) to help the unit produce performance dashboards and reports for various stakeholder across the force. Successful candidates will be numerate with well-developed computer skills and preferably with a basic understanding of SQL. The preferred candidates will also have a high level of attention to detail and be familiar with numerical reasoning and explaining statistical concepts. They should also have the ability to manage requirements and prioritise tasks across a diverse range of subject areas.

Closing date: 5 July. For further information, please [click here](#)

## British Airways Apprenticeships Heathrow

Our apprenticeship programmes are designed to develop your skills and build a career in an exciting and ever changing business. You will gain valuable insight into how we run a successful airline business, you will learn from industry experts who will train, develop and coach you to be the best that you can be. It offers practical training in a real world environment, where you have a chance to earn as you learn. We offer apprenticeships across 3 business areas; Customer Service, Head Office and Operations. Each programme will give you a diverse and immersive experience. The 2019 programmes are now open for applications. For further information, please [click here](#).

## Air Navigation Solutions Trainee Air Traffic Controllers

- To be eligible to apply you must:
  - be educated to A level or degree level or an equivalent standard, ideally in either a science, maths or IT related subject
- have at least 5 GCSEs or an equivalent standard at grade C/4 or above, to include English and Maths
- be eligible to work in the United Kingdom
- be in good health as you will need to pass a Class 3 medical (as required by the CAA)
- have a clean driving licence (airside driving may be required)

If you have airport or aviation experience this is advantageous, but not essential.

For further information, please [click here](#)

## EASY JET Cabin Crew Apprenticeship Programme

Supported by industry-leading experts, you'll work towards achieving your Level 3 Airline Cabin Crew Apprenticeship Standard and follow a well-structured plan called 'The Learning Journey.' This combines sessions at our state-of-the-art training centre, with on the job training.

Receiving day-to-day support from your on-board Cabin Managers, keeping a log of all your reflections and learnings as you go. As you progress through the programme, you'll keep a learning record of the skills, knowledge and behaviour necessary to complete your End-Point Assessment. This will include a professional discussion, simulated observation and multiple-choice assessment. You can apply and view our latest opportunities on our website <https://careers.easyjet.com/>

## Aon Apprenticeships

You may know Aon through our association with Manchester United. You may have seen us in the news. You may not know that we're one of the world's most successful professional services companies, helping the biggest names in business plan for every eventuality.

From economic upheaval to political crises to natural disasters and plenty more besides, the world is full of surprises. Our job is to help our clients prepare for and manage those risks, through Pensions, Insurance, Investment Consulting and Human Capital Consulting. With 72,000 people and a clear focus on innovation, Aon is the world's #1 insurance broker, #1 provider of reinsurance and #1 for human capital consulting. **Apprenticeships available in: Client Management, Insurance and Reinsurance, Investment Consulting, Actuarial**

Closing date: 1 July

For further information, please [click here](#)

## **BDO Apprenticeships Audit / Tax /Financial Services/Business Services London, Reading, Gatwick**

Our Apprenticeship Programme combines work experience with getting your professional qualifications; we want to ensure that we are equipping you for success, so we will provide you with training in relevant skills and behaviors, as well as the professional knowledge which is required to be successful in your role. For the first two years you'll study towards the Certificate in Finance, Accounting and Business (CFAB) qualification or the Association of Tax Technician qualification (ATT). If successful in these, you'll work towards gaining an appropriate professional qualification for your chosen specialism. This will usually be the ACA, but may be the CA (in Scotland) or the CTA if you intend to specialise in tax. If you pass all of your exams and complete your apprenticeship learning plan, then within four years you'll be a qualified accountant as well as achieving a Level 7 Accountancy/Taxation Professional Apprenticeship\*. (\*Please note that the Level 7 Accountancy/Taxation Professional Apprenticeship covers: ACCA, CIMA, ICAEW and CloT qualification pathways.) For further details, please [click here](#)

## **Schroders Technology Apprenticeship Programme London**

Technology at Schroders is not just about Technology; it's about problem solving and providing high quality solutions to the business. Whether it's protecting the business against cyber security breaches, developing new programmes, enabling the business in its use of new technologies or facilitating quality business practices such as Agile, our technology professionals are at the heart of what makes our business run. We have apprenticeship opportunities available across various business areas at Schroders, including:

- Our Digital teams who design and develop software using ground breaking technologies.
- Our Data teams who are responsible for delivering insights to support the wider business by using data sets and tools.
- Our Service Management team who are responsible for the management of IT services to ensure efficiency and high quality outputs.

Closing date: 30 June

For further information, please [click here](#)

## **Janus Henderson Investors Marketing Trainee London**

Janus Henderson Investors are looking for a school/college leaver or graduate to become a Marketing Trainee. A successful candidate will be responsible for working with the Senior Brand & Advertising Marketing Executive to support delivery of all our advertising activity across the UK, Europe and Latin America.

Closing date: 23 June

For further information, please [click here](#)

## **Janus Henderson Investors Digital Trainee London**

Janus Henderson Investors are looking for a school/college leaver or graduate to become a Digital Trainee. A successful candidate will be supporting the day-to-day maintenance of Janus Henderson's global websites and publishing to their social media accounts.

Closing date: 23 June

For further information, please [click here](#)

## **Willis Towers Watson Pensions Administration Apprenticeship Redhill**

The role of a Pensions Administrator is to work within an administration team servicing both member and client queries in relation to occupational pension schemes.

Closing date: 28 June

For further information, please [click here](#)

## PwC – School and College Leaver Schemes

Applications are still being taken for selected schemes at PwC. Please [click here](#) for further details

## Degree Apprenticeship Programme - Government Property Profession London

Join the Civil Service, undertake an apprenticeship, get a degree and become a Chartered Surveyor. You will be allocated to a home department working within their estates teams, typically being involved with acquisitions, disposals, lease events and general estate management. You will gain a degree in Commercial Real Estate with all the training costs covered by your home department. Location is flexible, although you must be prepared to travel as a typical estates manager will need to visit buildings at other sites. You will be enrolled with the University College of Estate Management to begin Autumn 2019.

Closing date: 21 June

Salary: £25,893

For further details, please [click here](#)

## Royal Bank of Scotland Relationship Management Apprenticeship Crawley

If you're looking for a Relationship Management Apprenticeship, join us in Crawley

- You'll support our Relationship Managers in creating and maintaining great relationships with a diverse portfolio of clients
- You'll interact with a wide range of colleagues and clients, broadening your commercial experience
- We'll start you on a competitive and flexible reward package of £20,745 and you'll work towards a valuable qualification
- Sitting within our Commercial & Private Banking (CPB) function, you'll be able to build an in-depth understanding of our commercial business
- You'll start your apprenticeship with us on the 9th October 2019

For further information, please [click here](#).

## Border Force Apprenticeship Horley

The Home Office is here to make our country safer. Border Force is a Law Enforcement arm of the Home Office with primary responsibility for UK Border Security, including counter terrorism, immigration and customs matters. We are responsible for managing the UK border control by enforcing immigration and customs regulations and working with the wider Home Office on organised crime, modern slavery and trafficking. The apprenticeship will take up to 18 months to complete, with a view to becoming a permanent Assistant Officer (AO) if you meet the selection criteria at the end of your apprenticeship.

Closing date: 25 June

Salary: £18,148

For further details please [click here](#)

## Communications Apprenticeship Crawley Borough Council

Are you interested in the media, both digital and traditional? Do you enjoy photography and filming? Are you creative, flexible, excited by news stories and current affairs, passionate about learning and enjoy being part of a team? If so, here is an exciting opportunity to take your first steps in the world of communications and PR.

As our Communications Apprentice you'll be a member of the team that helps to tell the council's story in a clear, effective and attention-grabbing way.

During this 18 month programme, you will gain valuable experience in:

- Writing and proofreading for publications, media releases, leaflets etc.
- Working with local and regional media, answering their enquiries
- Helping with marketing, promotional publications and events
- Providing administrative help to members of the Communications Team
- Updating the council's social media channels.

Closing date: 21 July

Salary £12,042

For further details, please [click here](#)

## **KBR Modern Apprenticeship Trainee Leatherhead**

We have exciting opportunities for A Level students to join our Modern Apprenticeship Trainee programme. If you are looking for a career in Engineering and have decided that you would rather learn on the job whilst getting paid rather than going to University, this opportunity may be the one you have been looking for.

For further details please [click here](#)

## **Apprentice Chartered Surveyor Cromwell Holdings Ltd Epsom**

An opportunity to train as a chartered surveyor with a successful property company based in Epsom. The apprentice will gain experience in all aspects of commercial property ownership including management, acquisitions, sales, lettings, and funding.

Salary: £336.54pw

Closing date: 28 June

For further information, please [click here](#)

## **Adult Social Care Apprenticeship Programmes with Surrey County Council**

**Health and Social Care Apprenticeships** – where the focus is on the delivery of our front line services and the programme allows the apprentice to shadow our Social Workers and Occupational Therapists out and about meeting members of the community.

**Adult Care Worker Apprentice** – is a rotational apprentice programme where the apprentice would work in the Adult Social Care Service Delivery team to experience 6 months in each of the three different service areas including; Care Homes for older people, the Reablement service, and Residential homes for people with learning disabilities.

For further information, please [click here](#)

## **Digital Marketing & Social Media Apprentice TOSHIBA CARRIER UK LTD Leatherhead**

The Toshiba Apprenticeship Scheme is designed to provide individuals with the opportunity to develop their career with an industry leading, global organisation. As a Digital Marketing & Social Media Apprentice, you will be fully supported in undertaking a range of on the job and classroom based learning.

Salary: £12,620

Closing date: 30<sup>th</sup> June

For further information, please [click here](#)

## **Web Application Development & Documentation Apprentice - Ultimate Database Ltd (Redhill)**

Assist in the development of websites, web applications and produce documentation on existing applications.

Closing Date: 1 July 2019. For further information, please [click here](#).

## Receptionist Apprentice Kent Surrey & Sussex Rehabilitation Community Company - Crawley

To provide a professional Reception service to the relevant building, by being the first point of contact for visitors and telephone callers.

Salary: £14,900

Closing date: 29 July

For further information, please [click here](#)

## Young Epilepsy Student Support Worker – Development Scheme

Salary £16,141.85 (not including shift allowance)

37 hours per week/Term-Time Only\* (+ 3 weeks)

Fixed-Term – 3 year programme

Based in Lingfield

Young Epilepsy is the only UK charity dedicated to creating better lives for children and young people with epilepsy and related conditions and is based on a beautiful campus in Lingfield, Surrey, providing world class services. You will be working alongside talented professionals in education, care and therapy – delivering outstanding care and educational support to our St Piers campus students. You will have a supportive network to help you learn and develop your skills over your three-year journey.

The focus of your role is to support student's development, growth and independence in an educational and residential setting. Celebrating their successes and helping them through their challenges. You'll be developing your skills, completing a range of qualifications, as part of your development programme, learning from experts to gain a great foundation for a successful career in education and care.

We are accessible by bus, by train via the East Grinstead branch of the Oxted Line and by car and offer free parking on our campus.

For further details please email [careers@reigate.ac.uk](mailto:careers@reigate.ac.uk) for an application pack

Closing date: 30 June 2019.

## Reigate Priory Junior School - Special Educational Needs Learning Support

We are looking to appoint a Learning Mentor to work with and support a child with Special Educational Needs. Reigate Priory Junior School is housed in an Ancient Monument Grade 1 listed building and is set within the beautiful grounds of Reigate Priory Park. We are an inclusive school and welcome applicants from all, appropriately qualified, members of our community. We are committed to safeguarding our pupils. Applicants will be subject to enhanced DBS checking procedures.

### The candidate will need to:

- develop an understanding of the educational, welfare and social needs of the child
- be able to stay calm and objective when presented with unusual or challenging behaviours be enthusiastic, motivated and committed to working as part of a team
- relate well with the child and have a passion to help them achieve their academic, social and emotional potential
- set firm and consistent boundaries
- maintain confidentiality inside and outside of the school
- previous experience of working with children with special educational needs is desirable but not essential

Start date: September 2019

Salary: £17,316 (FTE) Qualifications: GCSE Maths and English grade C or above

If interested please contact Mrs Claire Boothroyd – Special Educational Needs Coordinator on 01737 245065 or email [info@reigate-priory.surrey.sch.uk](mailto:info@reigate-priory.surrey.sch.uk)

## Fidelity International Compliance Apprentices Data Protection

You will support the Data Protection Compliance function mainly for the UK business working closely with the UK DP Manager however there will be opportunity to also interact with other aspects of the DP function, with multiple locations & departments across the company. This includes

- Assisting with the review and processing of breaches (errors made)
- Assisting with the analysis of new activities to understand the Data Protection impacts
- To own, further develop & produce the Management information
- Taking the lead on the development of the functions SharePoint site or similar

Qualifications required:

- Minimum of three C grades (or equivalent) at A Level in any subject
- Minimum of 5 C Grades (or equivalent) at GCSE Level, containing both Mathematics and English

**Salary:** £17,500 + £500 joining bonus + £1,000 Apprentice Scheme Bonus (Paid upon the satisfactory completion of first year.)

**Start Date:** Monday 2nd September 2019

For further information, please [click here](#)

# Volunteering/ Part-Time Work

## La Barbe Reigate – Waiting Staff required

Part-time shifts (mainly Friday or Saturday evening -5.30pm until around midnight)

Salary £50/£60 net per shift + meal on duty

For further details and to apply, please contact Gurvan Quelo [restaurant@labarbe.co.uk](mailto:restaurant@labarbe.co.uk) (01737 241966)

## New Music Fest 22 June (Reigate) – 2 hours volunteering with Loveworks

Volunteers are required to help with:

- face painting and hair braiding stall
- taking food/drink orders and delivering them to the camping area or people sitting around.

Volunteers are required to help for 2 hours and in return for a free entry ticket (U18 day entry is £8)

[New Music Nights website](#)

If you are able to help, please contact [workexperience@reigate.ac.uk](mailto:workexperience@reigate.ac.uk) and Sam Burnett will put you in contact with the organisers.

## Active Prospects, Reigate – Volunteer Marketing Assistant

**Would you like to gain an insight into marketing? Are you able to make a regular, weekly commitment and in return learn new skills?**

Active Prospects is a local charity which enables people with learning disabilities, physical and mental health needs to live full and aspiring lives. Active Prospects have residential and supported living services in Reigate, Redhill, Charlwood, Banstead, Horley, Caterham, Epsom and Ewell <https://activeprospects.org.uk/>.

The volunteer marketing assistant role is based at its busy Reigate head office. Active Prospects is looking for a creative student, with an interest in marketing, to regularly give their time during term time. Hours will be flexible in order to fit in with your college timetable. In return for contributing your new ideas and time commitment, you will gain experience in a variety of areas within marketing, such as social media and analytics. If you are interested in finding out more about this opportunity, please email [workexperience@reigate.ac.uk](mailto:workexperience@reigate.ac.uk).

## Queen Elizabeth Foundation Volunteering Roles (Leatherhead)

### HR Administrator (Fridays)

Our busy HR department needs a volunteer to support the team with administrative tasks. Duties would include applying for references, maintaining various databases, administering DBS applications, helping distribute and advertise permanent jobs and volunteer roles on websites, and other related activities. The volunteer will need good organisational skills, a confident telephone manner and the ability to prioritise. This role would suit a student who is currently studying business or HR who would benefit from a work-related placement.

### Fundraising Assistant (Flexible on Days)

Are you seeking a varied, interesting, creative position where you can see how your efforts are directly helping QEF achieve its goal of benefitting over 5,000 children and adults?

We would like an enthusiastic volunteer to help across our events and direct marketing teams, assisting with the administration of marketing campaigns, updating razors edge, posting updates on social media, inputting payments, sending out mailings, producing reports and much more. The role has lots of opportunities to utilise and develop administrative, communication, social media and networking skills as well as supporting on campaigns and learning how a successful fundraising team operates. This opportunity would suit a student who would like to use this as a platform to develop skills in this area. The right person is more important than experience as we can provide full training, however a knowledge of MS Office and some social media exposure is required.

To find out more, please come to E102 and speak to Sam Burnett (Work Experience Co-ordinator).

## General Information:

### Moodle

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

- Get Ahead Day 2019
- Applying to university entry in 2019
- The Alternatives to university – Apprenticeships and Employment

### Twitter

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

### Search for university open/taster days

<https://www.opendays.com/>

<https://www.unitasterdays.com/>

<https://www.unifrog.org/>

### Search for apprenticeships

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

<https://careerfinder.ucas.com/jobs/apprenticeship/>

<https://www.unifrog.org/>

### Search for work experience placements

<http://www.studentladder.co.uk/Work-Experience/work-experience.html>

### Search for careers events

[www.myfuturewise.org.uk](http://www.myfuturewise.org.uk)

**reigate.college**

[www.reigate.ac.uk](http://www.reigate.ac.uk) [enquiries@reigate.ac.uk](mailto:enquiries@reigate.ac.uk)



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