

Belper School and Sixth Form Centre 2019



Job specifications

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Applications developer (app designer)

The principal function of an applications developer is to make computers perform specific tasks, based on the client's specifications.

Entry requirements

There are no set entry requirements, but you'll usually need a foundation degree, HND or degree in engineering, design, product design or general industrial design with product design options.

Skills required

You'll need:

- creative ideas and a logical approach
- the ability to express your ideas through drawings, 3D models and computer-aided design
- the ability to plan and organise a project through several stages
- the ability to work out costings and budgets

What you'll do

You'll specialise in web apps. Creating apps that may be accessible on different operating systems.

Your day-to-day duties could include:

- discussing what your client wants
- investigating how existing products work or how services are used
- developing ideas and making initial sketches or outline plans
- deciding on suitable materials or resources
- using computer design software to produce detailed blueprints
- making samples or working models, known as prototypes
- testing and refining designs

Salary

Starter: £19,000 to £25,000

Experienced: £30,000 to £40,000

Highly Experienced: £50,000 or more

These figures are a guide.

Working hours, patterns and environment

You'll usually work from 9am to 6pm but may have to do longer hours to meet deadlines.

You'll usually be based in a studio or office, but you could also spend time in a workshop or factory.

Career path and progression

With experience, you could progress to senior designer, you could also move into project management or design management.

Broadcast engineer

Broadcast engineers make sure television, radio and online programmes are broadcast at the right times and are high quality.

Entry requirements

You'll usually need to start on an in-house engineering training scheme. Schemes include the BBC's engineering trainee scheme and an engineering sponsored degree apprenticeship.

You could have an advantage if you've paid or unpaid experience in using broadcast technology equipment from a placement with a broadcaster, by working on student film or TV productions, or community or hospital radio.

If you don't start through a training scheme, you'll usually need:

- experience in maintaining and repairing electronic equipment
- to be familiar with broadcast technology
- a work-related qualification in electronic or electrical engineering

Skills required

You'll need:

- practical and technical skills
- communication and teamwork skills
- IT skills

What you'll do

You'll work on studio and outside broadcasts (OBs), post-production operations, and new media like interactive TV and webcasts.

Your duties could include:

- setting up studio equipment for transmission and editing
- designing and setting up audio and video circuits
- installing multimedia hardware, software and other digital broadcast technology systems
- setting up and operating links between studios and OB units
- editing programmes live as they're being transmitted or recorded
- testing and servicing equipment
- finding and repairing technical faults

You'll work as part of a team that includes producers, studio managers and presenters.

Salary

Starter: £20,000

Experienced: £30,000

Highly Experienced: £50,000

These figures are a guide.

Working hours, patterns and environment

You'll usually work around 40 hours a week. Shift work is common, including weekends and nights. You may need to work extra hours at short notice.

You'll work in recording studios, studio galleries, control rooms or maintenance workshops.

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You might work in all weather conditions and locations, when you're working on Outside Broadcasts.
You might work away from home and overseas.

Career path and progression

With experience, you could move into management.

You could also work freelance.

Graphic designer

Graphic designers create visual branding, adverts, brochures, magazines, product packaging and displays.

Entry requirements

You'll usually need a foundation degree, HND or degree in graphic design or other visual art subject. You'll need a portfolio of work to demonstrate your creativity.

Skills required

You'll need:

- the ability to use design software
- budgeting and organisational skills
- the ability to communicate ideas to colleagues and clients

What you'll do

Your day-to-day tasks may include:

- discussing the client's requirements
- working out costs
- producing rough sketches or computer visuals
- preparing designs using specialist software
- producing a final layout including letter size and colours
- working to budgets and deadlines
- explaining requirements to photographers and printers
- keeping up with design trends

Salary

Starter: £18,000 to £20,000

Experienced: £21,000 to £32,000

Highly Experienced: £33,000 to £50,000 (senior designer)

Working hours, patterns and environment

You'll usually work around 37 hours a week in a studio or office. You may visit clients.

Career path and progression

You could become a senior designer, creative director or move into management.

You could go freelance or start your own design agency.

Market researcher

Market researchers interview people to find out what they think about products, services or issues.

Entry requirements

There are no set requirements. Customer service experience or a course in customer service could help you get a job.

Skills required

You'll need:

- IT skills
- maths skills
- the ability to record information accurately

What you'll do

You could work for advertising agencies, businesses of all kinds or charities. You'll usually attend an information session (briefing) before each project.

Your day-to-day duties may include:

- going up to people in the street, phoning them or visiting them at home
- persuading people to take part in a survey
- asking people questions and possibly videoing them
- recording people's answers
- organising the results and passing them to your supervisor

Salary

Starter: £14,000 to £17,000

Experienced: £18,000 to £24,000 (field supervisor)

You could be paid by the hour, the day or get a salary.

You may get bonus payments and expenses for travel.

These figures are a guide.

Working hours, patterns and environment

You'll usually work 6 hours a day. Part time and temporary work are common. You may work evenings and weekends.

You could be a telephone interviewer, working in a call centre or at home. Or you may interview people in the street, in shopping centres or in their homes.

You may need a car to travel.

Career path and progression

With experience, you could become a supervisor or area fieldwork manager. You could also become a research assistant in a market research agency or social research organisation.

Social media manager

Manage social media marketing campaigns and day-to-day activities including: Creating, curating, and managing all published content (images, video and written). Monitor, listen and respond to users in a “Social” way while cultivating leads and sales.

Entry requirements

There are no set requirements, but some employers may expect you to have a degree. Relevant subjects include, advertising, media and communications, digital marketing, journalism, public relations or business management.

You could get into this job without a degree if you have the skills and experience in areas like marketing, advertising or PR.

You can do college courses in social media and business.

You'll usually need some knowledge and experience of social media. To get experience you could:

- manage your own social media profiles
- volunteer to manage social media for a charitable organisation
- ask to get involved in social media sites of the company you already work for

You'll need excellent IT skills as you'll be using social media software and tools. You'll also need knowledge of search engine optimisation (SEO) methods and 'key' or 'searched for' words to drive more users to your social media site.

Experience of graphic design and digital editing software can help. You can use these skills to make your social media posts better by adding videos, photos and infographics.

Skills required

You'll need:

- an eye for detail and the ability to work accurately
- the ability to deal with more than one task at a time
- creativity
- presentation skills
- an analytical approach to data
- writing skills

What you'll do

You'll monitor and upload content to sites like:

- Facebook and Twitter
- Instagram and Pinterest
- YouTube and Vine

Your day-to-day duties may include:

- updating social media sites
- writing blogs, articles and posts
- responding to social media posts and developing discussions
- checking online for company mentions and customer feedback
- searching for interesting posts, news and articles to attract site visitors

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- overseeing competitions and campaigns promoting your company
- taking part in conferences and group chat relevant to your industry or company

- educating other staff on social media use
- promoting social media use within your company
- developing strategies to increase your audience
- using social media tools like Hootsuite, TweetDeck or Buffer to manage multiple sites
- using web tracking tools like Google Analytics, Social Report or Bitly

Salary

Starter: £23,000

Experienced: £25,000 to £35,000

Highly Experienced: £75,000 (head social media manager)

These figures are a guide.

Working hours, patterns and environment

You'll usually work normal office hours, 9am to 5pm, Monday to Friday. You may need to work evenings and weekends when working on a campaign or with deadlines.

If you're freelance, you may work longer hours depending on the needs of your clients and the amount of work you take on.

You'll be based in an office and spend a lot of time working on a computer. You may also attend meetings and make presentations about your work to clients or colleagues.

Career path and progression

With experience, you could move into managing social media for larger companies or progress to a senior or head social media manager job.

Civil engineer

Civil engineers design and manage construction projects, from bridges and buildings to transport links and sports stadiums.

Entry requirements

You'll usually need an engineering degree (BEng) or a Master's degree (MEng) in civil engineering. You could start as a technician and study part-time for an HND or foundation degree, leading to a degree in civil engineering.

Skills required

You'll need:

- excellent maths, science, and IT skills
- the ability to explain design ideas clearly
- the ability to analyse large amounts of data
- project management skills

What you'll do

You could work in these areas of engineering:

- structural (dams, buildings, offshore platforms and pipelines)
- transportation (roads, railways, canals and airports)
- environmental (water supply networks, drainage and flood barriers)
- maritime (ports, harbours and sea defences)
- geotechnical (mining, earthworks and construction foundations)

You'll be:

- planning with the client
- analysing surveys, testing and mapping data using computer modelling software
- creating blueprints using computer aided design (CAD)
- judging if projects are worth doing by looking at costs, time and labour
- checking risks and the effects on the environment
- preparing bids for tenders, and reporting to clients and government agencies
- managing and checking progress at each stage
- making sure sites follow health and safety rules

Salary

Starter: £24,000 (graduates)

Experienced: £25,000 to £40,000

Highly Experienced: £50,000 to £80,000 (senior chartered engineers)

These figures are a guide.

Working hours, patterns and environment

You'll usually work 35 to 40 hours a week, Monday to Friday. You may work evenings and weekends. You'll spend time in an office and on project sites.

Career path and progression

With incorporated or chartered engineer status, you could move into senior project management roles. You could also specialise in an engineering field, work in research or become a consultant. You could work overseas with British consulting firms, and for oil and mining companies.

You could also work for international development and disaster relief agencies.

Pipe fitter

Pipe fitters install industrial pipework, valves and pumps in factories, commercial premises and large buildings like power stations.

Entry requirements

You'll need experience and qualifications in engineering, welding or plumbing. You'll also need a Construction Skills Certification Scheme (CSCS) card to work on a site. This proves you're qualified to work safely. You may need a driving licence and your own transport to travel between sites.

The Engineering Construction Industry Training Board (ECITB) has more details about this career.

Skills required

You'll need:

- the ability to follow technical diagrams
- maths skills
- practical ability
- problem solving skills

What you'll do

You'll install and weld pipework on construction and engineering projects. Jobs can range from fitting heating systems in a hospital to installing pressure vessels and boilers in a factory.

Your day-to-day tasks may include:

- working out the best way to do a job based on engineering design plans
- installing and joining pipework and components using bolting and welding methods
- making or modifying parts in a workshop
- carrying out planned maintenance checks
- finding and fixing faults
- responding to emergency call-outs

Salary

Starter: £20,000 to £25,000

Experienced: £26,000 to £35,000

Highly Experienced: £40,000 or more

These figures are a guide.

Working hours, patterns and environment

You'll usually work between 40 and 50 hours a week.

You'll be based at the client's site and in an engineering workshop. Some of the work will be at height and in confined spaces.

Career path and progression

You can improve your career prospects by completing industry qualifications like the Level 3 Diploma in Pipefitting or Level 3 Diploma in Welding Engineering. These would allow you to progress to become an engineering technician.

With experience, you could be promoted to a supervisory role or become a workshop manager. You could also work in welding inspection and quality control. There may also be opportunities to move into engineering design, where you'll draw up pipework installation plans.

Plastics process worker

Plastics process workers operate and monitor machines that produce plastic products.

Entry requirements

There are no set entry requirements, but it may be helpful if you have GCSE maths and English.

Skills required

You'll need:

- maths skills
- practical skills
- record-keeping skills
- attention to detail

What you'll do

You'll work on a production line and control machinery that makes plastic products.

Your day-to-day tasks may include:

- weighing and mixing raw materials
- feeding materials into a machine
- monitoring production and adjusting machine settings
- cleaning and maintaining machines
- trimming excess plastic from products
- recording the amount of raw material used
- quality control checks
- reporting problems
- labelling, stacking and packing products

Salary

Starter: £15,000 to £19,000

Experienced: £20,000 to £25,000

Highly Experienced: £25,000 to £30,000 (team leaders)

You may earn extras for shifts and overtime.

These figures are a guide.

Working hours, patterns and environment

You'll usually work 37 to 40 hours a week. You may work shifts, covering nights and weekends.

You'll work in a factory or workshop. The environment is usually clean and well-ventilated. You'll wear protective clothing. The work is physically demanding.

Career path and progression

With experience, you could move into areas like quality control, lab work or machine tool setting.

You could also become a team leader, process technician, or product designer.

Quantity surveyor

Quantity surveyors oversee construction projects with building suppliers and manage project costs.

Entry requirements

You'll need a degree or professional qualification accredited by the Royal Institution of Chartered Surveyors (RICS). Degree subjects include surveying, construction, and structural and civil engineering. You could also start work as a surveying technician or surveying assistant, then study to become a quantity surveyor.

Skills required

You'll need:

- budgeting skills
- excellent IT and maths skills
- organisational and planning skills

What you'll do

You could work for a local authority, government department, building contractor, property company or civil engineering firm.

Your day-to-day tasks may include:

- working out estimates for materials, time and labour costs
- negotiating and drawing up contracts
- forecasting and monitoring stages of construction
- reporting on finance to clients
- advising clients on legal and contractual matters
- resolving disputes on your client's behalf
- assessing the impact of environmental guidelines
- keeping records, preparing work schedules and writing reports
- keeping up to date with construction methods and materials
- following building regulations

Salary

Starter: £20,000 to £25,000

Experienced: £30,000 to £45,000

Highly Experienced: £50,000 to £60,000

These figures are a guide.

Working hours, patterns and environment

You'll usually work Monday to Friday, 9am to 5pm. You may work evenings or weekends.

You'll spend time in an office and visiting building sites.

Career path and progression

With experience, you could move into senior project management, supply chain management, consultancy work or self-employment.

You could move into an area like planning, or you specialise in property contract law.

Rail engineering technician

Rail engineering technicians install and service mechanical and electrical systems on trains.

Entry requirements

You'll usually need experience and qualifications as a mechanical fitter, electrician or craftsman with a rail engineering company. You must pass a medical check which tests physical fitness, hearing and eyesight. You may also have an aptitude test to assess your skills.

Skills required

You'll need:

- mechanical and electrical skills
- the ability to interpret technical drawings
- report-writing skills
- communications skills to work closely with other craftspeople

What you'll do

Your day-to-day tasks may include:

- helping to build new engines and carriages
- fitting out carriages with lighting, upholstery, control panels and communication systems
- inspecting bodywork, roofs and undercarriages for wear and tear or damage
- repairing or replacing parts
- carrying out regular checks on brakes and couplings
- taking apart, testing and reassembling mechanical, electrical and pneumatic systems
- writing reports and updating maintenance records

You'll use hand and power tools, including welding equipment. You'll follow technical plans drawn up by senior technicians or engineers. You'll work closely with other craftspeople like carpenters, painters, upholsterers and sheet metal workers.

Salary

Starter: £18,000 to £22,000

Experienced: £25,000 to £30,000

Highly Experienced: £35,000 or more

You may get free or discounted rail travel.

These figures are a guide.

Working hours, patterns and environment

You'll work around 37 hours a week, usually in shifts, which could include weekends and bank holidays. You'll spend most of your time in a rail depot or engineering workshop, with some duties outside on the sidings. Some tasks are dirty, but you'll usually have protective clothing and footwear.

There's a strict policy on drugs and alcohol. You could be tested at any time. You may need a driving licence and your own transport to start shifts outside public transport hours.

Career path and progression

You'll take work-based qualifications in personal track safety, installation, testing and maintenance. You may work for train operating companies, London Underground, light rail and metro companies, rail freight and leasing firms. Specialist rail engineering maintenance companies are also big employers.

With experience, you could become maintenance team leader or engineering workshop manager.

Dental nurse

Dental nurses help dentists to care for their patients, and may also carry out reception work and other tasks.

Entry requirements

You can start as a trainee with a dental practice and train on the job or take a full-time college course in dental nursing, in both cases, you'll need to study for a qualification approved by the General Dental Council (GDC) and register with the GDC.

It will help if you've a good general standard of education, such as GCSEs (A-C) including English, maths and/or science.

Skills required

You'll need:

- practical skills
- a calm, confident and reassuring manner
- the ability to relate well to people, including children and those with special needs
- organisational skills

What you'll do

Your day-to-day tasks may include:

- passing instruments to the dentist or hygienist
- removing water and saliva from the patient's mouth during treatment
- preparing materials to make fillings
- making sure that the patient is relaxed and comfortable at all times
- keeping the surgery tidy and sterile
- sterilising instruments
- helping record information about each patient

You may also help at the reception area, booking appointments, taking payments for treatment and greeting and reassuring patients.

You may work at a general dental practice, a hospital, with the community dental service or in a university. You could also work in the armed forces.

Salary

Starter: £17,000 to £19,750

Experienced: £22,000 to £28,500 (dental nurse specialist)

Pay rates are roughly the same in the NHS and private practice.

These figures are a guide.

Working hours, patterns and environment

You'll usually work from 9am to 5pm, Monday to Friday, and sometimes evenings if the practice opens during the evening. If you work in a hospital's dental department you may be on call at nights and weekends for emergencies.

You'll wear a uniform and protective clothing such as surgical gloves, safety glasses and a mask. You'll be standing for most of the day.

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Career path and progression

With experience you may be able to move into jobs like team manager, team leader, or dental practice manager.

With further training, you could become a dental therapist, helping a dentist carry out the more routine dentistry work. You could also become a dental hygienist helping people to look after their teeth and gums.

You might decide to train as an orthodontic therapist helping dentists to improve the look and position of a patient's teeth.

Healthcare assistant

Healthcare assistants help look after patients in hospitals or in patients' own homes.

Entry requirements

You may find it useful to have some paid or unpaid experience in health or social care.

GCSEs (A* to C) in maths and English and a qualification in health care could help you get a job.

You will need a background check from the Disclosure and Barring Service (DBS).

Skills required

You'll need:

- written and spoken communication skills
- the ability to relate to people from a wide range of backgrounds
- the ability to handle patients with sensitivity and respect
- observational skills

What you'll do

You could work in the NHS, at a private hospital or nursing home, or in the community.

The work you do will be part of an agreed programme of care, and you'll be supervised by nurses.

Your day-to-day tasks could include:

- helping patients shower and get dressed
- helping people eat
- making beds
- using equipment to lift and move patients
- talking to patients and reassuring them
- helping patients to the toilet
- tidying the ward or patients' homes
- taking patients' temperature or pulse
- attending meetings with other healthcare professionals

Salary

Starter: £15,000 to £18,000

Experienced: £20,000

You may earn extra for working unsocial hours, like nights, weekends and bank holidays.

These figures are a guide.

Working hours, patterns and environment

You'll usually work around 37 hours a week in shifts, including nights, bank holidays and weekends.

If you work in the community, you'll travel between patients' homes.

Career path and progression

With experience you could train new healthcare assistants.

With training, you could become an assistant practitioner in chiropody or podiatry, occupational therapy, radiography or physiotherapy.

You could also apply to train as a nurse, radiographer, dietitian, midwife or social worker.

Nurse

Nurses give care, advice and support to adults who are sick, injured or have physical disabilities.

Entry requirements

You'll need:

- a degree in adult nursing
- to register with the Nursing and Midwifery Council (NMC)
- clearance from the Disclosure and Barring Service

Skills required

You'll need:

- excellent organisational and time management skills
- good practical skills
- the ability to inspire confidence and trust in people
- the ability to remain calm under pressure
- good teamwork skills and the ability to work on your own initiative
- excellent listening and communication skills

What you'll do

You'll work in hospitals, nursing homes, health centres, clinics or prisons.

In an NHS hospital you could work in accident and emergency, cardiac rehabilitation, outpatients, neonatal nursing or an operating theatre.

Your day-to-day duties could include:

- taking temperatures, blood pressures and pulse rates
- helping doctors with physical examinations
- giving drugs and injections
- cleaning and dressing wounds
- setting up drips and blood transfusions
- using medical equipment
- checking patients' progress
- working with doctors to decide what care to give
- advising patients and their relatives
- handling confidential information

Salary

Starter: £22,000 to £28,500

Experienced: £26,250 to £41,000

Highly Experienced: up to £48,000 (nurse consultants)

These figures are a guide.

Working hours, patterns and environment

You'll usually work 37.5 hours a week including evenings, weekends, night shifts and bank holidays.

The job can be physically demanding. Most jobs are in the NHS. You could work in hospital wards, nursing homes, hospices, schools, colleges, private hospitals and in the community, visiting patients at home.

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Career path and progression

With experience, you could become a nursing sister, ward manager or team leader.

You could train as a midwife, neonatal nurse, health visitor, district or practice nurse. You could move into management, as a matron or director of nursing.

With a master's, you could become an advanced nurse practitioner or clinical nurse specialist then a nurse consultant.

You could also become self-employed or work overseas.

Social worker

Social workers help to protect vulnerable children and adults from harm or abuse, and support people to live independently.

Entry requirements

You'll need a degree in social work approved by the Health and Care Professions Council (HCPC).

You can study as an undergraduate, which will usually take 3 years full-time. If you've already got a first degree in another subject, you can take a 2 year master's degree in social work. When you qualify, you must also register with the HCPC.

You'll need to pass background checks by the Disclosure and Barring Service (DBS).

Skills required

You'll need:

- excellent communication and listening skills
- the ability to build working relationships with families, groups and professionals
- tact and understanding
- the ability to remain calm in stressful situations
- problem solving and report writing skills
- the ability to make decisions and use your professional judgement
- administration and organisational skills
- IT skills

What you'll do

You'll work with a range of people including children, families and vulnerable adults needing protection.

The people you'll support could be homeless children or adults, or people with drug, alcohol or substance misuse problems. In some roles, you might support children and adults with learning disabilities or physical disabilities.

You might also work with:

- people of all ages with mental health problems
- looked after children and young people
- carers and adopters
- older people
- people receiving end of life and palliative care
- people in prison with social care needs
- young offenders
- refugees and asylum seekers
- people at risk of abuse and neglect or who have been abused or neglected
- victims of domestic violence

You'll provide help and support to improve people's lives. You may visit people in their homes to look at their needs and build relationships with them. Your day-to-day tasks may include:

- offering information and counselling
- putting together support plans
- keeping records and writing reports

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- working with other professionals
- supervising team members
- attending court
- discussing your cases through regular supervision
-

Salary

Starter: £24,000 (newly qualified)

Experienced: up to £40,000

A newly qualified social worker could expect to earn £24,000 per annum. This could rise to £40,000 per annum for an experienced social worker depending on their location.

These figures are a guide.

Working hours, patterns and environment

You'll usually work office hours or on a rota. You may work shifts, including nights, or be on call.

You may work in an office. Most offices operate a hot-desk system where you'll be expected to work flexibly.

You may visit people in their homes. You could also work in a hospital or in a day, health or residential centre.

Career path and progression

During your first year in work your employer may offer the Assessed and Supported Year in Employment (ASYE). This includes extra support like:

- regular supervision
- a training and development plan
- time to meet your training and development needs

You'll need to pass your ASYE in the first 12 months of being employed so that you can get your fitness to practice certificate.

When you've completed your ASYE, you'll be given a training pathway to keep your skills current and to help you progress. Each local authority will have a career pathway, with some offering the chance to study for an MA in Advanced Professional Practice.

With experience, you'll usually find opportunities to progress into management, research or study for a PhD. You could also become a practice educator and train and mentor students from your partner university.

Youth Worker

Youth workers guide and support young people aged 11 to 25. They organise activities to help with personal and social development.

Entry requirements

You'll need:

- a youth work qualification recognised by the National Youth Agency (NYA)
- experience working with young people – you could get this by volunteering
- to pass a background check by the Disclosure and Barring Service (DBS)

You could get into this job through an apprenticeship.

Skills required

You'll need:

- excellent communication and listening skills
- the ability to inspire, motivate and gain trust
- organisational and planning skills
- the ability to keep to boundaries with clients

What you'll do

You may work for a local authority's youth services team, youth offending team, community groups or voluntary youth organisations. If you work as a 'detached youth worker', you'll be making contact with young people on the streets and in parks and shopping centres.

Your day-to-day tasks will include:

- organising sports, arts, education and drama activities
- counselling, coaching and mentoring
- working with young carers or those at risk of offending
- assessing needs and running projects that deal with issues like health, bullying, crime or drugs
- managing volunteers and part-time workers
- keeping confidential records
- controlling budgets and applying for grants and funding
- working with social workers, teachers, probation officers and the police

Salary

Starter: £23,250

Experienced: £30,500

Highly Experienced: £37,500 (manager)

These figures are a guide.

Working hours, patterns and environment

You'll work around 37 hours a week, including some evenings and weekends. You could be based at a school, youth club, community centre, or faith centre like a church or mosque.

As a detached youth worker, you'll need to travel to meet young people anywhere in your local area. The work can be emotionally demanding.

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Career path and progression

With experience, you could take on a more specialist role in an area like mental health. You could also become a team leader or manager. Other options are to gain further qualifications and move into social work, teaching, community development or counselling.

Animal care worker

Animal care workers look after animals in places like kennels, rescue centres or sanctuaries

Entry requirements

There are no set requirements, but many employers may ask for qualifications like GCSEs.

Experience of working with animals will help. You could gain this through voluntary work.

Taking a college course in an area like animal care could help you gain some of the skills and knowledge you need in this job.

Skills required

You'll need:

- the ability to handle animals patiently, gently and confidently
- the ability to cope with upsetting situations like working with injured or badly treated animals
- a willingness to do dirty or unpleasant tasks
- the ability to take responsibility for the duty of care of animals

What you'll do

You'll look after animals in places like kennels, animal rescue centres and sanctuaries. You could also work in animal hospitals, Blue Cross adoption centres or as an animal collection officer for the RSPCA.

Your day-to-day duties may include:

- preparing food and feeding, cleaning and grooming the animals
- exercising dogs in a yard or taking them for walks
- cleaning out kennels, pens and cages, and changing bedding
- looking after animals who become ill or distressed
- answering queries from colleagues and visitors
- ensuring that animal enclosures are maintained

Depending on your role, you may also have to keep records, take bookings and advise owners on how to look after their animals.

You may specialise in animal massage or hydrotherapy, working with animals recovering from injury or undergoing treatment for mobility problems.

Salary

Starter: £11,000

Experienced: £13,000

Highly Experienced: £15,000 or more

These figures are a guide.

Working hours, patterns and environment

You may work shifts, including early starts and some evenings and weekends.

Working with animals can involve hard physical work, and you may work outdoors in all weathers.

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Career path and progression

With experience, you could progress to supervisor or manager, or become self-employed.

You could also use your experience to move into other animal care careers, like veterinary nursing.

Groundsperson/Greenkeeper

A groundsperson, or greenkeeper, looks after sports grounds like football, cricket or rugby pitches.

Entry requirements

There are no set requirements, but experience in gardening or a qualification in horticulture or sports and amenity turf maintenance could help. You may need a driving licence.

Skills required

You'll need:

- the ability to interpret plans and drawings
- practical skills to operate heavy equipment

What you'll do

You could work for a private leisure company, school or park, keeping the sports ground in good condition. Your day-to-day tasks will include:

- preparing land for laying turf (grass)
- rolling and mowing grass
- marking lines on pitches or greens
- installing and maintaining equipment
- operating equipment like strimmer's and ride-on mowers

Salary

Starter: £17,000 to £21,000

Experienced: £21,500 to £27,000

Highly Experienced: £48,000

You may get bonuses, paid overtime and accommodation.

These figures are a guide.

Working hours, patterns and environment

You'll usually work around 37 hours a week. These hours may increase at certain times of the year. These hours will include evenings and weekends. You'll spend most of your time outside. You may need to travel between sites.

Career path and progression

With experience, you could progress to supervisor, team leader or head of section.

You could get training from the Institute of Groundsmanship (IOG).

Horse riding instructor

Horse riding instructors work with people of different ages, riding ability and experience.

Entry requirements

You'll usually need:

- excellent riding ability
- GCSEs, including English and maths
- a teaching qualification from the British Horse Society (BHS) or the Association of British Riding Schools (ABRS)

You can also complete other specialist instructor awards through organisations like The Pony Club and the British Driving Society.

To work with people with disabilities, you'll need to follow the Coaching Pathway from the Riding for The Disabled Association.

You'll need clearance from the Disclosure and Barring Service (DBS).

Skills required

You'll need:

- the ability to communicate well with all age groups
- patience and the skills to motivate and encourage people
- the ability to remain calm under pressure
- business and clerical skills, if self-employed

What you'll do

Your day-to-day duties may involve:

- teaching people who want to ride as a leisure activity
- helping prepare for competitions like show jumping, eventing or dressage
- making sure health and safety rules are followed
- helping horses and riders to warm up and cool down during training
- developing training programmes suited to individual riders
- giving practical demonstrations
- helping riders correct problems
- giving feedback and keeping records of rider development
- assessing riders who are working towards qualifications

You may also teach assistant instructors, supervise work in a stable, or combine instructing with working as a groom.

Salary

Starter: £14,000 to £18,000

Experienced: £19,000 to £25,000

Your salary will depend on the size of the centre, your qualifications, and whether accommodation, meals and further training are included.

If self-employed, your earnings will depend on what you can charge and the number of hours you work. These figures are a guide.

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Working hours, patterns and environment

Your working hours could be long, and include evenings and weekends.

You'll usually work outdoors, in all weather conditions. Some larger riding schools may also have indoor facilities.

Work may be seasonal.

Your work may involve travelling with riders to competitions, in the UK or overseas.

If you're freelance, you'll need to travel between riding schools.

In some jobs you may have to live in at the riding school.

Career path and progression

With experience, you could become self-employed and work on a freelance basis for several centres. You could also run your own riding school, become a head or senior instructor, a competition judge, or move into management.

Once experienced, you could also apply for the IGEQ Equestrian Passport, making it easier for you to find work abroad.

Horticultural worker

Horticultural workers grow and sell plants in garden centres, or tend to plants in parks and gardens.

Entry requirements

There are no set requirements, but a specialist qualification in a related subject will help.

For jobs in areas like plant science, where you may work in food development for example, you may need an HND or degree in horticulture.

Doing a college course in gardening or horticulture could help you get started in this job.

Experience and skills gained from areas like gardening, forestry or farming could be useful. Customer service experience can also help if you want to work in a garden centre.

Professional bodies like the Royal Horticultural Society (RHS) offer qualifications for people looking to get into this career, like the Level 1 Award or Level 2 Certificate in Practical Horticulture.

Skills required

You'll need:

- practical skills
- ability in maths and science for certain roles
- customer service and money handling skills, for garden centre work

What you'll do

You may work in:

- garden centres - producing plants for public sale
- parks and gardens - looking after areas like private or public parks, gardens and green spaces
- production horticulture - researching seed and plant development, and producing plants for the food, gardening and floristry industries

Your day-to-day duties may include:

- sowing seeds, planting bulbs and ornamental plants
- growing plants from cuttings and by grafting
- taking care of plants - watering, weeding, pruning, feeding and spraying
- mowing grass, cutting dead growth and branches, and general tidying
- laying paths and looking after ornamental features
- researching new strains of seed and plants in the lab for crop production
- picking, sorting and packaging produce to be sent to retailers
- selling plants and other products
- advising customers in a garden centre

Salary

Starter: £13,000 to £19,000

Experienced: £20,000 to £30,000

Highly Experienced: £30,000 or more (manager)

These figures are a guide.

Working hours, patterns and environment

You'll usually work a 40-hour week, although some jobs are seasonal with longer hours during the summer. You may need to work weekends and evenings, particularly in garden centres.

Your work would be physically demanding, involving bending, lifting and carrying.

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Career path and progression

With experience you could progress to a supervisor or manager role, or set up your own nursery or garden maintenance business.

You could move into a research job for a university, or with a food and agricultural development company.

Chef

Chefs prepare, cook and present food.

Entry requirements

There are no set requirements, but GCSEs in English and maths may help.

You could do on-the-job training, starting as a kitchen assistant or trainee chef. Another option is to take a full-time college course.

Skills required

You'll need:

- organisational and time management skills
- excellent communication and number skills
- the ability to stay calm under pressure

What you'll do

You could work in hotels, restaurants, pubs, schools, colleges, cruise ships, the NHS or the armed forces.

In a small kitchen you may be a general chef. In a large kitchen you may be a specialist chef, in charge of one area like pastry, fish or vegetables, working under a head chef.

Your day-to-day tasks will vary with your role, but may include:

- preparing attractive menus to nutritional standards
- controlling and ordering stock and inspecting it on delivery
- gutting and preparing animals and fish for cooking
- scraping and washing large quantities of vegetables and salads
- cooking and presenting food creatively
- monitoring production to maintain quality and consistent portion sizes
- working under pressure to make sure food is served on time
- keeping to hygiene, health and safety and licensing rules

You'll need knowledge of allergens, nutrition and diets.

Salary

Starter: £13,000 (trainee chef)

Experienced: £18,000 to £25,000 (section chef)

Highly Experienced: £30,000 to £50,000 (head chef)

These figures are a guide.

Working hours, patterns and environment

Your working day may start in the early morning or continue late at night. You may work weekends and public holidays. You could get seasonal work.

Kitchens are hot, humid and busy and the job is physically demanding. You'll usually wear chef whites and a hat.

You may need a driving licence if you work unsocial hours or in a remote location.

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Career path and progression

With experience, you could progress to section chef (station chef) and look after a particular area like desserts. The next step is sous chef, running an entire kitchen when the head chef is busy.

As head chef (also known as chef de cuisine), you'll run a kitchen, create menus and manage the budget.

You could move into the business side by taking a foundation degree or degree in hospitality management.

Very large establishments have executive chefs, usually in charge of multiple outlets. This is a management role and you would do very little cooking.

Another option is to train as a teacher or assessor working for a college or training provider.

Hotel receptionist

Hotel receptionists make guests feel welcome, manage room bookings (reservations) and deal with requests from guests.

Entry requirements

There are no set requirements, but many employers will want you to have a good standard of general education, including GCSEs (A* to C) in maths and English.

You could gain some of the knowledge and skills needed in this job by taking a full- or part-time college course in hospitality.

Skills required

You'll need:

- administration and customer service skills
- IT skills to work with computerised booking and payment systems
- excellent written and spoken communication skills
- a friendly and professional telephone manner
- patience and tact
- the ability to stay calm under pressure and look after several things at once

It may also be useful if you can speak a foreign language.

What you'll do

Your day-to-day tasks may include:

- dealing with bookings
- completing procedures when guests arrive and leave
- choosing rooms and handing out keys
- preparing bills and taking payments
- taking and passing on messages to guests
- dealing with special requests from guests (like booking theatre tickets or storing valuable items)
- answering questions
- dealing with complaints or problems

You'll usually work as part of a team and you may be responsible for one area like managing telephone reservations or guest departures (checkouts).

In small hotels, your duties may include other tasks like showing guests to their rooms or serving drinks in the bar.

Salary

Starter: £12,500 to £14,500

Experienced: £15,000 to £19,000

Highly Experienced: up to £24,000 (front desk manager)

You might earn up to £30,000 or more if you work for a luxury hotel or spa.

Meals and accommodation are sometimes provided.

These figures are a guide.

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Working hours, patterns and environment

You'll usually work shifts, which could include evenings, nights, weekends and public holidays. If you work during these times you may be paid extra.

You'll spend most of your time at a reception desk, using a computer and a telephone switchboard.

Career path and progression

With experience and qualifications, you may be able to progress to front office manager or hotel manager. You could also move into different areas of hotel work, like events and banqueting services, sales, personnel or accounts.

You could also move outside the hospitality industry into related areas like customer service and administration.

Museum assistant

Museum assistants take care of customers and security in museums and galleries.

Entry requirements

There are no set entry requirements but you'll need a good general standard of education, especially in English and maths.

Museums will expect you to show a keen interest in their work and collections, and you'll have an advantage if you've done some volunteering or a work placement in a museum or gallery. Customer service experience is also useful.

You'll need clearance from the Disclosure and Barring Service (DBS).

Skills required

You'll need:

- a responsible attitude and awareness of security issues
- the ability to remain alert over long periods of time
- the ability to react quickly in an emergency

What you'll do

Your day-to-day duties may include:

- patrolling buildings to monitor security
- making sure exhibits are in good order
- talking to visitors and helping them
- helping curators and other staff to move and change displays and exhibitions
- issuing entrance tickets
- serving in a museum shop
- carrying out administrative tasks and cleaning

Salary

Starter: £15,000 to £18,000

Experienced: £19,000 to £22,000

These figures are a guide.

Working hours, patterns and environment

You'll usually work around 37 hours a week, on a rota which includes weekends and evenings. Part-time work may be available.

You'll usually be on your feet for long periods.

You'll usually wear a uniform, especially in a larger museum or gallery.

Career path and progression

With experience and relevant qualifications, you could become a programmes assistant, volunteer coordinator or assistant curator.

You could also become a learning assistant or education officer.

Personal trainer

Personal trainers help their clients reach their personal health and fitness goals. Salary: £14,000 to £22,000 average per year.

Entry requirements

You'll need:

- to be an experienced fitness instructor
- to have knowledge of anatomy, physiology and nutrition
- public liability insurance
- a first aid award, which must include a cardio-pulmonary resuscitation (CPR) certificate

You'll also need a recognised qualification in fitness and exercise instruction. You could get into this job through an apprenticeship. The National Register of Personal Trainers has more information on becoming a personal trainer.

Skills required

You'll need:

- the ability to inspire people
- people skills to enable you to identify clients' individual motivations

What you'll do

You'll talk to clients to find out about their fitness level and health history. You'll then:

- set short- and long-term goals and plan programmes for reaching them
- educate, motivate and coach clients to help them follow their programmes safely and effectively
- give advice on health, nutrition and lifestyle changes
- help clients with their workouts
- check and record clients' progress, using methods like measuring heart rate and levels of body fat

You might work full time as a gym instructor and do personal training outside your normal hours.

Salary

Starter: £14,000 to £16,000

Experienced: £17,000 to £22,000

You'll usually be paid by the hour for each session with a client. Your earnings will depend on your location, number of clients and whether you're self-employed or work for a gym.

Self-employed (freelance) instructors can earn between £20 and £40 an hour. Some instructors with high profile clients can earn between £50 and £100 an hour.

Working hours, patterns and environment

You'll often work evenings and weekends to suit the needs of your clients. If you're self-employed you may rent space in a gym, set up your own facilities, or visit clients in their homes.

Career path and progression

You could take further instructor courses to learn new skills to offer clients, like yoga, pilates, nutrition or aerobics.

With further training you could also work with people recovering from illness or who have medical conditions.

Wedding planner

Wedding planners help couples have the wedding they want.

Entry requirements

There are no set requirements. It'll help if you've gained experience and skills organising your own wedding or weddings of family and friends, or through jobs like:

- event management
- hospitality and catering
- project management
- marketing
- public relations

You could start as an administrator or assistant in a wedding planning or event management company and work your way up, or work at a wedding venue as an in-house wedding coordinator.

A short course in wedding planning or a college course in a related area like event planning or management may help you get into this job.

You could also try and get some work experience with a wedding planner, or by organising events like fun days, charity balls or fashion shows for local charities.

Many wedding planners develop a blog or a website to showcase their work, personality and style.

Skills required

You'll need:

- excellent organisational skills
- good communication and customer care skills
- problem-solving skills and the ability to deal with the unexpected
- excellent attention to detail
- the ability to work under pressure and meet deadlines
- sales and negotiation skills
- the ability to manage a budget

What you'll do

Your day-to-day duties may include:

- meeting couples to discuss their requirements and budget
- coming up with creative ideas and themes
- advising on wedding customs and etiquette
- preparing proposals and quotations for the work
- agreeing prices with suppliers like florists, photographers, caterers and venues
- making sure costs stay within budget
- being at the venue on the day of the wedding to make sure everything goes to plan
- researching new products, services and suppliers
-

If you're self-employed, you'll also spend time doing your accounts and promoting your business.

You'll often plan more than one wedding at a time.

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Salary

Starter: £17,000 to £20,000

Experienced: £20,000 to £25,000

Highly Experienced: £25,000 or more

If you're self-employed you may charge a fixed fee, hourly rate, or a percentage of the total wedding cost. Your earnings will depend on the number of customers you can attract and how much you charge.

These figures are a guide.

Working hours, patterns and environment

You're likely to work long hours, particularly during peak wedding season (May to September).

Meetings with couples often take place in the evening and at weekends. On the day of the wedding you may work a 12-hour day, or longer.

You'll be based in an office or work from home. You'll also spend time travelling to see clients, suppliers and venues.

Career path and progression

You could set up your own wedding planning consultancy or event management company.

Customer service assistant

Customer service assistants deal with customers' queries, purchases and complaints.

Entry requirements

There are no set requirements, but you'll need a good level of general education. GCSEs in English, maths and ICT may be useful.

Experience or a qualification in customer service or contact centre operations could also help.

Skills required

You'll need:

- excellent customer service skills
- the ability to handle and resolve difficult situations w
- IT and administration skills
- accuracy and attention to detail

What you'll do

You could work in a variety of organisations like retail, finance, travel or manufacturing, or for a local authority or the government. Your day-to-day activities may include:

- answering customers' questions by phone, email, webchat or face-to-face
- giving quotations and checking product availability
- selling and taking payment
- handling complaints or passing them to a manager
- entering customer information onto a computer database
- tracking orders and giving refunds

Salary

Starter: £12,500

Experienced: up to £18,000

Highly Experienced: £20,000 to £30,000 (team leaders)

You may get a bonus or commission.

These figures are a guide.

Working hours, patterns and environment

You'll usually work 37 to 40 hours a week, which may include evening and weekend shifts. You could work in an office or on a customer service desk. You'll spend a lot of your time on the phone and using a computer. You may need to wear a uniform.

Career path and progression

With experience, you could progress to team leader or customer services manager. You could also move into sales or account handling.

Accounting technician

Accounting technicians handle day-to-day financial matters in all types of business.

Entry requirements

You will usually need up to 5 GCSEs (grade A* to C) including maths and English.

A levels in business studies, maths or economics, and work experience in accounts or finance will be helpful. You could start as an accounts clerk or bookkeeper while you study to become an accounting technician.

The Association of Accounting Technicians (AAT) and the Association of Chartered Certified Accountants (ACCA) have information on accounting courses.

Skills required

You'll need:

- maths skills
- problem solving skills
- IT skills
- record-keeping skills

What you'll do

You could work for a wide range of companies or you could work in the public sector. Your day-to-day tasks may include:

- processing and paying invoices
- recording receipts and payments
- preparing and checking ledger balances and other monthly accounts
- completing and submitting tax returns, VAT returns and National Insurance contributions
- handling company expenses
- updating computerised accounting systems

With experience, you could take on more complex tasks like:

- preparing financial reports
- helping to plan budgets
- supporting qualified accountants with accounts inspections (audits)

Salary

Starter: £18,000

Experienced: £23,000

Highly Experienced: Up to £30,000

These figures are a guide.

Working hours, patterns and environment

You'll usually work standard office hours (9am-5pm), Monday to Friday. You'll work in an office and travel to visit clients.

Career path and progression

With experience, you could move into management or become self-employed and work on accounts for small businesses. You could also study to become a qualified accountant.

AAT and ACCA qualifications are recognised across the world, so you could work overseas.

Computer games developer

Computer games developers make games for the internet, mobile phones, PCs and games consoles.

Entry requirements

You'll usually need an HND, foundation degree or degree in computer games technology, computer games development or multimedia design. A degree with a work placement could give you an advantage.

Employers will be interested in your knowledge of software and the computer games market and will want to see proof of your talent and creativity, as well as formal qualifications.

Skills required

You'll need:

- excellent IT skills
- creativity and imagination
- a logical approach to problem-solving
- the ability to work under pressure and meet deadlines
- patience and attention to detail

What you'll do

You'll be working on computer games that may take several months or years to produce.

Your day-to-day duties could include:

- deciding what a game should look like and how it should play
- coming up with your own original ideas or working from an existing concept
- creating the game's visual characters, objects and scenery
- producing concept art and drawings (storyboards) at the planning stage
- bringing the characters, objects and scenery to life with computer modelling and animation software
- creating the code to make the game work

You'll report to a producer or project manager, who oversees the whole process and makes sure that the finished game is completed on time.

Salary

Starter: £19,000 to £25,000

Experienced: £30,000 to £50,000

Highly Experienced: £50,000 to £70,000

Many companies also offer bonuses and share schemes for successfully completing projects.

These figures are a guide.

Working hours, patterns and environment

Working hours in the computer games industry can vary. In many jobs you'll work standard office hours, with some unsocial hours (such as evenings and weekends) and overtime to meet deadlines.

You could be based in an office or a studio, depending on your role. You'll spend most of your time sitting at a computer.

Career path and progression

With experience, you could progress to a senior developer, producer or technical director role.

Financial adviser

Financial advisers help people and organisations to choose investments, savings, pensions, mortgages or insurance products.

Entry requirements

You'll need GCSEs (A* to C) in English and maths, and work experience in customer service, sales or finance to get a trainee financial adviser job.

With a degree you could get onto a graduate training scheme with a bank or firm of financial advisers.

You'll also need a qualification in financial advice that's approved by the Financial Conduct Authority (FCA), though you can usually get this while working.

You'll need:

- a credit check to confirm you don't have outstanding debts
- a background check from the Disclosure and Barring Service (DBS)

Skills required

You'll need:

- excellent communication skills
- the ability to explain complex information simply and clearly
- the ability to analyse and research financial information
- sales negotiation and report-writing skills
- excellent maths and computer skills

What you'll do

You could work as a tied, multi-tied or independent financial adviser (IFA):

- tied – usually working for banks, building societies or insurance companies, and only offering your own company's financial products
- multi-tied – dealing with a number of companies and only selling products from those companies
- IFA – offering products and giving advice on all financial products on the market

Your day-to-day tasks will include:

- talking to clients about their finances and plans
- researching financial products and explaining them to clients
- negotiating with providers of financial products
- producing financial reports
- updating clients about their investments
- meeting performance and sales targets
- keeping up to date with new products and law changes

Salary

Starter: £22,000 to £30,000

Experienced: £30,000 to £40,000

Highly Experienced: £70,000

You could also earn extra (commission) for each mortgage or insurance policy you sell.

As an IFA, you'll charge clients a fee or earn commission from selling products. IFAs usually charge £75 to £250 an hour.

These figures are a guide.

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Working hours, patterns and environment

As a financial adviser at a high street bank, you'll usually work around 35 to 40 hours a week including some Saturday mornings. You could work in an office, a banking contact centre or an estate agency. Evening and weekend work is common in contact centres.

As an IFA you could work from home or travel to meet clients in their own homes.

Career path and progression

If you work for a large financial organisation, you could move into management or compliance work, making sure your company is following industry guidelines.

You could work for any UK organisation that sells financial products, or a specialist investment or pension consultancy. You could also be a self-employed IFA or work for a firm of IFAs.

IT support technician

Technical support staff diagnose and solve software and hardware problems for computer users.

Entry requirements

There are no set requirements. You'll need a good knowledge of computer software and hardware.

A college course in computing or IT support, and experience in customer services, will help.

Skills required

You'll need:

- customer service skills
- the ability to explain technical issues to non-technical users

What you'll do

Your day-to-day tasks may include:

- talking to computer users to find and fix problems
- tracking work in progress
- recording issues and how they were dealt with
- updating online knowledge banks
- servicing and fixing equipment, including printers, scanners and phone systems
- setting up new equipment and upgrading existing systems
- training people on new systems

Salary

Starter: £17,000 to £21,000

Experienced: £22,000 to £25,000

Highly Experienced: £30,000

These figures are a guide.

Working hours, patterns and environment

You'll usually work 35 to 40 hours a week. You may have to work shifts, including evenings and weekends. You'll work in an office and will spend most of your time at a computer. You may have to travel to different sites to help users.

Career path and progression

With experience, you could move into a supervisory or management role.

With training, you could move into network engineering, database administration, IT security, business analysis, training or technical sales.

Human resources officer

Human resources officers hire employees and help develop their careers, and look after employee relations, benefits and welfare.

Entry requirements

There are no set requirements. Some employers may expect you have GCSEs (A* to C) including English, maths and science. Experience of office work may help you get a job.

You could get into this work with:

- an HND, degree or postgraduate qualification in human resource management
- a qualification from the Chartered Institute of Personnel and Development (CIPD)

Skills required

You'll need:

- excellent communication skills
- organisational skills

What you'll do

Your daily tasks may include:

- dealing with complaints and discipline procedures
- assisting in the recruitment of new employees
- working with other managers, improving employees' experiences of the workplace
- keeping employee records
- helping people get training and development
- making sure employees have the right pay and benefits
- arranging employee services such as welfare and counselling
- promoting equality, and health and safety
- advising on matters like pay negotiations, redundancy and employment law
- developing HR policies and procedures
- recording and analysing confidential information
- writing employee handbooks
- dealing with staff at all levels

Salary

Starter: £15,000 to £19,000

Experienced: £18,000 and £25,000

Highly Experienced: £25,000 to £50,000 or more

These figures are a guide.

Working hours, patterns and environment

You'd usually work Monday to Friday, 9am to 5pm. You'll be based in an office but may have to travel to meetings if you work for a company with more than one site.

Career path and progression

You could become a member of CIPD to show your professional status and continue your professional development. With experience, you could progress into senior management. You could also set up your own consultancy offering recruitment services or advice on policy planning.

Recruitment consultant

Recruitment consultants help employers find suitable staff, and match people to permanent and temporary jobs.

Entry requirements

There are no set entry requirements.

Previous experience in sales, marketing or customer services, or the right skills and attitude, could help you get into this type of work.

Some new recruitment consultants are graduates. You can enter recruitment with any degree, although some employers may prefer one more closely related to the industry they find staff for, like human resources, marketing or public relations.

Skills required

You'll need:

- excellent communication and customer service skills
- good sales and negotiation skills
- the ability to work under pressure and meet targets
- good organisational and administrative skills

What you'll do

Your day-to-day duties might include:

- 'cold calling' companies to generate new business
- interviewing and testing job seekers, to create a pool of people ready to fill vacancies
- matching candidates to suitable jobs
- screening and shortlisting candidates before employers interview them
- meeting targets for the number of vacancies taken or the number of people placed into jobs
- keeping records of clients, employers and vacancies
- negotiating your agency's fees
- 'headhunting' – finding and approaching candidates for executive or specialist jobs

Salary

Starter: £16,000 to £20,000 (trainee)

Experienced: £38,000

Highly Experienced: £60,000 (manager)

Most recruitment consultants earn a basic salary plus commission.

These figures are a guide.

Working hours, patterns and environment

You'll usually work standard office hours. In some jobs you may need to work outside office hours, contacting clients or interviewing candidates.

The work is mainly office-based, but you'll also spend some of your time visiting your client companies.

Career path and progression

With experience you could move into business development or management, or set up your own agency

Construction labourer

Construction labourers carry out a range of manual jobs on building sites.

Entry requirements

There are no set entry requirements. On-site experience and GCSEs or equivalent qualifications in subjects like maths and English could be helpful.

To work with plant machinery like excavators or dumper trucks, you'll need to be 18 and have a driving licence.

Skills required

You'll need:

- the ability to follow written and spoken instructions
- to be comfortable working at height
- excellent teamworking skills

What you'll do

At the start of a job, you'll help to prepare the site - putting up huts, unloading and storing building materials and setting up ladders and scaffolding. Much of this will be hard physical work. Once work gets underway, your day-to-day tasks may include:

- groundworking - marking out and digging shallow trenches for foundations and drains
- formworking - putting up or dismantling the shuttering that holds setting concrete in place
- steel fixing - bending and fixing the bars used to reinforce concrete structures
- steel piling - fixing steel sheets together to form temporary retaining walls for excavation work
- concreting - layering and smoothing concrete for foundations, floors and beams
- road working - concreting, laying kerbs, paving and resurfacing

You'll use various hand, power and machine tools. With further training, you may operate construction plant equipment like dumper trucks and excavators.

Salary

Starter: £15,000

Experienced: £16,000 to £21,000

Highly Experienced: £29,000

Overtime and various allowances may increase your income. Self-employed labourers set their own rates.

These figures are a guide.

Working hours, patterns and environment

You'll usually work a basic 39-hour week, often starting early in the morning. Overtime at weekends and evenings may be required to meet deadlines. Seasonal work is common and overnight stays may be necessary.

You'll wear protective clothing and work mostly outdoors. The work often involves carrying heavy loads.

Career path and progression

With experience you could specialise in a construction trade, or progress to site supervision, estimating and construction management.

Electrician

Electricians fit, service and fix electrical equipment, circuits, machinery and wiring.

Entry requirements

You'll need a level 3 electrical or electro-technical qualification. You'll need to complete this qualification while you're working in a related job.

Skills required

You'll need:

- practical skills
- the ability to follow technical drawings, building plans and wiring diagrams
- the ability to work carefully, methodically and safely
- planning and organisational skills
- problem-solving skills

What you'll do

You'll work in range of areas, from bringing power to people's homes to big engineering projects. You may also work with renewable technology, like wind turbines, 'smart' heating systems and solar power.

Your work will depend on the type of electrician you are:

- installation electrician - installing power systems, lighting, fire protection, security and data-network systems in all types of buildings
- maintenance electrician - checking systems to make sure they're working efficiently and safely
- electrotechnical panel builder - making and installing control panels to operate the electrical systems inside buildings
- machine repair and rewind electrician - fixing and maintaining electrical motors and transformers
- highway systems electrician - installing and maintaining street lighting and traffic management systems

You may also supervise other people in a team.

Salary

Starter: £18,000 to £23,000

Experienced: £25,000 to £35,000

Highly Experienced: Up to £42,000

You could get bonuses and overtime pay. There are national rates for travelling time, travel expenses and accommodation costs.

These figures are a guide.

Working hours, patterns and environment

You'll usually work 30 to 40 hours, Monday to Friday. You may work shifts or be on call. You may have to travel between jobs and work away from home. You may have to work around other trades. You may have to work in all weathers, in cramped spaces or at height.

Career path and progression

With experience, you could move into design engineering, site or project management, consultancy work or training. You could also set up your own business

Land and property valuer and auctioneer

Valuers and auctioneers advise individuals and businesses that buy, sell and rent land and property.

Entry requirements

You'll usually need a degree or professional qualification approved by the Royal Institution of Chartered Surveyors (RICS) to become a land and property valuer. Relevant degrees include:

- real estate management
- property development and valuation
- building surveying
- quantity surveying and commercial management

If you have a non-accredited degree, like economics, law or maths, you could take an accredited postgraduate qualification in surveying.

Skills required

You'll need:

- excellent communication and presentation skills
- maths skills
- negotiation skills
- organisational skills

Foreign language skills may be useful if you want to work for companies that value assets abroad.

What you'll do

Your day-to-day duties may include:

- estimating the market value of land, buildings and commercial property
- researching and writing detailed reports for clients about their assets
- organising auction sales
- marketing auction sales to attract potential bidders
- managing the auction process
- carrying out business and insurance valuations
- completing compensation assessments
- offering investment appraisals and advice
- keeping up to date with the market

Salary

Starter: £20,000 to £26,000

Experienced: £27,000 to £35,000

Highly Experienced: £45,000 or more (chartered land and property valuer)

If you work freelance you'll negotiate your own rates.

These figures are a guide.

Working hours, patterns and environment

You'll usually work 37 to 40 hours a week. Some property viewings and auctions may take place during evenings and weekends to maximise attendance.

Your job will be a combination of office work and fieldwork. Some auctions may be held outdoors when conditions allow. You'll spend time visiting sites and travelling to meet clients, so you'll usually need a driving licence.

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Career path and progression

With experience, you could become a project manager, company partner or work as a freelance consultant.

Plumber

Plumbers fit and service hot and cold water systems, heating systems and drainage networks.

Entry requirements

You'll usually need GCSEs (or equivalent) at grades 9 to 4 (A* to C) in maths, English and science. You'll also need to get an industry-recognised qualification like a level 2 or 3 Diploma in Domestic Plumbing and Heating. You'll need gas related units at level 3 to work with domestic gas heating systems.

You could take a course in plumbing skills at college. This may help you find a trainee position with a company.

Skills required

You'll need:

- number skills
- the ability to follow technical drawings and plans
- practical skills and the ability to follow safe working practices
- customer care skills

What you'll do

Depending on your qualifications, you'll service and repair heating, water and sanitation systems in domestic and commercial premises. Your day-to-day tasks may include:

- measuring and planning to give cost and time estimates
- cutting, bending and joining pipes and fittings
- installing water, drainage and heating systems
- finding and fixing faults
- servicing gas and oil-fired central heating systems and radiators
- installing and fixing domestic appliances like showers and washing machines
- dealing with emergency call-outs like boiler breakdowns or blocked drains
- fitting weather-proof materials, joints and flashings to roofs, chimneys and walls

Salary

Starter: £15,000 to £20,000

Experienced: £20,000 to £28,000

Highly Experienced: £40,000 or more

Self-employed plumbers set their own rates.

These figures are a guide.

Working hours, patterns and environment

As an employee, you'll usually work between 37 and 40 hours a week. You could work evenings, weekends and public holidays, if your firm offers an emergency call-out service.

Self-employed plumbers can work longer hours.

You'll be working in all weathers, and some of your work will be in confined spaces. You could also work on scaffolding or from ladders to repair roof guttering or leadwork.

You'll travel locally between jobs but you may have to work away from home on some contracts. A driving licence will usually be required.

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Career path and progression

You can develop your skills by taking further training in areas such as heating, ventilation and air-conditioning, and renewable energy technologies like solar powered heating.

You can also join the Gas Safe Register or get certified with the Oil Firing Technical Association (OFTEC). These would show you're qualified to work on gas or oil-fired appliances.

You could go on to take an HND or degree and become an engineer. This would give you career options in building services engineering, estimating and contract management.

Quantity surveyor

Quantity surveyors oversee construction projects with building suppliers and manage project costs.

Entry requirements

You'll need a degree or professional qualification accredited by the Royal Institution of Chartered Surveyors (RICS). Degree subjects include surveying, construction, and structural and civil engineering.

You could also start work as a surveying technician or surveying assistant, then study to become a quantity surveyor.

Skills required

You'll need:

- budgeting skills
- excellent IT and maths skills
- organisational and planning skills

What you'll do

You could work for a local authority, government department, building contractor, property company or civil engineering firm.

Your day-to-day tasks may include:

- working out estimates for materials, time and labour costs
- negotiating and drawing up contracts
- forecasting and monitoring stages of construction
- reporting on finance to clients
- advising clients on legal and contractual matters
- resolving disputes on your client's behalf
- assessing the impact of environmental guidelines
- keeping records, preparing work schedules and writing reports
- keeping up to date with construction methods and materials
- following building regulations

Salary

Starter: £20,000 to £25,000

Experienced: £30,000 to £45,000

Highly Experienced: £50,000 to £60,000

These figures are a guide.

Working hours, patterns and environment

You'll usually work Monday to Friday, 9am to 5pm. You may work evenings or weekends.

You'll spend time in an office and visiting building sites.

Career path and progression

With experience, you could move into senior project management, supply chain management, consultancy work or self-employment. You could move into an area like planning, or you specialise in property contract law.

Police officer (Derbyshire Constabulary)

A police officer keeps law and order, investigates crime and supports crime prevention.

Entry requirements

To apply you must be aged 18 or over, a British or Commonwealth citizen, a European Union (EU) or European Economic Area (EEA) citizen, or a foreign national with the right to stay and work in the UK for an indefinite period. You will have to pass background and security checks, and give details of any previous convictions. You must hold a full UK driving license. Strict requirement regarding political views, tattoos and financial status.

Skills required

You'll need:

- the ability to communicate well
- confidence, courage and initiative
- the ability to learn facts and procedures quickly
- to be calm and decisive in challenging situations
- the ability to work in a team

What you'll do

You'll work as a uniformed officer on patrol, checking the security of public areas. You'll also work at a police station. Your day-to-day tasks may include:

- responding to calls for help from the public
- investigating crimes and offences
- interviewing suspects and making arrests
- giving evidence in court
- controlling traffic and crowds at large public events and gatherings
- giving the public advice on personal safety and crime prevention
- promoting respect for people in relation to their race, diversity and human rights

You'll work with other police officers and staff like police community support officers, and investigators for crime scenes and road traffic accidents

Salary

Starter: £20,000 to £23,000 (constable)

Experienced: up to £38,000

Highly Experienced: up to £43,000 (sergeant)

Inspectors can earn up to £53,000 and chief inspectors up to £60,000.

Working hours, patterns and environment

You'll usually work 40 hours a week on a shift system. This could include nights, weekends and public holidays.

Career path and progression

With experience you may be able to apply for promotion to sergeant, inspector, chief inspector or higher. After serving 2 years you may be able to move into one of the following specialist areas;

- Criminal Investigation Department (CID), anti-fraud or road traffic
- drugs or firearms
- counter-terrorism
- air support or underwater search
- dog-handling or mounted policing

Prison officer

Prison officers supervise and rehabilitate inmates in prisons, remand centres and young offenders' institutions.

Entry requirements

You don't need any particular qualifications, but you must be aged 18 or over and be eligible to work in the UK. You'll need to take the online Prison Officer Selection Test (POST), which checks your numeracy skills.

Skills required

You'll need:

- the ability to maintain respect whilst applying rules and discipline
- excellent communication and team working skills
- the ability to make decisions quickly
- the ability to remain calm working in the pressure of a secure environment

What you'll do

Your work will depend on the type of prison or remand centre you're working in, but it will be a combination of supervising inmates and supporting their welfare and rehabilitation. You could be:

- keeping inmates secure
- carrying out security checks and searches
- supervising prisoners and maintaining order – this can involve authorised physical control and restraint
- supporting vulnerable prisoners
- promoting anti-bullying and suicide prevention policies
- going with prisoners on external visits like court appearances or hospital appointments
- preparing inmates for release through rehabilitation programmes
- updating records and writing reports on prisoners

Salary

Starter: £20,750

Experienced: up to £29,500

Highly Experienced: up to £33,750

Working hours, patterns and environment

You'll work either a 37 or 39 hour week, which includes shifts to cover a 24 hour service

Career path and progression

With experience and training you could move into specialist projects, like rehabilitation work with specific groups of prisoners and their families. You could become a supervising officer, custodial manager, head of function, deputy governor or governor.

Soldier

Soldiers defend the interests of the UK by taking part in peacekeeping missions, supporting humanitarian efforts, or fighting in combat zones around the world.

Entry requirements

You'll need to be aged between 16 and 33 (you'll need consent from a parent or guardian if you're under 18). Get a GP's medical report and pass a full army medical. You don't need any qualifications unless you're applying for a technical role like engineering or communications, these will be specific for each role.

Skills required

You'll need:

- self-discipline
- excellent team working and communication skills
- practical skills
- the ability to think and act quickly under extreme pressure
- to be able to understand and follow instructions

What you'll do

Depending on your role and regiment, you may be based in an office, engineering workshop or field hospital. You'll live and work on military bases in the UK or overseas. Your day-to-day duties will depend on your job. Examples of some of the roles you might work in include:

- combat - as an infantry soldier or aviation crewman
- engineering - as an aircraft technician or vehicle mechanic
- HR, finance and support - as an HR specialist or military police soldier
- intelligence, communications and IT - as a military intelligence operator or communication systems engineer
- medical - as a healthcare professional or veterinary technician
- logistics and support - as a chef or logistics supply specialist
- music and ceremonial - as a musician or ceremonial gunner
-

Once you're fully trained you could take on different military tasks depending on your role.

Salary

Starter: £14,750 (while training)

Experienced: £18,305 (trained soldier)

Highly Experienced: £29,500 (Corporal) to £47,500 (Warrant Officer)

Medical and dental care is free. You'll also get help towards the cost of food and housing

Working hours, patterns and environment

Your working hours will depend on which part of the armed forces you work in. During exercises and operations you may work long and irregular hours. You could be posted in the UK or overseas and may be away from your family for long periods of time. You may sometimes be working in dangerous combat situations

Career path and progression

When you join the army, you sign up for 4 years. You can leave at any time after this as long as you give 12 months' notice. If you want to stay you can extend your 4-year contract.

With training and experience you could move up through the ranks or into a specialist unit like the commandos. You could also gain a commission to become an officer which would give you a higher salary.

RAF airperson

Royal Air Force (RAF) airmen and airwomen use specialist skills for mostly ground support roles in defence and peacekeeping missions.

Entry requirements

You'll need to be at least 16 years old (with consent from a parent or guardian if you're under 18) meet RAF nationality and residency rules. The qualifications you'll need will depend on the role you want to apply for, but you may need a minimum of GCSEs (or equivalent) at grades 3 to 1 (D to G) in English and maths. If you're under 17, you can gain some experience to help your application by joining the Air Cadets.

Skills required

You'll need:

- practical skills
- the ability to understand and follow instructions
- courage and the ability to stay calm under pressure
- teamworking and communication skills
- organisational skills

What you'll do

You'll provide specialist support in one of the following areas:

- aircrew, including non-commissioned aircrew and weapon systems operators
- engineering and technical roles like aircraft technician
- catering and hospitality jobs like catering officer
- security and defence in areas like firefighting and the RAF police
- medical and medical support work in dental, nursing, medical and laboratory roles
- personnel support, including administration and training
- air operations support, like air traffic controllers
- communications and intelligence roles like photographer and intelligence analyst
- logistics and equipment, including driver and supply officer roles

Your exact role will depend on your specialist skill or trade. You'll also carry out military tasks like guard duties, and take part in military exercises and training.

Salary

Starter: £15,000 to £18,500

Experienced: £25,000 (Senior Aircraftman/Aircraftwoman (SAC))

Highly Experienced: £49,000 (Warrant Officer)

If you live in RAF accommodation, the rent will be taken from your salary. All RAF staff receive private health and dental care as part of their salary package.

Working hours, patterns and environment

You'll usually work 9am to 5pm, over a 5-day week. You're likely to be on-call at all times. You may be posted to RAF bases anywhere in the UK or overseas. You'll need to be prepared to go into combat zones at any time, where you'll be working in difficult, dangerous and sometimes life-threatening situations.

Career path and progression

As an airman or airwoman you can move up the ranks to a more senior position like Corporal or Sergeant. You could also apply to become a commissioned officer.

Civil service executive officer

Civil service executive officers manage departments that develop government policies and provide services to the public.

Entry requirements

You'll need to be a UK national or an EU or European Economic Area (EEA) national or another national with a right to live and work in the UK. You will require 5 GCSEs (A*-C/4-9) or A Levels. You could get into this job through an apprenticeship.

Skills required

You'll need:

- excellent spoken and written English
- management skills
- problem-solving skills
- IT skills and the ability to analyse data
- number skills for working with budgets
- good judgement and the ability to apply rules fairly

What you'll do

You will work in a civil service department and your daily tasks might include:

- managing a team
- training others
- applying government plans to public services
- preparing and presenting reports
- analysing data
- communicating with the public
- giving advice to government representatives
- managing a budget
- handling a caseload
- updating files

Salary

Starter: £21,000 to £24,000

Experienced: £25,000 to £40,000

Highly Experienced: up to £60,000

Working hours, patterns and environment

You'll work around 37 hours a week Monday to Friday. In some departments you may need to work shifts including evenings, weekends and bank holidays. You may be required to travel both throughout the UK but also internationally.

Career path and progression

There is a clear promotion structure in the Civil Service. If you're on the Fast Stream you can expect to reach senior level within about 5 years.

Customs officer

Customs officers stop banned items coming in or out of the country, and collect taxes and duties.

Entry requirements

To start as an officer, you'll usually need GCSEs at grades 9 to 4 (A* to C) including English and maths or A levels.

If you don't have the qualifications, you may be able to take a test to prove your skills and abilities in areas like teamwork and communication.

Skills required

You'll need:

- Sound judgement
- Confident decision-making ability
- Accuracy and attention to detail
- Listening and questioning skills
- Tactful but firm manner

What you'll do

You'll work in airports and seaports, collecting customs duties and preventing smuggling and illegal trade. Your day-to-day duties may include:

- Searching luggage, vehicles and travellers
- checking customs documents
- questioning people found with illegal items or goods over the allowance
- arresting and charging people
- preparing reports and witness statements
- taking on specialist roles like dog handling or undercover and surveillance work

You may also need to go to court as a witness, and work closely with other agencies, like the police and the Home Office.

Salary

Starter: £16,000 to £21,000

Experienced: £22,000

Highly Experienced: £26,000 or more

You'll get extra allowances for working unsocial hours, like evenings, weekends and public holidays.

Working hours, patterns and environment

You'll usually work 36 hours a week over 5 days. If you're in a border protection role you'll work shifts to provide 24/7 cover

Career path and progression

With experience, you could move up within the civil service grade structure, but you may need to relocate to progress to higher grades.