

Freeston Job Shop

Work Experience Opportunities 2009



Job's a good 'un



C HILDCARE



**Child Care Assistant
x 2 Posts Normanton
Post Ref: w/exp 06**

To assist with childcare duties at local childcare centre including assisting with the school runs, preparing for play and tidying away.

**Nursery Nurse Assistant x 2 Posts
Wakefield City Centre
Post Ref: w/exp 02**

Duties include creative activities with children, cleaning, settling children to sleep, playing, feeding and clearing away after meals, overall care of babies and young children.

**Nursery Assistant x 5 Posts
Whitwood, short bus ride and short walk
Post Ref: w/exp 63**

Assisting in a busy nursery, playing with the children, assisting with feeding.

**Nursery Assistant x 2 Posts
Normanton Post Ref: w/exp 19**

Working with two and three year old children. No feeding or toilet duties involved

**Nursery Assistant Altofts
Post Ref: w/exp 58**

Working in a busy day care nursery assisting with art & crafts, and serving lunches.

C ATERING



**Trainee Chef Altofts
Post Ref: w/exp 57**

Working in a busy restaurant kitchen preparing food, use of knives and other equipment including hot ovens.

**Trainee Chef Altofts
Post Ref: w/exp 55**

Working in a busy restaurant preparing food, pastry work and preparing starters.

C LERICAL

**MP'S Office Assistant Normanton
Post Ref: w/exp 12**

Duties to include, answering telephone, greeting visitors and general office duties. Would suit someone wishing to pursue a career in journalism or media.



**Clerical Assistant Normanton Industrial Est.
Post Ref: w/exp 33**

General office duties including speaking to drivers on telephone, must be reliable and trustworthy.

**Admin Assistant
Post Ref: w/exp 68**

Working at Wakefield District Housing Head Office, undertaking general admin duties.

C LERICAL

Admin Assistant / Project work x 2 Posts **Pontefract City Centre** **Post Ref: w/exp 41**



Various admin duties within a call centre environment, shadowing staff, telephone work, Postal duties.

Finance Assistant **x 2 Posts** **Wakefield Post Ref: 43**

General admin duties and finance tasks including computer work.

Admin Revenue Assistant Castleford **Post Ref: w/exp 45**

Admin duties within a busy office, data input, observation, photocopying.

Claims Administration Castleford **Post Ref: w/exp 46**

Admin duties within a busy office, data input, observation, photocopying.

Admin Assistant **5 Towns area x 2 Posts** **Post Ref: w/exp 66**

Working in one of Wakefield District Housing offices, undertaking admin duties including customer service.

Administrative Assistant Pontefract **Post Ref: w/exp 53**

Working in a busy estate agents office, undertaking general admin duties.

C ONSTRUCTION / BUILDING TRADES

Assistant Architect / Quantity Surveying/ Building Surveying / Building Services **x 2 Posts Post Ref: 24**

Duties to include shadowing in the following departments, architecture, quantity surveying, building surveying, structural engineering and mechanical engineering. Must be responsible and reliable able to use initiative and work well in a team.

Trainee Electrical Technician Normanton **Post Ref: 44**

Undertaking basic tasks, passing tools, visiting various public buildings and schools. Must have an interest in this type of career.

Maintenance Assistant **Airedale**

Post Ref: 48

Assisting tradesmen around the district, basic tasks, loading & unloading, passing tools.



Maintenance Assistant Featherstone Depot **Post Ref: 67**

Travelling around the district with various tradesmen, use of hand tools.

Builders Assistant Warmfield **Post Ref: 74**

Assisting tradesmen with various duties using hand tools.

Cabinet Makers Assistant Castleford **2 minutes from Bus Station** **Post Ref: 77**

Spending 1 week in the workshop and 1 week on site, assisting with fitting of kitchens and bedrooms.

Building Labourer Castleford **Post Ref: 73**

Working in a busy builders yard, general yard duties including heavy lifting, loading and unloading.

E DUCATION

Classroom Assistant x 2 Posts
(Juniors) Normanton Post Ref: w/exp 07
Do you want a career in school would you like to assist teachers with year 3 to 6 students. Computer knowledge advantageous.

Classroom Assistant (Infants) x 4 Posts **Altofts Post Ref: w/exp 29**

Working with small groups under the teachers supervision.

EDUCATION



Music Department Assistant Normanton Post Ref: w/exp 47

To assist teachers in year 7 to 10 lessons, displays, admin etc. Must have an interest in music.

PE Assistant x 2 Posts Normanton Post Ref: w/exp10

Interested in sport and considering a career in the Sports & Leisure industry or becoming a P.E. Teacher. You will be working with year 7 to 10 students covering all aspects of the PE Department.

Classroom Assistant (Juniors) Altofts Post Ref: w/exp 26

Are you wishing to pursue a career in Teaching or Childcare, working with Year groups 3 & 4 on a 1-2-1 basis under the supervision of teacher.

Art Technician x 4 Posts Normanton Post Ref: w/exp 09

Working with Year 7 to 10 students planning, organisation and delivery of art classes.

Classroom Assistant x 2 Posts Castleford Post Ref: w/exp 32

Working with small groups of children under the supervision of the teacher.

Must contact the Head during the last week in June to arrange an interview.

Drama Teaching Assistant x 2 Posts Normanton Post Ref: w/exp 27

Must have an interest in Drama, assisting teacher with year groups 7 & 10.

Administrative Assistant to the English Department Normanton Post Ref: w/exp 11

Working as part of a small team, duties to include filing, photocopying, stock checking.

Classroom Assistant x 5 Posts Normanton Infant & Nursery Post Ref: w/exp 08

Working with small groups of children under the supervision of the teacher.

Classroom Assistant (Infants) x 2 Posts Altofts Post Ref: w/exp 22

Ideally suited to someone wishing to pursue a career in Teaching or Childcare. Gain experience working with students on a 1-2-1 basis under the teachers supervision assisting with numeracy, literacy, ITC support and listening to students read.

Please note: this is a one week placement only 14th – 18th September

Technical Support Assistant Normanton Post Ref: w/exp 39

Interested in food & textile technology, join us working with Y7 to 10 students assisting Technicians and students.

Classroom Assistant x 4 Posts (Primary) Normanton Post Ref: w/exp 28

To support teachers in the classroom and working with students on a 1-2-1 basis.



GENERAL

Trainee Care Assistant

Snydale, Normanton Post Ref: w/exp 01
Looking for a career in Nursing or Care work. Join us in our care home, making beds, helping out with admin, laundry, kitchen duties, interacting with the residents.

Graphic Designer Post Ref: w/exp 65

Undertaking various duties in a busy Graphic Design office.

One week only 14 – 18 September

Production / Administration Europort Post Ref: w/exp 66

Various duties within a busy bakery/production environment.

GENERAL

Stores Assistant x 2 Posts Post Ref: w/exp 49

Assisting in stores, stock control, IT and admin work. Lifting & carrying **WILL** be involved.

Assistant Pre-worker x 2 Posts Post Ref: w/exp 61

Undertaking light assembly work, use of basic tools, lifting & carrying.

Quality Control Assistant / Games Tester Post Ref: w/exp 59

Games testing, fault finding and general administrative duties.

Graphic Designer Post Ref: w/exp 64

Undertaking various duties in a busy Graphic Design office.

One week only 7 — 11 September

Music Student Wakefield Cathedral Post Ref: w/exp 77

To work within the Cathedral's choral service. Duties include working in the music library, assisting the 6 choral services and attending organ recitals.

An ideal opportunity for someone who appreciates this type of music.

Hospitality Assistant Glasshoughton Post Ref: w/exp 78

General overview of hotel work including reception duties, restaurant, & kitchen.

Assistant Warehouse Operative Normanton Post Ref: w/exp 20

Carrying out various duties in a busy warehouse.

Maintenance Assistant x 2 Posts Post Ref: w/exp 48

Assisting tradesmen at various sites around the district undertaking basic tasks.

HAIR & BEAUTY

Beauty Assistant x 2 Posts Altofts Post Ref: w/ex 50

Working in a busy salon, helping with painting nails, facials and pampering clients.

Hairdressing Assistant x 2 Posts Normanton Post Ref: w/exp 35

Do you have an interest in a career in hairdressing. Local salon offering placement opportunity, observing & assisting stylists, shampooing, cleaning etc.

Assistant Hairdresser and Beautician Wakefield City Centre Post Ref: w/ex 51

Undertaking reception duties, refreshments, shampooing observing stylists and beauticians.



Beauty Assistant Normanton Post Ref: w/exp 71

Working in a local beauty salon, assisting with reception duties, observing & assisting Beauticians.

Assistant Hairdresser Wakefield City Centre Salon Post Ref: w/exp 03

Are you friendly with good customer care skills. Do you want to gain experience in an up market city centre salon. Duties include shampooing, cleaning & tidying the salon, observation and assisting stylists.

Hairdressing Assistant Castleford Post Ref: w/ex 62

Working in a trendy salon observing stylists. Greeting customers, leaflet dropping, making tea & coffee.

LEGAL

Administrative Assistant Pontefract

Post Ref: w/exp 36

Are you interested in a Legal career. Duties to include attending Court on a daily basis, general admin duties photocopying & filing.



Police Force Taster Experience x 2 Posts Wakefield Post Ref: w/exp 34

Find out about a career with the Police. Join our Community Support Officer training / optional police fitness monitoring tasks.

Assistant Prosecutor x 3 Posts Wakefield Post Ref: w/exp 14

Varied duties of the Crown Prosecution Service including attending court, office administration, TV monitoring.

Security check to be completed 6 weeks prior to placement

M ECHANIC

Mechanics Assistant Normanton Post Ref: w/exp 69

Shadowing and observing mechanics, assisting using hand tools, undertaking basic duties.

Mechanics Assistant Methley Road, Castleford Short bus ride & short walk Post Ref: w/exp 70

Shadowing and observing mechanics, specialising in customised American vehicles assisting using hand tools, undertaking basic duties.

Assistant Mechanic/ Handy Person x 2 Posts Wakefield Post Ref: w/exp 21

Interested in Karting, opportunity to observe mechanics and assist using hand tools under supervision.



Mechanics Assistant Normanton

Post Ref: w/exp 76

Shadowing and observing mechanics in a busy workshop. Assisting using hand tools, undertaking basic duties.

Trainee Mechanics Assistant Normanton

Post Ref: w/exp 31

Assisting mechanics with oil changes, MOT testing, servicing and repairs. Use of hand tools.

Mechanics Assistant

Post Ref: w/exp 23

Shadowing and observing mechanics, assisting using hand tools, undertaking basic duties.

Assistant Mechanic Wakefield

Post Ref: w/exp 40

Working in a transport workshop, basic mechanical tasks, passing tools etc.

Workshop Assistant Castleford

Post Ref: w/exp 56

Assisting mechanics, attending breakdowns, passing tools.

R ETAIL

Music Retail Assistant Wakefield Post Ref: w/exp 04

Serving customers, using PDQ card machine, answering phone, cleaning & tuning instruments. Must have interest in music and play guitar.

Retail Assistant Post Ref: w/exp 05

Have you an interest in snowboarding, could you serve customers in a friendly manner, make drinks and work as part of a small team.



Sales / Skate Park Assistant Post Ref: w/exp 13

Interested in skateboarding, duties to include shadowing and observing staff, cleaning, housekeeping, stock delivery and customer service

RETAIL

Sales Assistant x 2 Posts Wakefield Post Ref: w/exp 15

Do you enjoy fashion, would you like to work in a major retail outlet in Wakefield looking after stock control, sorting deliveries and general assistance.

Retail Assistant x 2 Posts Wakefield Post Ref: w/exp 52

Do you enjoy fashion, would you like to work in a major high street fashion retail outlet, serving and greeting customers, tagging and hanging clothes.

Music Assistant Merrion Centre Leeds Post Ref: w/exp 60

Do you have a strong interest in music, join us helping with displays and stock and assisting customers.

Retail Assistant Wakefield Post Ref: w/exp16



Major fashion retailer offering work experience including assisting customers & fitting room duties.

SPORT & LEISURE

Crew Member Castleford Post Ref: w/exp 17

Are you confident & outgoing, do you enjoy dealing with children and young people, duties include attending group briefings, cold food prep.

Sport & Leisure Assistant Knottingley Post Ref: w/exp 42

Reception and poolside duties including assisting in swimming lessons.



Crew Member Castleford Post Ref: w/exp 18

Are you interested in working with children, preparing food, assisting with birthday parties and children's activities.

Stable Yard Assistant x 2 Posts Wakefield Post Ref: w/exp 30

Do you have an equestrian interest, duties include grooming, cleaning stables, lesson preparation, assisting with lessons.

Leisure Assistant Normanton Post Ref: w/exp 75

Shadowing poolside staff at local swimming pool. Duties to include reception and cleaning

**You can view all these opportunities
and more on the Freeston webpage.**

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