

## JOB OPTIONS FOR WORK EXPERIENCE 2015

### ACCOUNTANCY

<b>Type of Business:</b> Accountants	<b>Area:</b> Telscombe BN10
<b>Type of Job:</b> Accountancy	<b>Number of places:</b> 1
<b>Job number:</b> AC1	
<b>Activities and requirements:</b> <i>Computer based accountancy work e.g. checking receipts, bank account details and general admin duties. Good maths and computer skills required.</i>	

### ADMIN/ OFFICE BASED

<b>Type of Business:</b> Finance/Banking	<b>Area:</b> Brighton BN2
<b>Type of Job:</b> Admin	<b>Number of places:</b> 1
<b>Job number:</b> AD1	
<b>Activities and requirements:</b> <i>General office duties including computer work and overviews with various departments. Must have good maths, computer and communication skills required. Also a willingness to learn about the Financial industry.</i>	

<b>Type of Business:</b> Political Office	<b>Area:</b> Brighton BN3
<b>Type of Job:</b> Admin	<b>Number of places:</b> 1
<b>Job number:</b> AD2	
<b>Activities and requirements:</b> <i>General office duties including computer work plus Campaign literature preparation, Research and Data entry. An interest in politics would be useful, good communication skills and be able to work as part of a team.</i>	

<b>Type of Business:</b> Estate Agent	<b>Area:</b> Brighton BN3
<b>Type of Job:</b> Admin	<b>Number of places:</b> 1
<b>Job number:</b> AD3	
<b>Activities and requirements:</b> <i>General office duties including computer work, filing, photocopying, printing, franking post and taking to Post Office, making tea and coffee. Good computer and communication skills required. Also an interest in the business and a willingness to learn is desirable.</i>	

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<b>Type of Business:</b> Health	<b>Area:</b> Brighton BN1
<b>Type of Job:</b> Admin	<b>Number of places:</b> 1
<b>Job number:</b> AD4	
<b>Activities and requirements:</b> <i>General office duties including computer work, dealing with daily post, answering the telephone, looking after reception, greeting visitors, photocopying. Good computer and communication skills required.</i>	

<b>Type of Business:</b> Museums	<b>Area:</b> Brighton BN1
<b>Type of Job:</b> Admin/Learning team	<b>Number of places:</b> 2
<b>Job number:</b> AD5	
<b>Activities and requirements:</b> <i>General office duties including computer work, research, planning resources, helping out in workshops. Good computer and communication skills required plus friendly and polite manner.</i>	

<b>Type of Business:</b> Training	<b>Area:</b> Brighton BN41
<b>Type of Job:</b> Admin	<b>Number of places:</b> 1
<b>Job number:</b> AD6	
<b>Activities and requirements:</b> <i>General office duties including computer work, filing, photocopying. Good computer and communication skills required.</i>	

<b>Type of Business:</b> Travel	<b>Area:</b> Brighton BN1
<b>Type of Job:</b> Admin	<b>Number of places:</b> 1
<b>Job number:</b> AD7	
<b>Activities and requirements:</b> <i>General office duties including computer work, filing answering the phone. Good computer, communication and organisational skills. Must be efficient and able to use initiative.</i>	

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## ANIMAL CARE

<b>Type of Business:</b> Animal Care Equine	<b>Area:</b> Plumpton BN7
<b>Type of Job:</b> Animal Care Assistant	<b>Number of places:</b> 1
<b>Job number:</b> AN1	
<b>Activities and requirements:</b> <i>Activities may include assisting with general care, cleaning out stables, feeding and exercising the animals.</i>	

<b>Type of Business:</b> Animal Care Cattery	<b>Area:</b> Eastbourne BN23
<b>Type of Job:</b> Animal Care Assistant	<b>Number of places:</b> 1
<b>Job number:</b> AN2	
<b>Activities and requirements:</b> <i>Cleaning and caring for cats. Must like animals and be prepared to clean out dirty litter trays and sweeping.</i>	

<b>Type of Business:</b> Animal Care Small	<b>Area:</b> Plumpton BN7
<b>Type of Job:</b> Animal Care Assistant	<b>Number of places:</b> 1
<b>Job number:</b> AN3	
<b>Activities and requirements:</b> <i>Assisting with general care, cleaning out animal areas etc., preparing food and feeding the animals. The animals are domestic in the main but there are some exotic animals which includes snakes and spiders.</i>	

<b>Type of Business:</b> Animal Care Equine	<b>Area:</b> Plumpton BN7
<b>Type of Job:</b> Animal Care Assistant	<b>Number of places:</b> 2
<b>Job number:</b> AN4	
<b>Activities and requirements:</b> <i>Activities may include assisting with general care, cleaning out stables, feeding and exercising the animals.</i>	

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<b>Type of Business:</b> Vets	<b>Area:</b> Eastbourne BN22
<b>Type of Job:</b> Veterinary Nursery Assistant	<b>Number of places:</b> 1
<b>Job number:</b> AN5	
<b>Activities and requirements:</b> <i>Activities may include cleaning out the animals, preparing food for the animals, feeding the animals, assisting the nurse in care of animals which are being treated, cleaning and sterilising instruments, cleaning surgery, making tea and general office duties.</i>	

<b>Type of Business:</b> Vets	<b>Area:</b> Eastbourne BN22
<b>Type of Job:</b> Veterinary Nursery Assistant	<b>Number of places:</b> 1
<b>Job number:</b> AN6	
<b>Activities and requirements:</b> <i>Activities may include cleaning out the animals, preparing food for the animals, feeding the animals, assisting the nurse in care of animals which are being treated, cleaning and sterilising instruments, cleaning surgery, making tea and general office duties.</i>	

<b>Type of Business:</b> Vets	<b>Area:</b> Seaford BN25
<b>Type of Job:</b> Veterinary Nursery Assistant	<b>Number of places:</b> 1
<b>Job number:</b> AN7	
<b>Activities and requirements:</b> <i>Activities may include observing operations/consultations, cleaning out the animals, preparing food for the animals, feeding the animals, assisting the nurse in care of animals which are being treated, cleaning and sterilising instruments, cleaning surgery, making tea and general office duties.</i>	

<b>Type of Business:</b> Vets	<b>Area:</b> Eastbourne BN21
<b>Type of Job:</b> Veterinary Nursery Assistant	<b>Number of places:</b> 1
<b>Job number:</b> AN8	
<b>Activities and requirements:</b> <i>Activities may include observing the vets/nurses in consultation and within theatre. They will assist with the preparation for operations and observe the work undertaken within the kennels. There will also be some tidying up and cleaning of the surgery.</i>	

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## ARCHAEOLOGY

<b>Type of Business:</b> Archaeology	<b>Area:</b> Portslade BN41
<b>Type of Job:</b> Research Assistant	<b>Number of places:</b> 1
<b>Job number:</b> AR1	
<b>Activities and requirements:</b> <i>Follow set programme (not excavation due to Health &amp; Safety). Washing finds, archiving, report and research, drawing, basic IT skills. Student must have an interest in archaeology and history.</i>	

## CONSTRUCTION

### BUILDERS/DECORATORS

<b>Type of Business:</b> Builder	<b>Area:</b> Brighton BN2
<b>Type of Job:</b> Builders Assistant	<b>Number of places:</b> 1
<b>Job number:</b> B1	
<b>Activities and requirements:</b> <i>Activities may include working alongside builder at various and assisting with general building work.</i>	

### BUILDING SURVEYING

<b>Type of Business:</b> Surveyors	<b>Area:</b> Brighton BN2
<b>Type of Job:</b> Assistant Surveyor	<b>Number of places:</b> 1
<b>Job number:</b> B1	
<b>Activities and requirements:</b> <i>Activities may include light office duties, computer work, assisting surveyors with project work and possibly site visits. A good level of verbal communication skills and computer skills would be welcome.</i>	

<b>Type of Business:</b> Surveyors	<b>Area:</b> Brighton BN2
<b>Type of Job:</b> Assistant Surveyor	<b>Number of places:</b> 1
<b>Job number:</b> B2	
<b>Activities and requirements:</b> <i>Activities may include light office duties, computer work, assisting surveyors with project work and possibly site visits. A good level of verbal communication skills and computer skills would be welcome.</i>	

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## CARPENTER/DECORATOR

<b>Type of Business:</b> Carpentry/Construction	<b>Area:</b> Brighton BN2
<b>Type of Job:</b> General Assistant	<b>Number of places:</b> 1
<b>Job number:</b> CA1	
<b>Activities and requirements:</b> <i>Generally assisting with carpentry/construction work, sweeping and clearing up. Must genuinely be interested in a career in carpentry.</i>	

## CATERING/KITCHEN

<b>Type of Business:</b> Hotel	<b>Area:</b> Brighton BN1
<b>Type of Job:</b> Kitchen Assistant	<b>Number of places:</b> 1
<b>Job number:</b> CT1	
<b>Activities and requirements:</b> <i>Activities may include assisting with the preparation of hot and cold food (e.g. salads, sandwiches, sweets, vegetables etc.) taking stock deliveries, cleaning and washing up. Students must have an interest in food and cooking.</i>	

<b>Type of Business:</b> Caterers	<b>Area:</b> Brighton BN1
<b>Type of Job:</b> Catering Assistant	<b>Number of places:</b> 2
<b>Job number:</b> CT2	
<b>Activities and requirements:</b> <i>Activities may include making sandwiches and drinks, observing and assist in carrying out basic food preparation tasks, unloading deliveries, serve customers, clear tables, cleaning and washing up.</i>	

<b>Type of Business:</b> Café	<b>Area:</b> Brighton BN1
<b>Type of Job:</b> Café Assistant	<b>Number of places:</b> 1
<b>Job number:</b> CT3	
<b>Activities and requirements:</b> <i>Working in the preparation area of the kitchen undertaking basic food preparation tasks, cleaning and washing up. There will also be some front of house work. The student should be presentable in appearance.</i>	

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<b>Type of Business:</b> Café	<b>Area:</b> Brighton BN1
<b>Type of Job:</b> Café Assistant	<b>Number of places:</b> 1
<b>Job number:</b> CT4	
<b>Activities and requirements:</b> <i>Working in the preparation area of the kitchen undertaking basic food preparation tasks, cleaning and washing up. There will also be some front of house work. The student should be presentable in appearance.</i>	

<b>Type of Business:</b> University Hospitality	<b>Area:</b> Brighton BN1
<b>Type of Job:</b> Kitchen Assistant	<b>Number of places:</b> 2
<b>Job number:</b> CT5	
<b>Activities and requirements:</b> <i>General commercial catering. May assist with the preparation of food, cleaning and washing up. Good interpersonal and customer service skills.</i>	

## EDUCATION/SCHOOLS

### ACADEMY

<b>Type of Business:</b> Academy School	<b>Area:</b> Brighton BN2
<b>Type of Job:</b> Classroom Assistant	<b>Number of places:</b> 1
<b>Job number:</b> EA1	
<b>Activities and requirements:</b> <i>Help to prepare activities and materials, tidying up, work with staff and assist in lessons.</i>	

### PRIMARY

<b>Type of Business:</b> Primary School	<b>Area:</b> Brighton BN2
<b>Type of Job:</b> Classroom Assistant	<b>Number of places:</b> 2
<b>Job number:</b> EP1	
<b>Activities and requirements:</b> <i>Help to prepare activities and materials, tidying up, work with children in 1:1 and small group settings. Must have confidence, good maths/literacy skills and strong communication skills.</i>	

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<b>Type of Business:</b> Primary School	<b>Area:</b> Brighton BN1
<b>Type of Job:</b> Classroom Assistant	<b>Number of places:</b> 2
<b>Job number:</b> EP2	
<b>Activities and requirements:</b> <i>Help to prepare activities and materials, tidying up, working with staff to prepare work and help with lessons, assisting staff with the social integration and interaction of students. Must have good communication skills and be calm, patient and kind.</i>	

<b>Type of Business:</b> Primary School	<b>Area:</b> Brighton BN2
<b>Type of Job:</b> Classroom Assistant	<b>Number of places:</b> 2
<b>Job number:</b> EP3	
<b>Activities and requirements:</b> <i>Help to prepare activities and materials, tidying up, working with staff to prepare work and help with lessons, hearing children read, assisting staff with the social integration and interaction of students.</i>	

<b>Type of Business:</b> Primary School	<b>Area:</b> Brighton BN1
<b>Type of Job:</b> Classroom Assistant	<b>Number of places:</b> 2
<b>Job number:</b> EP4	
<b>Activities and requirements:</b> <i>Help to prepare activities and materials, tidying up, working with staff to prepare work and help with lessons, assisting staff with the social integration and interaction of students. Must be kind and caring.</i>	

<b>Type of Business:</b> Primary School	<b>Area:</b> Brighton BN2
<b>Type of Job:</b> Classroom Assistant	<b>Number of places:</b> 2
<b>Job number:</b> EP5	
<b>Activities and requirements:</b> <i>Help to prepare activities and materials, listening to children read, tidying up, help staff to prepare work and help with lessons, assisting staff with the social integration and interaction of students.</i>	

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<b>Type of Business:</b> Primary School	<b>Area:</b> Brighton BN1
<b>Type of Job:</b> Classroom Assistant	<b>Number of places:</b> 1
<b>Job number:</b> EP6	
<b>Activities and requirements:</b> <i>Follow guidance and instruction from the teachers and teaching assistants, Work and play with individual and groups of children, Tidy and set up activity areas.</i>	

<b>Type of Business:</b> Primary School	<b>Area:</b> Brighton BN2
<b>Type of Job:</b> Classroom Assistant	<b>Number of places:</b> 2
<b>Job number:</b> EP7	
<b>Activities and requirements:</b> <i>Help to prepare activities and materials, tidying up, working with staff to prepare work and help with lessons, assisting staff with the social integration and interaction of students.</i>	

## **SECONDARY**

<b>Type of Business:</b> Secondary School	<b>Area:</b> Brighton BN1
<b>Type of Job:</b> Teaching Assistant - PE	<b>Number of places:</b> 1
<b>Job number:</b> ES1	
<b>Activities and requirements:</b> <i>Help to prepare activities and materials, preparing and tidying equipment after use, working with staff to prepare work and help with lessons, assisting staff with social integration and interaction of students.</i>	

## **SPECIAL NEEDS**

<b>Type of Business:</b> School for the Deaf	<b>Area:</b> Brighton BN2
<b>Type of Job:</b> Teaching Assistant	<b>Number of places:</b> 1
<b>Job number:</b> ESS1	
<b>Activities and requirements:</b> <i>Help to prepare activities and materials, preparing and tidying equipment after use, working with staff to prepare work and help with lessons, assisting staff with social integration and interaction of students. A knowledge of sign language would be useful.</i>	

## NURSERIES

<b>Type of Business:</b> Pre-school	<b>Area:</b> Peacehaven BN10
<b>Type of Job:</b> Play Worker	<b>Number of places:</b> 2
<b>Job number:</b> EN1	
<b>Activities and requirements:</b> <i>Activities may include playing with the children, helping to prepare activities and materials, tidying rooms after use, working with staff to prepare tasks, helping with preparing snacks and feeding the children.</i>	

<b>Type of Business:</b> Pre-school	<b>Area:</b> Brighton BN2
<b>Type of Job:</b> Play Worker	<b>Number of places:</b> 2
<b>Job number:</b> EN2	
<b>Activities and requirements:</b> <i>Activities may include playing with the children, helping to prepare activities and materials, tidying rooms after use, working with staff to prepare tasks, helping with preparing snacks and feeding the children.</i>	

<b>Type of Business:</b> Nursery	<b>Area:</b> Brighton BN2
<b>Type of Job:</b> Play Worker	<b>Number of places:</b> 2
<b>Job number:</b> EN3	
<b>Activities and requirements:</b> <i>Activities may include playing with the children, helping to prepare activities and materials, tidying rooms after use, working with staff to prepare tasks, helping with preparing snacks and feeding the children.</i>	

<b>Type of Business:</b> Nursery	<b>Area:</b> Brighton BN2
<b>Type of Job:</b> Play Worker	<b>Number of places:</b> 2
<b>Job number:</b> EN4	
<b>Activities and requirements:</b> <i>Activities may include playing with the children, helping to prepare activities and materials, tidying rooms after use, working with staff to prepare tasks, helping with preparing snacks and feeding the children.</i>	

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<b>Type of Business:</b> Nursery	<b>Area:</b> Brighton BN2
<b>Type of Job:</b> Play Worker	<b>Number of places:</b> 2
<b>Job number:</b> EN5	
<b>Activities and requirements:</b> <i>Activities may include playing with the children, helping to prepare activities and materials, tidying rooms after use, working with staff to prepare tasks, helping with preparing snacks and feeding the children.</i>	

<b>Type of Business:</b> Nursery	<b>Area:</b> Brighton BN2
<b>Type of Job:</b> Play Worker	<b>Number of places:</b> 1
<b>Job number:</b> EN6	
<b>Activities and requirements:</b> <i>Activities may include playing with the children, helping to prepare activities and materials, tidying rooms after use, working with staff to prepare tasks, helping with preparing snacks and feeding the children.</i>	

<b>Type of Business:</b> Nursery	<b>Area:</b> Brighton BN2
<b>Type of Job:</b> Play Worker	<b>Number of places:</b> 2
<b>Job number:</b> EN7	
<b>Activities and requirements:</b> <i>Activities may include playing with the children, helping to prepare activities and materials, tidying rooms after use, working with staff to prepare tasks, helping with preparing snacks and feeding the children.</i>	

<b>Type of Business:</b> Pre-school	<b>Area:</b> Brighton BN2
<b>Type of Job:</b> Play Worker	<b>Number of places:</b> 1
<b>Job number:</b> EN8	
<b>Activities and requirements:</b> <i>Activities may include playing with the children, helping to prepare activities and materials, tidying rooms after use, working with staff to prepare tasks, helping with preparing snacks and feeding the children.</i>	

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<b>Type of Business:</b> Nursery	<b>Area:</b> Brighton BN2
<b>Type of Job:</b> Play Worker	<b>Number of places:</b> 1
<b>Job number:</b> EN9	
<b>Activities and requirements:</b> : <i>Activities may include playing with the children, helping to prepare activities and materials, tidying rooms after use, working with staff to prepare tasks, helping with preparing snacks and feeding the children.</i>	

<b>Type of Business:</b> Pre-school	<b>Area:</b> Brighton BN2
<b>Type of Job:</b> Play Worker	<b>Number of places:</b> 2
<b>Job number:</b> EN10	
<b>Activities and requirements:</b> <i>Activities may include playing with the children, helping to prepare activities and materials, tidying rooms after use, working with staff to prepare tasks, helping with preparing snacks and feeding the children.</i>	

<b>Type of Business:</b> Nursery	<b>Area:</b> Brighton BN2
<b>Type of Job:</b> Play Worker	<b>Number of places:</b> 2
<b>Job number:</b> EN11	
<b>Activities and requirements:</b> : <i>Activities may include playing with the children, helping to prepare activities and materials, tidying rooms after use, working with staff to prepare tasks, helping with preparing snacks and feeding the children.</i>	

<b>Type of Business:</b> Nursery	<b>Area:</b> Brighton BN2
<b>Type of Job:</b> Play Worker	<b>Number of places:</b> 1
<b>Job number:</b> EN12	
<b>Activities and requirements:</b> : <i>Activities may include playing with the children, helping to prepare activities and materials, tidying rooms after use, working with staff to prepare tasks, helping with preparing snacks and feeding the children.</i>	

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<b>Type of Business:</b> Nursery	<b>Area:</b> Brighton BN2
<b>Type of Job:</b> Play Worker	<b>Number of places:</b> 1
<b>Job number:</b> EN13	
<b>Activities and requirements:</b> : <i>Activities may include playing with the children, helping to prepare activities and materials, tidying rooms after use, working with staff to prepare tasks, helping with preparing snacks and feeding the children.</i>	

### **ENGINEERING**

<b>Type of Business:</b> Consulting Engineers	<b>Area:</b> Brighton BN3
<b>Type of Job:</b> Assistant	<b>Number of places:</b> 1
<b>Job number:</b> EG1	
<b>Activities and requirements:</b> <i>Tasks include Auto CAD drawing. Must have an interest in Engineering, some maths and computer skills.</i>	

<b>Type of Business:</b> Engineers	<b>Area:</b> Brighton BN9
<b>Type of Job:</b> Assistant	<b>Number of places:</b> 1
<b>Job number:</b> EG2	
<b>Activities and requirements:</b> <i>Must have an interest in Engineering, some maths and computer skills.</i>	

### **GARAGE/MECHANIC**

<b>Type of Business:</b> Car Body Repair Works	<b>Area:</b> Brighton BN3
<b>Type of Job:</b> Assistant Mechanic	<b>Number of places:</b> 1
<b>Job number:</b> GM1	
<b>Activities and requirements:</b> <i>Activities may include helping with repairs to bodywork including preparing areas for spraying, cleaning and polish cars, sweeping and tidying up, making tea.</i>	

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<b>Type of Business:</b> Garage	<b>Area:</b> Peacehaven BN10
<b>Type of Job:</b> Assistant Mechanic	<b>Number of places:</b> 1
<b>Job number:</b> GM2	
<b>Activities and requirements:</b> <i>Activities may include observing technician/mechanic, light manual duties doing small tasks under supervision, making tea and clearing up.</i>	

<b>Type of Business:</b> Garage	<b>Area:</b> Brighton BN2
<b>Type of Job:</b> Assistant Mechanic	<b>Number of places:</b> 1
<b>Job number:</b> GM3	
<b>Activities and requirements:</b> <i>Activities may include observing technician/mechanic, light manual duties doing small tasks under supervision, making tea and clearing up. Must have an interest in mechanics.</i>	

<b>Type of Business:</b> Garage	<b>Area:</b> Peacehaven BN10
<b>Type of Job:</b> Assistant Mechanic	<b>Number of places:</b> 1
<b>Job number:</b> GM4	
<b>Activities and requirements:</b> <i>Activities may include shadowing technician/mechanic and doing small tasks under supervision in the workshop, assisting in parts department with stock taking, making tea and clearing up.</i>	

### **HAIR & BEAUTY**

<b>Type of Business:</b> Hairdressers	<b>Area:</b> Brighton BN2
<b>Type of Job:</b> Hairdressing Assistant	<b>Number of places:</b> 1
<b>Job number:</b> HB1	
<b>Activities and requirements:</b> <i>Activities may include booking appointments, reception work, observing, shampooing, cleaning the salon, preparing drinks for customers and answering the telephone.</i>	

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<b>Type of Business:</b> Hair & Beauty	<b>Area:</b> Brighton BN1
<b>Type of Job:</b> Hairdressing Assistant	<b>Number of places:</b> 1
<b>Job number:</b> HB2	
<b>Activities and requirements:</b> <i>Observing, shampooing, cleaning the salon, preparing drinks for customers and answering the telephone.</i>	

### HEALTH CARE

<b>Type of Business:</b> Nursing Home	<b>Area:</b> Brighton BN2
<b>Type of Job:</b> Care Worker	<b>Number of places:</b> 1
<b>Job number:</b> HC1	
<b>Activities and requirements:</b> <i>Working under supervision, interact with residents, assist with activities and at meal times setting up tables and cleaning up after meals help to make drinks. Good communication skills and confident with people.</i>	

<b>Type of Business:</b> Retirement Home	<b>Area:</b> Brighton BN1
<b>Type of Job:</b> Care Worker	<b>Number of places:</b> 1
<b>Job number:</b> HC2	
<b>Activities and requirements:</b> <i>Working under supervision, make beds, interact with residents, assist with activities and at meal times setting up tables and cleaning up after meals help to make drinks. Good communication skills and confident with people.</i>	

<b>Type of Business:</b> Nursing Home	<b>Area:</b> Brighton BN3
<b>Type of Job:</b> Care Worker	<b>Number of places:</b> 2
<b>Job number:</b> HC3	
<b>Activities and requirements:</b> <i>Working under supervision, make beds, interact with residents, assist with activities and at meal times setting up tables and cleaning up after meals help to make drinks. Good communication skills and interest in people.</i>	

<b>Type of Business:</b> Day Centre for Adults with Dementia	<b>Area:</b> Brighton BN2
<b>Type of Job:</b> Care Worker	<b>Number of places:</b> 1
<b>Job number:</b> HC4	
<b>Activities and requirements:</b> Working under supervision, interact with the Day Centre users, assist with activities and at meal times setting up tables and cleaning up after meals help to make drinks.	

<b>Type of Business:</b> Adult Day Centre	<b>Area:</b> Brighton BN1
<b>Type of Job:</b> Care Worker	<b>Number of places:</b> 1
<b>Job number:</b> HC5	
<b>Activities and requirements:</b> Working under supervision, interact with the Day Centre users, assist with activities and at meal times setting up tables and cleaning up after meals help to make drinks.	

### **HORTICULTURE/LAND BASED**

<b>Type of Business:</b> Parks & Gardens	<b>Area:</b> Brighton BN3
<b>Type of Job:</b> Gardeners Assistant	<b>Number of places:</b> 2
<b>Job number:</b> HL1	
<b>Activities and requirements:</b> Assisting with routine tasks such as watering plants, weeding, tending beds and borders, tidying up and making tea.	

### **ICT**

<b>Type of Business:</b> College	<b>Area:</b> Lewes BN7
<b>Type of Job:</b> Assistant IT Technician	<b>Number of places:</b> 1
<b>Job number:</b> IT1	
<b>Activities and requirements:</b> Activities may include, working alongside skilled technicians, assisting in different departments in technology/computer related tasks such as programming, hardware support etc. Good IT skills required.	



<b>Type of Business:</b> Council Offices	<b>Area:</b> Lewes BN7
<b>Type of Job:</b> Assistant IT Support	<b>Number of places:</b> 1
<b>Job number:</b> IT2	
<b>Activities and requirements:</b> <i>Activities may include assisting on general ICT calls, working alongside skilled technicians, possibly working on specific areas of interest. Good IT skills required.</i>	

<b>Type of Business:</b> University	<b>Area:</b> Brighton BN2
<b>Type of Job:</b> Assistant IT Technician	<b>Number of places:</b> 1
<b>Job number:</b> IT3	
<b>Activities and requirements:</b> <i>Activities may include data entry, service desk calls, audio visual work, basic computer tasks. Good communication skills.</i>	

### **LEGAL**

<b>Type of Business:</b> Local Government Office	<b>Area:</b> Brighton BN1
<b>Type of Job:</b> Regulation Law Enforcement	<b>Number of places:</b> 1
<b>Job number:</b> L1	
<b>Activities and requirements:</b> <i>Activities may include visits to businesses, general office work, internet research, court attendance, witness statement taking.</i>	

### **MANUFACTURING**

<b>Type of Business:</b> Flooring Company	<b>Area:</b> Brighton BN2
<b>Type of Job:</b> Warehouse Assistant	<b>Number of places:</b> 1
<b>Job number:</b> MA1	
<b>Activities and requirements:</b> <i>Assisting with cutting carpets and other flooring, also to keep the warehouse tidy.</i>	

<b>Type of Business:</b> Screen Manufacturers	<b>Area:</b> Peacehaven BN10
<b>Type of Job:</b> Factory Assistant	<b>Number of places:</b> 2
<b>Job number:</b> MA2	
<b>Activities and requirements:</b> <i>Assisting with building screens, final assembly work, packing, tidying up.</i>	

### **MUSIC RELATED**

<b>Type of Business:</b> Community Radio	<b>Area:</b> Brighton BN1
<b>Type of Job:</b> Recording Studio Assistant	<b>Number of places:</b> 2
<b>Job number:</b> M1	
<b>Activities and requirements:</b> <i>Assisting with the making of radio shows and general organisation of community music studios.</i>	

<b>Type of Business:</b> Music School	<b>Area:</b> Brighton BN2
<b>Type of Job:</b> Studio Assistant	<b>Number of places:</b> 1
<b>Job number:</b> M2	
<b>Activities and requirements:</b> <i>Activities may include assisting the technical support staff, helping to prepare activities, tidying rooms after use.</i>	

### **PERFORMING ARTS**

<b>Type of Business:</b> Theatre School	<b>Area:</b> Brighton BN1
<b>Type of Job:</b> General Assistant	<b>Number of places:</b> 2
<b>Job number:</b> PA1	
<b>Activities and requirements:</b> <i>Activities may include assisting with clubs and classes, costume, scenery and prop design. Make tea/coffee and tidy up. Must be theatrical and join in!</i>	

## RETAIL

<b>Type of Business:</b> Car Parts & Bike Store	<b>Area:</b> Brighton BN2
<b>Type of Job:</b> Customer Service Assistant	<b>Number of places:</b> 1
<b>Job number:</b> R1	
<b>Activities and requirements:</b> <i>Activities may include serving and advising customers, stacking shelves, displaying goods, promoting special offers, tidying up.</i>	

<b>Type of Business:</b> Clothing Store	<b>Area:</b> Brighton BN1
<b>Type of Job:</b> Sales Assistant	<b>Number of places:</b> 1
<b>Job number:</b> R2	
<b>Activities and requirements:</b> <i>Activities may include tidying shop floor, manning the fitting room, running clothes from fitting room to shop floor and general tidying. Must have good communication skills and be friendly and helpful.</i>	

<b>Type of Business:</b> Supermarket	<b>Area:</b> Brighton BN2
<b>Type of Job:</b> Sales Assistant	<b>Number of places:</b> 2
<b>Job number:</b> R3	
<b>Activities and requirements:</b> <i>Activities may include unloading goods, filling shelves, displaying of goods, tidying shelves and stock, assisting on the shop floor with collecting baskets and trolleys.</i>	

<b>Type of Business:</b> Clothing/Home Ware Store	<b>Area:</b> Brighton BN2
<b>Type of Job:</b> Sales Assistant	<b>Number of places:</b> 2
<b>Job number:</b> R4	
<b>Activities and requirements:</b> <i>Activities may include unloading goods, filling shelves, displaying of goods, tidying shelves and stock, assisting on the shop floor with collecting baskets and trolleys.</i>	

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## SPORTS/LEISURE

<b>Type of Business:</b> Sports and Leisure Centre	<b>Area:</b> Brighton BN2
<b>Type of Job:</b> Centre Assistant	<b>Number of places:</b> 1
<b>Job number:</b> SL1	
<b>Activities and requirements:</b> <i>Activities may include assisting with setting up, dismantling and maintaining equipment, making sure all areas and facilities are kept clean and tidy, assist with lunchtime football, assist with sports coaching. Must have enthusiasm and the initiative and ability to carry out set tasks.</i>	

<b>Type of Business:</b> Sports and Leisure Centre	<b>Area:</b> Lewes BN7
<b>Type of Job:</b> Centre Assistant	<b>Number of places:</b> 2
<b>Job number:</b> SL2	
<b>Activities and requirements:</b> <i>Activities may include assisting in the leisure centre sports hall, squash courts, fitness rooms with setting up, dismantling and maintaining equipment, making sure all areas and facilities are kept clean and tidy. Reception work, interaction with customers.</i>	

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## LATE ADDITIONS

PLEASE LOOK ON JOB BOARD UNDER THIS SECTION REGULARLY AS IT WILL BE UPDATED WITH MORE JOB OPPORTUNITIES AS WE GET THEM.

