

Mock Interview

Job description booklet

Job Descriptions

The job description below has been created to give you a sense of what employers would be looking for in a candidate applying for this role. Please select a role that is of interest to you and complete the application form. It is important to remember that although your dream job may not be on this list the exercise is about the process of applying for a job, not the job itself.

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Apprentice App Developer

App Developer Apprentices will learn from, be mentored by and work alongside other Software Developers and Designers across multiple platforms and technologies to develop scalable digital products as a member of the Digital, Data and Innovation team. The products themselves will be consistent, highly usable, reliable and efficient.

Role responsibilities

- Developing designs and/or initial concept designs for games including game play
- Generating game scripts and storyboards
- Creating the visual aspects of the game at the concept stage
- Learn and build on a Java Developer skillset
- Writing well designed, testable and efficient code.
- End-to-End systems analysis, design and development
- Be an active contributing member of an agile development team
- Assist in architecting systems and applications
- Performance tuning, monitoring, improvement and automation
- Cross team collaboration to assess system usage trends and identify potential performance constraints
- Software testing and quality assurance
- Support, maintain and document software functionality
- Contributing in all phases of the development lifecycle

Skills

- Working within a team and being a team player
- Excellent written and verbal communication skills
- Passion and interest for Java and other programming languages
- Creativity
- Numerical
- Ability to work with ambiguity
- Attention to detail

Construction/Carpentry

From repairing small maintenance jobs, building an extension from scratch, right up to an entire house, you'll build whatever the client wants. When a project is complete you move onto the next one, so it's certainly a job of variety, where you'll meet new clients, new employers and new teammates. The main areas you will be working on are housing (both public and private), repair and maintenance, non-residential public property (including hospitals and schools), industrial and commercial (such as factories).

Typical Work Activities

- Prepping and cleaning the areas
- Delivering and distributing supplies (expect some heavy lifting)
- Assisting workers with equipment
- Helping on small tasks
- Assembling and disassembling scaffolding
- Learning new skills from experienced builders

Skills

- Problem-solving ability
- Attention to details
- Communication skills
- The ability to work as part of a team
- Numeracy
- Time-management

Marketing Apprentice

Accountable for the effective delivery of marketing programme activity, ensuring we meet our customer and commercial outcomes. Your list of duties will be varied, and you will work alongside brand & creative, customer marketing team, sales channels.

Key role accountability / purpose

The role will be responsible for liaising with internal and external stakeholders to develop the right plans for the marketing programmes (Brand, Trading, Customer Value Management or CSI). This will include writing the brief, briefing agencies, managing the production and media plans and ensuring they are delivered, reporting on the results from the campaign and taking those learnings on to the next set of activity. As part of this service, you'll be expected to:

- Work with advertising and marketing agencies on developing and delivering campaigns.
- Budget management for both media planning and creative production/delivery.

Skills

- Interest in marketing
- Strong communications skills
- Can do attitude
- Inquisitive and willing to test new things
- Stakeholder management
- Project Management
- Attention to detail

Chef

Kitchens are a fantastic example of teamwork as an entire group of people have to work together to ensure that the food is of a good quality, delivered on time and kept hot. You can expect banter and friendship and a really fast passed environment. You could be employed in a restaurant, hotel, school, cruise ship or large company.

Typical Work Activities

- Food preparation
- Preparing ingredients for the team
- Measuring dish ingredients and portion sizes
- Helping with deliveries of stock
- Assist with devising menu, which may change on a frequent basis
- Collect and wash up pots and pans
- Keep the storeroom organised
- Keep work surfaces, walls and floors clean and sanitised, ensuring good hygiene and health and safety at all times

Skills

- For starters, physical fitness is essential, not just because you are on your feet all day, but also for unloading deliveries
- A kitchen is a high-paced environment, so the ability to remain calm under pressure is vital
- Even though the tasks are straightforward, you still have to be a quick learner and follow instructions. Chefs don't like to repeat themselves! Part of this will be having an understanding of hygiene and safety regulations
- You will need to work as part of a team, but also need to have the initiative to sort out anything as and when it comes up
- You have to be both practical and creative in order to be a good chef

Customer Advisor

Any company that deals with the public needs a customer services department, who answer people's queries and generally help them to address any problems they're having. So, no matter what industry you want to work in, customer services has a role for you.

Typical Work Activities

Advisors are there to help when customers are confused, lost or just need some general information on a product or service. Dealing with a range of customers on a daily basis and handling anything from general enquiries to complaints, your role can be done over the phone, face-to-face or even online, depending on what industry you're working for. And there are plenty of industries to choose from, as customer advisors are needed in a range of sectors and working environments. From shops and hotels to banking and airport check-ins, there's bound to be an industry to suit you and your strengths.

You're also there to:

- Help promote the company
- Inform customers about services that could suit them
- Suggesting products, they may be interested in
- Putting them in touch with someone senior should they need it

Skills

- Being able to work in a team
- Patience
- Ability to remain calm under pressure
- Friendly and tactful personality
- Good timekeeping
- Open minded attitude
- Being able to handle complaints and difficult situations
- Having good computer skills can be useful in this job too, as you'll often be placed near a computer so you can quickly deal with any tough enquiries

Early Years Teacher

Early years or nursery teachers work in pre-school, nursery and reception classes with children aged between three and five. Early years teachers develop the social and communication skills of children and provide a safe and secure environment in which the child can learn. Early years teachers record observations and summarise the children's achievements. They focus on optimum child development and preparation for a successful transition to primary school education.

Typical Work Activities

You will be responsible for teaching all areas of the foundation stage, which is focused on helping children to achieve early learning goals. Work carried out includes:

- Motivating and stimulating children's learning abilities, often encouraging learning through experience
- Organising learning materials and resources and making imaginative use of resources
- Supporting the development of children's basic skills, including physical coordination, speech and communication
- Encouraging children's mathematical and creative development through stories, songs, games, drawing and imaginative play
- Developing children's curiosity and knowledge
- Working with others, including teaching assistants and/or nursery nurses as well as volunteer helpers, to plan and coordinate work both indoors and outdoors
- Ensuring the health and safety of children and staff is maintained during all activities, both inside and outside the nursery/school

Skills

- An ability to get on with children and other adults
- Flexibility - things can happen unexpectedly in classrooms/schools and you need to be able to cope with the pace
- Patience and understanding - all children will occasionally try your patience and some children need constant understanding
- Good literacy and numeracy skills
- Tact and sensitivity when dealing with pupils and being a team player. In a school, you will be part of a large team who need to share ideas and information as well as accepting advice; you will need a good working relationship with other teachers and be sensitive to their needs

Finance/Accounting

Key role accountability / purpose

Our finance directorate is key to ensuring that we operate in the most cost-effective way possible. As an Accounting Apprentice, you will gain a broad understanding of how our business operates, particularly from a financial management perspective. The apprenticeship will combine hands on experience and the development of transferrable business skills with the globally recognised CIMA (Chartered Institute of Management Accountants) Certificate in Management Accounting.

As an Accounting Apprentice your responsibilities can include:

- Financial control
- Finance analyst
- Working with people in the business such as payroll, finance, HR (human resources) and L&D (Learning and Development) etc.
- Balance Sheet accountability - day to day management, balance sheet reconciliation

Typical Work Activities

- Dealing with customers queries face to face, over the telephone or in writing (email)
- Understanding business needs, recommending suitable solutions
- Learning about new products, services and processes
- Reporting on PO's (Purchase Orders), Debit and Credits on the Profit & Loss

Skills

- Brilliant numerical skills
- Passion to work in the finance sector
- Team player
- Organised
- Attention to detail
- Great communication skills
- Problem solving
- Mental agility

Foresters

You will carry out practical tasks in forests and woodlands to help care for and protect the environment. In this role you will plant, prune, and fell trees. You will also protect trees from pests and disease.

Typical Work Activities

As a forest worker, you will carry out practical jobs to establish, maintain and protect forested areas. You will typically:

- Mark and measure trees to be cut down
- Prepare the ground for planting by clearing undergrowth
- Plant new tree seedlings
- Dig out or install drainage systems
- Trim and cut back shrubs and other ground cover to promote the healthy growth of trees
- Use specialist tools to thin out densely wooded areas
- Harvest trees, strip branches and cut felled tree trunks into specific lengths
- Protect the forest against insect pests and disease, particularly young trees
- Clear footpaths and nature trails, and maintain adjoining car parks

Skills

- An interest in the environment and working outdoors
- Physical fitness and a head for heights
- Practical skills
- A sense of responsibility and safety-awareness
- Confidence to work on your own
- The ability to work in a team
- Good organisational skills for managing your workload
- Problem solving skills
- Self-motivation

Lawyer - Trainee Solicitor or Pupil Barrister

Representing a client and advising them on their legal situation is all in a day's work for lawyers. From individual cases to whole companies, from court proceedings to small disputes behind closed doors, it's your job to act in your client's best interest.

Not just stuck in a courtroom, lawyers can work on criminal or civil lawsuits, so a variety of jobs can crop up. One day you're representing a client in court, the next you could be finalising a divorce, drawing up a will or just advising on minor legal issues.

Specialities in the law sector include: Property / Employment / Finance / Tax / Corporate.

Typical Work Activities

Your daily tasks will depend on your client's needs and whether you're specialised in a particular area of law, but you could be doing some or all of the following:

- Attending court hearings (and doing the preparation beforehand)
- Drawing up contracts and other legal documents
- Negotiating (not all cases will end up in court)
- Explaining the law and giving general legal advice
- Settling disputes and supervising any agreements
- Researching and gathering evidence
- Analysing legal documents
- Supervising legal assistants

Whatever specialism you choose, be prepared to work long, unsocial hours (including evenings and weekends...the law never sleeps, sorry). When you're not talking with clients or attending court hearings, you'll be expected to be doing research or drawing up legal documents.

Skills

- Good at negotiating and debating (not just arguing in a calm manner)
- Can stay cool under pressure
- Good communicator (both in writing and speaking)
- Confident
- Good at maths (all ties into the analysing side of the job)
- Attention to detail
- A passion and an interest in the law are also useful in this job, as you'll be surrounded by it

Good judgment and analytical skills. You will be spending a lot of time reviewing legal documents in the hope they'll help your case

Maintenance Engineer

As a technician, you'll be responsible for making sure machinery and equipment runs smoothly. You could work in manufacturing, production or transport. You could do any job from fixing machinery on a food production line to testing aircraft parts in a hangar. However, your work will be either preventative or emergency maintenance.

Typical Work Activities

- Organising routine servicing schedules
- Checking and calibrating instruments to make sure they are accurate
- Fitting new parts
- Carrying out quality inspections
- Fixing faults or arranging for replacements to be installed
- Finding and fixing faults and recalibrating instruments
- Making scheduled checks on machinery and parts and cleaning machinery and parts
- Overhauling and replacing parts according to schedule
- Responding immediately to machinery breakdowns

Skills

- Ability in maths, science and IT
- Communication skills
- An understanding of engineering drawings and principles
- The ability to work quickly and under pressure
- The ability to manage a varied workload
- Good problem-solving skills
- The initiative to work on your own or as part of a team
- Good practical and technical skills

Nurse

Registered nurse staff help everyone from new-borns (and their mothers) to accident victims and the elderly, and in GP surgeries they are now a lot more involved. Nurses also work in schools, prisons, the armed forces, big companies as occupational health staff, and even on cruise ships – anywhere people might need care and advice.

Typical Work Activities

As a staff nurse in a hospital, you'll work as part of a team responsible for looking after all of the needs of patients in your care, ensuring that they're as comfortable, clean and happy as possible. You'll be taking blood, measuring blood pressure and heart rate, giving injections, and administering any medication prescribed by the doctors, as well as keeping patients' relatives up-to-date.

You'll need to build relationships with your patients and be observant enough to detect any changes in health; you will often be called upon to comfort people in pain or anguish, and you will at some point encounter grieving relatives.

- Writing patient care plans
- Preparing patients for operations, wound treatment and monitoring pulse, blood pressure and temperature
- Observing and recording the condition of patients
- Checking and administering drugs and injections
- Setting up drips and blood transfusions
- Assisting with tests and evaluations
- Responding quickly to emergencies
- Communicating with and relieving the anxiety of patients and their relatives
- Educating patients about their health
- Maintaining patient records

Skills

- Compassion, this includes having empathy for the pain and suffering of patients, as well as a strong desire to make the hospital experience as positive as possible
- Communication. Since a nurse is often a patient's link between family members and hospital staff, the ability to effectively speak and listen is critically important
- Critical Thinking. Nurses are faced with important choices on a daily basis and must be able to use critical thinking to aid in decision-making
- Attention to Detail. A nurse's actions on the job can have far-reaching consequences. Whether you're a family nurse practitioner or nurse midwife, even the smallest mistake may have tragic results; therefore, strict attention to detail must be second nature for a nurse
- Confidence. Nurses must be confident they have the skills and knowledge to provide the best possible care. They must be able to work independently with little supervision, knowing they will get the job done. Self-doubt can be dangerous when a nurse is faced with a critical situation

Personal Trainer

Personal trainers help clients achieve their personal health and fitness goals. As a personal trainer, your first task is to talk to clients and find out about their fitness level and health history. You might work full-time as a gym instructor or be self-employed renting space in a gym, setting up your own facilities, or visiting clients in their own homes.

Typical Work Activities

- Set realistic short-term and long-term goals and plan programs for reaching them
- Educate, motivate and coach clients to help them follow their programs safely and effectively
- Give clients advice on health, nutrition and lifestyle changes
- Help clients with their workouts
- Check and record clients' progress, using methods such as measuring heart rate and body fat levels.

Skills

To become a personal trainer, you would first need to be a fitness instructor with a high level of experience and recognised qualifications. Other skills include:

- Good 'people' skills and an outgoing, friendly personality
- Determination and enthusiasm
- Good organisational skills
- Patience and the ability to motivate and inspire people
- A responsible attitude to health and safety
- Knowledge of anatomy and physiology
- Knowledge of nutrition and healthy diet
- Tact and discretion

Research Scientist

With a broad array of specialisms that you can enter into, it's certainly not an easy career choice to pick from, where you can work across the fields of biology, chemistry and maths.

If you hadn't guessed from the job title, the role revolves around researching as well as conducting and analysing experiments for both academic and industrial reasons. This means you could work on anything from developing new products for a company to working towards a scientific breakthrough in the health sector.

The daily grind will differ depending on your position and each individual project you're working on however you'll probably find your day will include the following at some point...

Typical Work Activities

- Building research proposals
- Creating and conducting experiments
- Analysing results of the experiments
- Working with other researchers to use and develop end product
- Applying for grants to continue research

Skills

- Analytical
- A great problem solver (and we don't mean of the crossword variety)
- Good at time management
- Organised
- Initiative
- Good communicator (you'll have a lot of reports and presentations to do)
- Work well in a team
- Patient (experiments are all about trial and error)

Stage Manager

A stage manager makes sure all the sets, equipment and props are ready for the opening of a performance. They also organise the staff so that everyone is in the right place at the right time before and during a show.

If you're well organised, can think on your feet and would love to work in theatre, TV or film, this could be a rewarding career for you. You'll need to be a good leader, able to follow a director's instructions and pay close attention to detail. To get into this job, you'll normally need experience of stage work (for example as a stagehand) and a qualification in stage management. You would usually start as an assistant manager and progress from there.

Typical Work Activities

As a stage manager, you would make sure live stage performances run smoothly. You would organise all practical and technical aspects of rehearsals and shows, and make sure that all crew and performers are in the right place at the right time.

You would typically be supported by a deputy stage manager and one or two assistant stage managers, although on smaller productions you might work alone. Typically, you and your team would:

- Organise rehearsals
- Work with staff to plan wardrobe, set design, scene changes, sound and lighting
- Manage the props budget and organise props and set dressing
- Keep the 'prompt copy' of the script, which notes the performers' positions on stage, script changes, and the props, lighting and sound needed for each scene
- Liaise with theatre managers and front-of-house staff
- Supervise the 'get in' and 'get out' - the times when sets and equipment are set up before the show and taken down afterwards
- Give cues for the performers to go on stage
- Cue the technical crew for sound and lighting effects
- You might also join in with putting up the set and any other practical tasks, particularly in smaller companies or at the start of your career

Skills

- A keen interest in theatre and performing arts
- Excellent planning, organisational and leadership skills
- Great communication and 'people skills'
- Confidence and decision-making ability
- The ability to multi-task and 'think on your feet'
- Patience and tact
- Calmness under pressure
- A high level of attention to detail
- Good IT and budget management skills
- Awareness of health and safety

Secondary school teacher

As a secondary school teacher, you'll teach pupils aged 11 to 18. Specialising in a particular subject, you'll plan, teach and assess lessons in line with curriculum objectives. You'll aim to ensure a healthy culture of learning and will support, observe, and record pupils' progress. Teachers must keep up to date with developments in their subject area, new resources, methods and national objectives. The role involves liaising and networking with other professionals, parents and carers, both informally and formally.

Responsibilities:

- prepare and deliver lessons to classes of different ages and abilities
- mark work, give appropriate feedback and maintain records of pupils' progress and development
- select and use a range of different learning resources and equipment, including podcasts and interactive whiteboards
- prepare pupils for qualifications and external examinations
- manage pupil behaviour in the classroom and on school premises, and apply appropriate and effective measures in cases of misbehaviour
- undertake pastoral duties, such as taking on the role of form tutor, and supporting pupils on an individual basis through academic or personal difficulties
- communicate with parents and carers over pupils' progress and participate in departmental meetings, parents' evenings and whole-school training events
- liaise with other professionals, such as learning mentors, careers advisers, educational psychologists and education welfare officers
- supervise and support the work of teaching assistants, trainee teachers and newly qualified teachers (NQTs)
- organise and participate in extracurricular activities, such as outings, social activities and sporting events
- undergo regular observations and participate in regular in-service training (INSET) as part of continuing professional development (CPD).

Skills

- respect for children and an interest in helping them develop both academically and as people
- excellent communication and interpersonal skills for working with children, other teachers and parents
- good listening skills and the capacity to learn quickly
- strong organisational and time management skills
- the ability to inspire and enthuse children
- energy, resourcefulness, responsibility, dedication, resilience and self-discipline
- a caring nature and an understanding of the needs and feelings of children
- the ability to work independently, as well as part of a team
- imagination, creativity and a sense of humour
- a good knowledge of the subject you're going to teach

Emergency and Uniformed Services

Uniformed services are bodies of people in employment who wear a distinct uniform that differentiates them from the general public.

Their purpose is to maintain the peace, security, safety, and health of the public they serve. The uniformed services are roles to help aid and protect the public.

The main areas of work that the uniformed services encompass are:

- The police
- Fire and rescue service
- Paramedics
- Armed Forces

Skills

- leadership skills to manage and motivate
- excellent verbal communication skills
- thinking and reasoning skills for making quick decisions
- persistence and determination
- patience and the ability to remain calm in stressful situations
- concentration skills and fast reactions
- the ability to accept criticism and work well under pressure
- the ability to work well with others in a team
- to be able to use a computer and the main software packages competently

Beauty industry

Beautician industry responsibilities include cutting hair (hairdresser or barber), removing hair, recommending skin care therapies and managing client appointments. You should be well-versed in beauty treatments, including hairstyling, makeup, facials, hair removal, manicures and pedicures. If you're able to identify customers' needs and help them feel good about themselves, we'd like to meet you.

Ultimately, you will ensure our clients receive high quality cosmetic services and walk out our door smiling.

Responsibilities

- Greet customers upon arrival
- Remove hair using permanent and temporary methods (e.g. electrolysis and waxing)
- Apply hair products, like serum, cream and clay to style hair
- Give manicures and pedicures following clients' preferences
- Recommend hairstyles and nail colours to match clients' needs and personal style
- Apply makeup products
- Provide guidelines to clients on how to take care of their skin
- Book appointments over the phone and serve walk-ins based on availability
- Maintain updated client records (e.g. contact details and treatments)
- Cross-sell therapies and beauty products, when relevant

Skills

- Customer service skills to put clients at ease
- Sensitivity and understanding towards your clients' needs
- The ability to work well with your hands to give treatments
- Excellent verbal communication skills to explain treatments
- To be thorough and pay attention to detail

Animal Technician

Lots of people want to work with animals. Many people think that becoming a vet or working in a zoo is the only way to do that, but there are many other jobs where you can work with animals every single day. The working environment can vary depending on the species you're caring but they all share similar skills and responsibilities.

Responsibilities

- Ensure a high level of animal welfare and work to improve the quality of life for laboratory animals
- Clean cages, pens, trays, equipment and fittings, to keep animals clean and comfortable
- Feed and water animals
- Handle and move animals safely
- Administer medicines
- Check the environment (for example, temperature and humidity)
- Monitor the condition of animals and recognise and resolve any behavioural problems
- Obtain samples and measurements
- Collect and record data
- Understand the requirements of the Animal (Scientific Procedure) Act 1986 which governs the use of animals in scientific research.

Skills

- To be thorough and pay attention to detail
- The ability to work well with others
- The ability to accept criticism and work well under pressure
- The ability to use your initiative
- Sensitivity and understanding
- Thinking and reasoning skills
- Excellent verbal communication skills
- Administration skills
- To be able to use a computer and the main software packages competently