

WORK EXPERIENCE

@Bradfield School

6th – 10th July 2026



Key Dates:

- Monday 6th – Friday 10th July
- Friday 15th October – launch assembly for Y10
- Friday 15th May – Deadline for finding placement

Key Staff:

- Mrs K Carter – Assistant Headteacher
kcarter@bradfield.sheffield.sch.uk
- Miss R Ross – Head of Year 10
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- Mrs S Dempsey – Careers Adviser
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SUPPORT

How can I support my child

If you already know what kind of job you want to do

You may already know what career you're interested in – if that's the case, good for you! The best thing to do is to look for work experience that's related to the job you want to do, or in the same sector or industry as your chosen career.

Here are some examples:

- If you know you want to be a chef, you could try to find a placement in a restaurant or canteen.
- If you're interested in a career in medicine, you could try to find a placement in a hospital or GP surgery.
- If you like travel, you could look for a placement with a travel agent or tour company.
- If you think a career in finance would suit you, you could try to get a placement in an accounts office or at a bank.



If you don't know what kind of job you want to do yet

Don't panic if you're not sure what career you want to go into just yet – lots of people aren't! You could use the career library on Unifrog. Or you could start by thinking about what subjects you are interested in.

- Here are some examples of how different subjects can help with different jobs:
- English – newspapers, magazines, publishing, writing, libraries, teaching
- Maths – accountancy, banking, engineering, computer programming, finance
- Geography – green charities, local borough town planning, environmental sciences
- Science – vets, pharmacies, zoos, laboratory work, hospitals, teaching
- Photography – local, news, fashion, portrait and nature photography, processing film.



If you're really stuck

If you really can't think of an area of work you want to find a placement in, or decide which subject you like best, try asking yourself these questions:

- What am I good at?
- What are my interests and hobbies?
- What jobs have I seen other people do that I think look interesting?
- Or, you could just go for something different, or for a job that you know little about. Work experience is all about giving you an insight into the world of work. It doesn't have to be in a career that you would choose in the future. Talk to your family, friends, teachers and careers adviser for some ideas.



Calling

Lots of young people find it a bit scary to call an employer. Even some adults get nervous phoning companies. What tips would you give to someone making the call?

1. Think about what you want to say before you make the call.
2. Write it down on a piece of paper and keep it in front of you.
3. Have a pen and paper ready to take down any names or notes.
4. Take a deep breath and relax before dialling the number.
5. Always be polite and try to speak clearly.
6. Start by introducing yourself – give your name, say which school you go to and explain that you're looking for work experience.
7. Be prepared to say why you are interested in a placement with that employer.
8. Say what interests you about that company or the kind of work they do.
9. Don't be discouraged by employers saying no – it's nothing personal.
10. Keep trying other employers – don't give up.
11. If you're really nervous, you could ask a parent or teacher to be with you when you make the first phone call.
12. Practice makes perfect!



Email

Name what you think should be included in an email to a potential work experience placement.

Dear Sir/Madam [or name],

I am a year 10 student from Bradfield School. I would like to enquire about a potential work experience placement at [company name], which I will be available to carry out for one week from **Monday 6th July 2026**.

I am keen on gaining some practical work experience in [chosen field of work], because [reasoning for pursuing a placement with this specific company and field].

In my spare time, I like to [list relevant hobbies and interests], and I've also had some experience in/am a member of [list any groups/clubs/other work experience].

As an enthusiastic student with a keen interest in [name career area], I would be very grateful to be considered for an opportunity at [company name] .

I look forward to hearing from you soon.

Yours [sincerely/faithfully]

[Your name]