



PARKLANDS BULLETIN

12 Apr - 16 Apr 2021: Week 2



Headteacher's Message

Dear parents, carers and students,

It's strange that we've only been back for 3 school weeks but the Easter holidays are now upon us! It has been wonderful to see the students again and to get back to "normality". I think most of us are creatures of habit and routine, so it's probably done us all good to return to school and get back to our usual way of working.

It is unfortunate that during this week we have seen a rapid increase in the number of covid infections, however it was expected, to be honest. I want to express my gratitude to parents and carers for their swift reporting of positive cases to school; this really helps with track and trace and limiting the spread of the virus. I also want to say thank you to those parents and carers who, at very short notice, had to collect their child from school due to the closure of the year 7 bubble or due to their child having been identified as a close contact. We know how disruptive it can be, but parental support has been wonderful, which is very much appreciated.

TESTING

We would urge all parents and carers to report all positive cases throughout the Easter holidays to Mrs Fish via attendance@parklandsacademy.co.uk. We may then need to work on identifying close contacts. **Please could we ask all students to self-test on the afternoon of Sunday 11th April and immediately report any positive cases to Mrs Fish.** It is essential that any students who have tested positive remain at home and do not mix with their peers - Mrs Fish will then be in touch regarding their return to school.

UNIFORM

Upon our return after the Easter holidays we will expect all students to wear full uniform again - so no jumpers or hoodies or trainers. We hope the extra time given to families to source uniform items will ensure we can focus on teaching and learning rather than uniform issues. As the weather will be warmer we will expect correct PE kit to be worn on PE days - no other sportswear is allowed at any time. Furthermore, we are reminding everyone of our policy regarding jewellery; such items will be confiscated immediately and handed back to students on Fridays.

I wish you all have a relaxing 2 week break!

Kind regards,
Mr Mitchell

Headteacher's Message To Year 11

Dear Year 11,

Well done for having made such a positive impression during these last three weeks! On the whole, you have returned incredibly focused and determined to do your absolute best. You are a remarkable year group and you continue to face the challenges that COVID brings head-on!

I hope you have a lovely Easter break, as next half-term is going to be full-on! You will be faced with lots of revision and lots of assessments - but I urge you all to remember that these assessments will form part of your Centre Assessed Grade, unlike usual GCSE exams when your whole 5 years at high school rests on a couple of exams for each subject in May/June. These smaller assessments will help us build up a holistic picture of your performance in every subject, so that we can then accurately and honestly arrive at your Centre Assessed Grades in June. We won't be able to tell you your results from these assessments, the DfE has made that very clear to schools, so please don't ask your teachers.

I also want to set your expectations regarding assessments if you or your year group has to isolate. It is possible that infections will increase again when we come back, so if that happens and you miss some assessments - do NOT panic! We will work with you to ensure you can sit those assessments when you return, and we'll also ensure that you are provided with more than enough to do at home to keep you busy, if you're having to isolate. We will do everything we can to ensure COVID does not adversely affect your Centre Assessed Grades.

I know many of you will be wondering about your leaving date. The DfE has not yet given schools any guidance on this, I'm afraid, but I suspect that you will not return to school after the May half-term break, as we will need time to complete moderation and standardisation. Unlike last year, teachers will be in school and teaching years 7 to 10, so we won't have as much time as we had last year when we were in lockdown. Clearly, the DfE may stipulate that you remain in school beyond the half-term break, so I will let you know as soon as I can when you officially leave.

It is also important to remember that, despite the pandemic, your futures will still be wonderful. Yes, you've missed some time in school, but you will still be able to find a job, or successfully complete A-levels, or go on to university. Do not believe the press when they talk about a *lost generation*! You will be fine!

Year 7 Messages

Well done to those Year 7s that have already logged into their Indigo accounts and started exploring career options. I will be awarding achievement points to the top 5 users for this term - if you want to help your house (and get started on your career path!) then make sure you log in to Indigo during the holidays. Email: pberry@parklandsacademy.co.uk for your unique username and password.

Year 8 Messages

Please see Year 10 message regarding the Junior Virtual Medical Society

Year 9 Messages

Please see Year 10 message regarding the Junior Virtual Medical Society

Year 10 Messages

Please see Year 11 messages

For those in Year 8, 9 and 10 - don't forget that one of our amazing Year 11 students is running the newly formed Junior Virtual Medical Society. If you are interested, please email Ms Berry and your details will be passed on.

Year 11 Messages

Any aspiring Police Officers in Year 10 or 11? As well as generic Public Services courses at colleges, some now offer specific courses targeted at Police entrants.

Bolton College for example offers the Level 3 National Forensics & Criminal Investigation FD BTEC Extended Diploma and the Policing Extended Diploma NCFE Level 3 as well as Forensic Science at Level 2. Check out the various options:

<https://www.boltoncollege.ac.uk/home/SearchForm?Search=public+services>

Year 10 and 11 - summer internships with InvestIN

Over 45,000 students from 100+ countries have chosen InvestIN to kickstart their future. Our flagship Summer Internships are available in 12 of the world's most competitive and desirable industries. Students will work alongside industry professionals, visit iconic locations and receive personalised career coaching. Register now for a once-in-a-lifetime experience this summer!

Not cheap but there are payment options available - check out the link below for more information.

<https://investin.org/pages/parent-info>

Summer 2021 Working towards CAGs

(Students will receive a paper copy today), Please follow the link below:

<https://drive.google.com/file/d/1s6nUPQ5mVQB0sqdy2V3ikXaUIWJ8BiK5/view?usp=sharing>

Myerscough College - (Year 10 and 11)

Our next Online Advice Morning date has been confirmed for Saturday 24th April 10.00 - 12.30. Instructions on how to book are through the "What's on" section of Myerscough's website:

<https://www.myerscough.ac.uk/whats-on/online-course-advice-morning-april/>

Students can hear from tutors directly and ask questions on the morning which is ideal for those hoping to start this September or apply for next year.

Myerscough College
INSPIRING EXCELLENCE

APPLY NOW
PLACES AVAILABLE FOR SEPTEMBER 2021 ENTRY

Top 3 LAND-BASED COLLEGES
IN THE COUNTRY FOR 16-18 PASS RATES (NART 2018/19)

LIVE CHAT SUPPORT AVAILABLE
MYERSCOUGH.AC.UK

Educate Awards
WINNER 2020

Careers & Enterprise Award

Ofsted
Good Provider

tes
Shortlisted Contribution to the local community

ONLINE COURSE ADVICE MORNING: SATURDAY 24th APRIL

Virtual Work Experience opportunities for Year 10 and 11 (April) - don't miss out!

Springpod's April virtual work experience programmes are closing their application windows this Monday (March 29th). There are over 20 programmes which are completely free for students. They include everything from politics and journalism, to fashion and engineering. They can be completed at a time that suits you and offer a certificate that is great for CVs, cover letters and interviews upon completion.

The programmes are open to applications from students in Year 10 and 11 and will run between April 6th and 16th.



You can view all of the April programmes here:

<https://drive.google.com/file/d/1Ri-z1uEvl0WG0225MFIwCNQL4UXYTDQI/view>



Final chance to purchase a yearbook:

£25 - Deadline is Friday 16th April.

Please pay via scopay.

Any issues please contact Miss Greaves -

ngreaves@parklandsacademy.co.uk



You can still send photos to yearbook@parklandsacademy.co.uk



For all the aspiring medics, dentists, vets and allied healthcare professionals - what's coming up this April from Medic Mentors? (Hint - there's lots!!)

We have a lot going on this April for students to get involved in from our insight and UCAS Conferences to Work Experience Programmes as well as Competitions and Fundraising Opportunities for students.

Competitions

We have a brand new competition for all our Work Experience students to get involved in: [The National Work Experience Prize](#). Students earn points by getting creative and spreading the word about our Work Experience Programmes to fellow students. The top ten students can win a cash prize of £100 as well as a magazine subscription for themselves and their school. This will also look amazing on their CV to say they have taken part and won a national competition.

Art Competition

Every quarter we launch our [National Art Competition](#). This is another amazing opportunity for students to have a break from work and let their creative juices flow. The winner of the art competition will also feature on the front cover of our national publication [Mentor Magazine](#). This quarter's theme is: Pathologies

Fundraising

Following the success of the Medic Mentor fundraiser for the Royal Medical Benevolent Fund, we are very excited to announce the launch of another fundraiser! Another opportunity that students can now get involved in as part of the [Virtual Medical Society](#) is raising money for an amazing charity called [Kissing it Better](#).

Kissing it Better aims to end isolation in old age by bringing generations together. Isolation within the elderly community is not only a very important cause but also a current issue that we are facing now more than ever due to Covid-19 lockdown measures.

Getting involved in the fundraising will look great on students' personal statements and it will also count towards [The Awards Programme](#) criteria. It would also be a good way for students to keep busy over the half term as well as volunteering and giving back to the community. [Students can sign up by filling in the quick sign up form](#)

If you haven't already signed up to take part in the Medic Mentors programme, it's not too late to join. Email: pberry@parklandsacademy.co.uk for more information.

Whole School Messages

Message from the Department for Education

Testing at home throughout the Easter holidays for schools and colleges

Following the success of the asymptomatic testing programme on the return to school and college, it is vital to keep testing at home throughout the Easter holidays and into the summer term. Please pass on this message to all of your staff, students and parents:

- test twice a week at home from now on (all those who are able to)
- report results [online](#) as positive, negative or void. This information is critical in helping us to understand the prevalence of the virus across the county
- continue to test twice weekly over the Easter holidays
- test before returning to school or college for the summer term, either the night before, or morning of, the first day back, to find and isolate any positive cases

Families and households can also access [home test kits for adults](#).

COVID-19 reporting of pupil LFD test results to school: Please note that the process for reporting your child's test to school is now changing. Due to the volume of emails being received daily please email the school at covidresults@parklandsacademy.co.uk ONLY if your child tests positive. No negative tests need to be logged at this time. Thank you for your continued support. Road Safety

Road Safety

On Tuesday morning there was an incident where an Y8 student was hit twice by the same car as he was crossing Belvedere Drive, walking to school. Although the collision was minor and the student did not suffer any lasting physical effects it has brought home the need to make our whole school community aware of the importance of road safety. Please can you speak to your child/ren regarding this incident and the need to make sure they look more than once when crossing the roads on their way to school. Also, as you will be aware, many of them wear wireless earphones or other devices that again will inhibit their traffic awareness. As a parent, if you are dropping children off at or near school can you be extra vigilant at road crossings.

Laptops/chromebooks loaned to students

Please can we ask that the equipment we loaned to students during lockdown is returned to school when we return after Easter.

Perfect 3s

Has your child continued to achieve the perfect 3 since September 2021. There are 197 pupils with the perfect 3 - Well done!

Year 7: 31 pupils
Year 8: 48 pupils
Year 9: 44 students
Year 10: 35 students
Year 11: 33 students

Who had the perfect 3 last week?

Year 7: 143 pupils
Year 8: 173 pupils
Year 9: 154 pupils
Year 10: 147 pupils
Year 11: 163 pupils

Please congratulate your child if they are one of the perfect 3s. All DLE scores can be found in the Edulink app.



PARKLANDS HEAD PUPILS WEEKLY CHECK IN

WK COMMENCING: 26/03/21



Hi everyone!

I hope you are all safe and well, and aren't struggling too much with your online school work. I know that sometimes the workload can be a bit overwhelming and with everything that is going on in the world at the moment I understand that it can be quite difficult to stay on top of work and to make sure that you are not behind on any tasks.

Now that we are back to online working after a week off, I thought that I would give you all some tips on how to stay organised and how to make sure that you complete your work on time.

I find that setting a routine and sticking to it everyday helps me to focus and get my work done. Perhaps you can set an alarm to wake up at a certain time in the morning before school so that you have time to wake up, eat a nice breakfast and be energised and ready for your day at school. Stick to your timetable. Sometimes people can work over their set hour for a lesson which then causes them to be behind on work for other subjects. Just remember that if we were in school and you didn't finish the work in that lesson you would have to stop, move on, and go to your next lesson. That shouldn't be any different now that we are online. Try and get as much done as you can and try your best that is all that anyone expects from you.

Why not start a new hobby? Sometimes learning something new can relax and help people's mind set. During this lockdown I have been learning how to play the piano. I can now read sheet music and I have a new skill that I can use. Why not try to learn a new instrument? Or learn how to cook? The choices are endless.

Another piece of advice from me would be to set yourself challenges or goals such as to get all your schoolwork finished and handed in on time. During this lockdown I have set myself the challenge to try and read 50 books before my birthday. So far I have read 37 books and I have a month left to finish my goal! I know that by setting this goal I have not only read a lot more than I usually do but my mental health has benefited from it a lot.

Remember stay safe, stay 2 meters apart, wear a face covering and stay productive. I hope you all have a great week and hopefully we can get back into school and normal learning soon! (Eadie)



PE KIT AFTER EASTER



After Easter.
Kit standards are back.

No jewellery and long hair tied back

You can only wear Parkland items.

- Parklands hoody or Parklands team hoody
 - Parklands leggings
 - Parklands tracksuit bottoms.
 - Parklands shorts
- Parklands long/short sleeved top

Items are available at our uniform suppliers.



2022 Normandy Food Tour Years 7,8,9 &10



- Boulangerie – bread making
- Goats Cheese Farm
- Oyster Farm
- Visit to Bayeaux Market and shopping
- Sweet Making Factory
- Apple Juice & Cider Farm
- Arromanches 360 Cinema – D-Day Landing beaches and WWII history.
- Food Tour Party and Campfire
- Local Market and shopping at Deauville
- ... and more!



Staying at Chateau Du Baffy



Click here for video link...
Please check your child's email for a letter and booking form.
Thanks, Mrs Brookes



4 days 4th-7th April 2022 - £450

[Normandy Food Tour Trip Letter and Covid Cancellation Guarantee](#)

Plus details of this all inclusive price and payment plan.

[Booking Form Food Tour April 2022](#)

<https://chateaudubaffy.education/>

For video, virtual tour and gallery... have a look at where we'll be staying!

Please email Mrs Brookes if you have any questions or would like further details.

sbrookes@parklandsacademy.co.uk

From the Local Authority

Covid-19 testing information for parents

The type of Covid-19 test you or your child should take depends on whether or not you or your child are presenting with any symptoms.

There are two types of test currently available – one is a PCR (Polymerase Chain Reaction) test, and the other an LFT (Lateral Flow Test).

Testing for those with symptoms

If you or your child have any of the classic three Covid-19 symptoms – a high temperature, a new, continuous cough or a loss or change to your sense of smell or taste - you should isolate and get a PCR test. If the result of your PCR test is positive, you and your close contacts should isolate for 10 days following the positive result. If the result is negative, you do not need to isolate.

If you or your child have other new or unusual symptoms or if in doubt, you can get a PCR test. You do not need to isolate for 10 days until you receive your results, unless you are isolating for other reasons such as 48-hour diarrhoea or vomiting, or if you are feeling unwell in general. If you test positive following your PCR test, you and your close contacts must isolate for 10 days following the positive result.

If the result is negative, and you no longer have symptoms, you do not need to isolate.

Get a PCR test here: <https://www.gov.uk/get-coronavirus-test>

Testing for those without symptoms

Twice-weekly asymptomatic testing is now available and you can find out more about how to access these tests [here](#). This testing is carried out using a Lateral Flow Test.

If you do use a LFT on your child at home and the result is positive, you will need to do a follow-up PCR test to confirm the test is positive and isolate for 10 days. You will need to communicate this with your child's school.

In the event of an outbreak of Covid-19 at a school, where your child does not have symptoms, but they have come into close contact with a positive case, then they will also need to isolate for 10 days.

Thank you for your ongoing efforts in keeping those around you safe by following national guidelines around Hands, Face, Space, as well as taking part in the twice-weekly testing available to you.

Student and Family Wellbeing

Please see the following link for more information regarding The Lancashire Holiday Activities Programme (HAF) Programme 2021.

<https://drive.google.com/file/d/1b6Bp3HBaSWIF2ZUe3KYQsSLGGteUo0Ei/view?usp=sharing>

More useful information regarding family wellbeing and activities:

Lancashire's Virtual Easter

FREE DISCOVER CAMP

Tuesday 6th - Friday 9th April

ALL AGES CLUB
4-16 YRS

FREE DIGITAL ACTIVITY PACK!

BOOK YOUR PLACE TODAY!
LIMITED PLACES

Arts & Crafts
Get Active
Drama
Fun Workshops
Wellbeing Activities

Plus much much more!

More information at
DiscoverCamp.YouthAction.org.uk

Due to Covid all sessions will be online

Registered Charity number 1142935

Brought to you by:
Lancashire County Council
YOUTH ACTION
SHARES

Be Internet Legends.

Helping your child stay safer online

Tuesday 30th March at 3.30pm

You are invited to a special
Google Be Internet Legends
live online parent event



Join host Chelsea for special 30-minute Easter drop-in exploring how you can help your child share carefully online over the holidays.

Get tips on protecting private and personal information, ask a question, share some advice... or just say hi!

How to join:

[Click this link](#)

Or paste this URL into your browser:
<https://youtu.be/EcD7IFCrkFM>

We hope to see you then

(P.S: We understand parents are super busy. If you cannot join us live, you can always watch the event back at a time that suits you)

Find out more about Be Internet Legends [here](#).

Google | [parentzone](#)
The experts in digital family life

Careers

As we are highlighting the vital work of dentists in this bulletin, it is only fitting that the Career of the Week is also Dentist. Check out the link now:

<https://www.parklandsacademy.co.uk/students/career-of-the-week>

You can also check out Indigo for more information (email Miss Berry for your log-in if necessary):

<https://indigo.trotman.co.uk/parklands-high-school/career/indigo/profile/262-dentist>

Degree courses are typically 5-6 years and ideally, A Level subjects preferred are biology, chemistry, physics and maths. Related careers include: dental hygienist, dental nurse, dental therapist and orthodontist. Demand for places at university is high, so it pays to get involved in things like Medic Mentors whilst you are still at school, in order to stand out in interviews.



ESCAPE
STUDIOS

 Pearson
College
London

GET READY FOR TAKE-OFF

It all starts with an Open Day...

As time is marching on, we're getting closer to our first Online Open Day of the year! You and your students can join us on [Saturday 27th March](#) to get an awesome insight into the world of Escape Studios.

If your students have a passion for [Animation](#), [Game Art](#) or [Visual Effects](#), we can teach the skills needed to graduate studio ready.

The creative world is home to one of the UK's fastest growing industries and the demand for talent is sky high. We want to help you, as part of the next generation of budding artists, explore your creative skillset and land a job on this future-proof path.

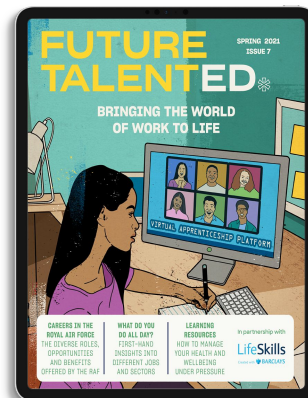
Future TalentEd Magazine - for students and parents/carers

The spring issue of [Future TalentEd magazine](#) is now live – brimming with insights, case studies and resources to help bring the world of work to life for the next generation.

This edition, we continue to highlight some of the virtual careers education resources and work experience opportunities that employers are providing during COVID, and to look ahead to the return of face-to-face engagement. You'll find videos and interactive challenges alongside features and profiles to help immerse young people in the world of work.

Alongside our regular features, we explore:

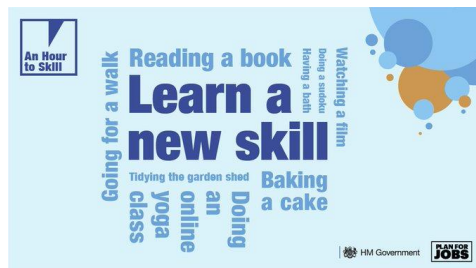
- How a career in the RAF can aid self-awareness and development – and the variety of roles available to young people from all backgrounds
- Insights into what it takes to succeed, from our exclusive, live Q&A with British astronaut Tim Peake
- Lesson plans providing coping strategies to boost confidence, resilience and positivity during the COVID-19 restrictions.



One for Parents/Carers

Set aside just one hour a week to learn online and you could get ahead in your current role. Find the right course for you on The Skills Toolkit, which offers free, high quality courses across a wide range of topics.

<https://theskillstoolkit.campaign.gov.uk>



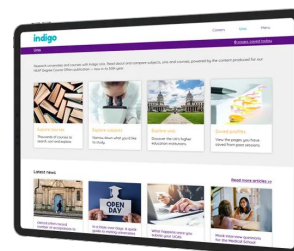
All Years - Indigo

Don't forget to log in to Indigo over Easter. Complete the questionnaire and explore the careers that Indigo suggests. There are hundreds of options and many have videos and case studies from people actually doing those jobs!

Have a look at the Uni section and see what kind of degree courses you could do, where you could study and what kind of qualification you will need to get onto the course of your dreams.

<https://indigo.trotman.co.uk/default/>

Email Miss Berry if you have forgotten or lost your Indigo log in details.



THE EASTER CAREERS HUNT: FIND YOUR FUTURE

Looking for some inspiration about your future this Easter? Click below to take our free-of-charge bespoke careers quiz specially designed to help determine your ideal career type. Once completed, you will gain access to a host of exclusive career-coaching resources and actionable steps to enhance your future.

For each student that takes part, we will make a donation to BookTrust, one of the world's largest reading charities!

https://investin.org/pages/find-your-future?mc_cid=826e7707fa&mc_eid=170edd8192



THE EASTER CAREERS HUNT

TAKE THE QUIZ

The School of Journalism

For any aspiring journalists, please have a look at this site:

<https://schoolofjournalism.co.uk/getting-into-journalism/>

To keep up to date with all our news, blogs and interactive quizzes, make sure you follow us on Twitter [@TheJournoSchoo](#) and on Instagram [@NewsAssociates](#).

<https://www.stepintothenhs.nhs.uk/careers>

Did you know that there are over 350 careers available in the NHS? Follow the link to find out more about becoming an audiologist, a cardiac physiologist, an orthoptist or a phlebotomist ...not sure what those jobs are? Well have a look and see if it's the job for you. Don't forget they also need IT specialists, accountants, gardeners, electricians, porters, laundry assistants, chefs - as well as doctors and nurses of course!

<https://learnliveuk.com/partner/parklands-high-school/>

Please have a look at the new LearnLIVE page on our website. You will find lots of videos from local and national employers, with live broadcasts happening regularly.

There is a live chat facility (moderated) so you can ask questions directly to employers as well as helpful tips on CV writing and employability skills, plus a live jobs tab! Make sure you register and make the most of this fantastic resource.



<https://www.youtube.com/watch?v=u-kCgWPVQ2k&t=77s>

Watch Simon, an engineer on a mission to reduce the flood risk across the UK!

Engineering opens doors, you can go into so many different careers with engineering.

“I can't think of another degree that you could study and then do so many different things. Engineers are problem solvers at heart, so I would say that if you are interested in solving problems and you get satisfaction out of it then a career in engineering is probably for you”.



Attention aspiring dentists!

Ryan and Becky are third-year dental students at the University of Aberdeen and have recently started a podcast series named 'Dental Appointment' with the main aim being to widen the access of information on Dentistry as a whole to those that are currently thinking about subject choices, considering Dentistry as a career or those that simply have no idea what they want to do.

With help from guest speakers from all areas of the profession, from dental students to specialists, they are planning to cover a range of topics including the application process, the experience of dental students from each UK dental school, advances within the profession and also the roles of each member of the dental team.

Due to the COVID-19 pandemic, it is incredibly difficult for students to gain in-person work experience. As such, the Dental Schools Council has advised of alternative ways aspiring students can gain an insight into dentistry. This podcast series is an example of such alternatives.

This incredible resource can be accessed through all major podcast platforms (Spotify, Apple Podcasts and Google Podcasts etc). There is also an Instagram account ([@dental_appointment](https://www.instagram.com/dental_appointment)), which students may want to follow to keep up to date with new episodes and any news!

NEW EPISODE RELEASED EVERY TUESDAY - LISTEN ON ALL MAJOR PLATFORMS!



Live Virtual Mock Trial from Oxford Scholastica Academy - coming soon

Ideal for any students interested in a career in Law, in May we're excited to launch our inaugural [Live Virtual Mock Trial](#). The day-long event offers students planning to study Law, or a forensics-related degree like Psychology, the chance to take part in a live barrister-led mock murder trial alongside other ambitious students from across the globe.

Where: Online - details to be shared after registration

When: Saturday 8th May, 11am – 5pm BST

Price: £80.75 for students from our partner schools (standard price for non-Partner School students is £95)

Students will be able to:

- Get an insider's take on the inner workings of a murder trial from an inspiring qualified criminal barrister
- Take part in numerous aspects of the trial itself – from giving input on what they think the verdict should be, to being involved in sentencing
- Watch two brilliant barristers in action during a live cross-examination, and ask them their burning questions about the trial
- Gain invaluable experience to include in their university application and personal statement
- Puzzle through multiple aspects of the case alongside school students from all over the world

Interested students can learn more about the day, and book their places, click here, [here](#). (Parklands is a partner school, so we get the lower cost option).



NSO Work Experience Week 2021 with Liverpool John Moores University

Each summer our Astrophysics Research Institute welcomes students, aged between 16 to 18, for a work experience programme. It consists of talks and workshops, and gives the students an idea of how professional research is done at a university.

- We will be running our annual work experience week from Tuesday 13th to Friday 16th July 2021.
- This year, the week will be completely online.
- There is no charge for this work experience week.

The [online application form](#) is now open and will close on Friday 30th April 2021 (applications received after this date will not be considered).

Read the experiences of some of our previous students, [Emma](#) and [Louis](#).



Apprenticeship Notices

Apprenticeship vacancy at Specialised Conservatory Systems (Walton le Dale)

Trainee Production Administrator - Level 3 Business Administration. You will be taught how to process orders using an in-house computer system, provide a high level of technical customer service and support, liaise with the Production Manager and team, as well as dealing with customer queries. A good level of numeracy and literacy skills and an eye for detail are vital, along with a confident and methodical manner.

For more details go to www.specialisedltd.co.uk or www.training2000.co.uk

Don't forget that with an apprenticeship, you will earn as you learn!

Also on offer this week on: <https://www.gov.uk/apply-apprenticeship>

Level 2 Autocare Apprenticeship at Autofit Ltd in Chorley - perfect for anyone with a passion for cars and a real interest in how they work. VAC001692030

Level 2 Apprentice Nursery Assistant at Playdor Nursery in Chorley - suitable for someone who is friendly, caring and passionate about working with children. VAC001691402

Lots more available - create an account and receive notifications of all new vacancies.