

# CAREERS NEWSLETTER

This newsletter is a collation of all the opportunities we have heard about from employers and universities. Please use the links included to read more information and apply to anything you are interested in. Links are underlined.

## OPPORTUNITIES

Human Rights Day took place on 10th December and is celebrated around the World. It commemorates the anniversary of one of the world's most groundbreaking global pledges: the Universal Declaration of Human Rights (UDHR). This landmark document enshrines the rights that everyone is entitled to as a human being - regardless of race, colour, religion, sex, language, political or other opinion, national or social origin, property, birth or other status.

The 2024 Theme is "Our Rights, Our Future, Right Now". The theme is a call to acknowledge the importance and relevance of human rights in our everyday lives. We have an opportunity to change perceptions by speaking up against hate speech, correcting misinformation and countering disinformation.



You might be thinking "What even are Human Rights?", this page explains more in written and video format.



Whether you are a teacher, an actor, a factory worker or a miner, every person has human rights in the workplace. In the future, you may feel that you have been treated unfairly by your boss, or denied a promotion to which you feel that you are entitled. This article discusses how human rights can protect you in the workplace.



If you're passionate about ensuring that workplaces are inclusive for all, then you'll be pleased to hear that there are job roles that focus on just that! Equality, diversity and inclusion officers aim to reduce workplace discrimination, fight for equal access to services and promote positive attitudes. You can read more about this here.



Lawyers can also help ensure Human Rights are being adhered to in the workplace. Join Lottie Dodd as she explores the laws surrounding dismissal in the workplace, claims around unfair dismissal, and how businesses should approach fair dismissal from a legal and ethical standpoint.

If you have any questions or need support, please email [maria.mainwaring@northoxfordshire-academy.org](mailto:maria.mainwaring@northoxfordshire-academy.org)

## JOB OF THE WEEK



Chief Diversity Officer

As a Chief Diversity Officer, one of the key responsibilities is to guide employees and executives on matters related to diversity, equity, and inclusion. This involves developing and implementing training programs, policies, and procedures that promote a culture of inclusivity.

Watch the video to learn more.

## LABOUR MARKET INFORMATION FACT

Equality, diversity and inclusion officers typically start on salaries of £18,000 to £28,000 depending on employer, qualifications and experience.

With experience, salaries of £35,000 to £50,000 can be achieved.

Source

# CAREERS NEWSLETTER

## OPPORTUNITIES



Pathways to future success - realise your potential! Springpod have created a new set of resources and online courses that focus on different types of course that you could study in and outside of the workplace. You can [read more here](#) and [sign up for the ones you're interested in](#).



They also have a new range of "virtual to reality" work experience placements which begin as virtual but can lead to in person work experience placements; "Imagine stepping into real workplaces, and immersing yourself in the day-to-day realities of your dream career. [With our new "Virtual to Reality" programmes, that dream becomes a reality!](#)"

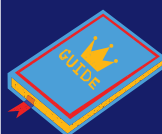
If you are thinking of applying for apprenticeships in the future, you may be surprised to hear that the process to apply is much trickier than applying to colleges, sixth forms or universities.

The first thing you need to know is that employers advertise their apprenticeships in all different places (and some of them only advertise on their own websites!). Here's the sites you need to know about where you may find apprenticeships that you're interested in:

- [Gov.uk](#)
- [UCAS](#)
- [Get my First Job](#)
- [Not Going to Uni](#)
- [Springpod](#)
- [Student Ladder](#)
- [Rate my Apprenticeship](#)



Once you have found an opportunity you want to apply to, the following advice may be useful. Remember, every employer's application and recruitment process will be different so you need to prepare for each process individually.



- [Writing applications](#)
- [Interview tips](#)
- [Assessment Centres](#)
- [Preparing to start](#)

## EMPLOYER SPOTLIGHT

"When you join the Army, you'll not only learn how to be a world-class soldier or officer, but you'll continue to learn while you work.

With a range of qualifications available, from apprenticeships to Master's degrees, the Army offers many opportunities to support you to develop & learn while you serve."

Read more about [Army Careers here](#).

## UNI SPOTLIGHT

"Universities are so much more than degree-awarding seats of learning. They are drivers for economic innovation and advancement, catalysts for social change and champions of cultural development. Our undergraduate degrees are the perfect stepping stone to secure the future you deserve. It's your future."

Read more about [Plymouth University courses here](#).

If you have any questions or need support, please email [maria.mainwaring@northoxfordshire-academy.org](mailto:maria.mainwaring@northoxfordshire-academy.org)



# University

## University of Oxford Access Day: 12 February 2025

For young women from state schools in years 10-12 with  
Bangladeshi and Pakistani heritage



*Have you ever wondered what it feels like to be a student at Oxford?*

Come and find out for yourself with a day at the University of Oxford at the Oxford Centre for Islamic Studies, followed by halal lunch and visits to Trinity and Jesus Colleges!

Have a discussion with the brightest women in their fields, chat to our current students and potential future mentors informally and over a Q&A!

Hear from our Admissions and Outreach team about the value of an Oxford degree... and more!



Year 10 - 11 students must be accompanied by a teacher or parent. Teachers: please submit a booking request using [THIS FORM](#). Application deadline: 22 January 2025, 5pm

## EVENT PROGRAMME

### Oxford Centre for Islamic Studies



- 09:30 Registration
- 10:00 Welcome address
- 10:30 Choice of two mini lectures with Q&A
- 11:45 Tours of the Oxford Centre for Islamic Studies
- 12:30 Halal Lunch
- 1:30 Walk to Trinity College
- 14:00 Oxford University admissions, courses & careers
- 14:45 Afternoon tea and Q&A with current undergraduate students and societies
- 15:30 Optional Trinity and Jesus Colleges tours and end of day



TRINITY COLLEGE  
UNIVERSITY of OXFORD





North Oxfordshire Academy  
The best in everyone™  
Part of United Learning

RESPECT AMBITION DETERMINATION



## CIVIL ENGINEERING DEGREE APPRENTICESHIP ROLES



APPLY NOW FOR A SEPTEMBER 2025 START

Earn while you learn with Milestone Infrastructure's award-winning degree apprenticeships in Oxfordshire

Milestone Infrastructure is recruiting for Degree Apprentice Civil Engineers to start in September 2025.

Full-time work and part-time fully funded study

You'll work four days a week in Oxfordshire and study one day a week at Coventry University (tuition fees paid).



Our supportive team of experienced civil engineers will provide all the mentoring and on-the-job training you need to develop your career.

You will have the opportunity to rotate across our different teams to gain a variety of design, site and operational experience, all of which help to maintain Oxfordshire's vital highways infrastructure.

**Application deadline:**  
31 December 2024

Milestone Infrastructure designs, constructs and maintains the nation's critical highways infrastructure, looking after over 48,000 km of roads, 300,000 lighting assets and 32,000 miles of footways across the UK.



OXFORDSHIRE  
APPRENTICESHIP  
AWARDS 2024  
LARGE EMPLOYER  
OF THE YEAR

### What's on offer

- Competitive salary
- 28 days annual leave
- Company pension & benefits
- 'On-the-job' training
- 5-year, part-time fully funded degree programme
- Paid study leave and further training opportunities

Closing date: 31 December 2024

Find out more and apply at: [www.milestoneinfra.co.uk/apprenticeships](http://www.milestoneinfra.co.uk/apprenticeships)

## Current Vacancies

# Apply through Abingdon & Witney College

Job Title	Employer	Location	Salary	Closing Date
<a href="#">Horticulture and Gardener Apprentice</a>	Willbee Landscapes LTD	Chipping Norton	£14,976	06-Dec-24
<a href="#">APPRENTICE BUSINESS ADMINISTRATOR</a>	Monard Electrical Contractors LLP	Oxford	£ 13650-22900	06-Dec-24
<a href="#">Sales and Business Administrator Apprenticeship</a>	React Industrial Solutions LTD	Bicester	£16,000	09-Dec-24
<a href="#">Apprentice Landscape Operative</a>	Slade Estate Services LTD	Bicester	£19,500	11-Dec-24
<a href="#">Apprentice Operations Administrator</a>	KFP Total IT Solutions LTD	Abingdon	£18,000	12-Dec-24
<a href="#">Apprentice Gardener</a>	Topiarus Horticulture LTD	Chipping Norton	£17,000	15-Dec-24
<a href="#">New- Apprentice Business Administrator</a>	Laing O'rouke Services LTD	Oxford	£19,968	17-Dec-24
<a href="#">Apprentice Receptionist and Administration Assistant</a>	University of Oxford	Oxford	£25,331	06-Jan-25



# University



## OXFORD ACS SHADOWING DAY

**Wednesday February 19 2025**

**9:30am - 4:30pm**

**Trinity College, Oxford**

Join the Oxford ACS for a Shadowing Day in collaboration with Trinity and Brasenose Colleges, University of Oxford. This day is aimed at Year 12 students from African and Caribbean backgrounds interested in applying to Oxford for undergraduate study. Students will have the opportunity to visit Oxford and shadow a current undergraduate who studies a subject they are interested in applying for, immersing themselves in Oxford student life.

**Current programme for the day (may be subject to minor changes):**

9:30am	Arrival and registration, Trinity College
10:00am	Welcome from Trinity and Oxford ACS
10:30am	Academic taster lecture (2/3 choices)
11:45am	Trinity Lunch + tours
12:30pm	JCR to meet shadowing pair
2:30pm	Admissions Talk
3:45pm	Tea and Q&A (with current students and the ACS) at Brasenose College
4:30pm	End of day

Students will be offered lunch at Trinity dining hall. Some help with travel reimbursements may be provided on a discretionary basis.

Please complete [this form](#) to request a place on this day by the 31st of January 2025. We will then be in touch by 6 February to let you know if we can offer you a place.