

# The Cottesloe School Careers Fair Staff Information



Thursday 8th February 2024  
9am to 3pm  
At The Cottesloe School  
PA3



## Plan of the Day

8:00am – 8.50am	Set Up Time
9.00am – 9.30am	Year 8 students (w band)
9:30am – 10.00am	Year 8 students (y band)
10.00am – 10.30am	Year 11 students (w band)
10:30am – 11.00am	Year 11 students (y band)
<b>11.00am – 11.20am</b>	<b>BREAK</b>
11:20am – 11.50am	Year 10 students (w band)
11:50am – 12:20pm	Year 10 students (y band)
<b>12:20pm - 1.00pm</b>	<b>LUNCH</b>
1:00pm - 1:30pm	Year 9 students (w band)
1:30pm - 2:00pm	Year 9 students (yz band)
2.00pm – 2:30pm	Year 7 students (y band)
2:30pm – 3:00pm	Year 7 students (w band)

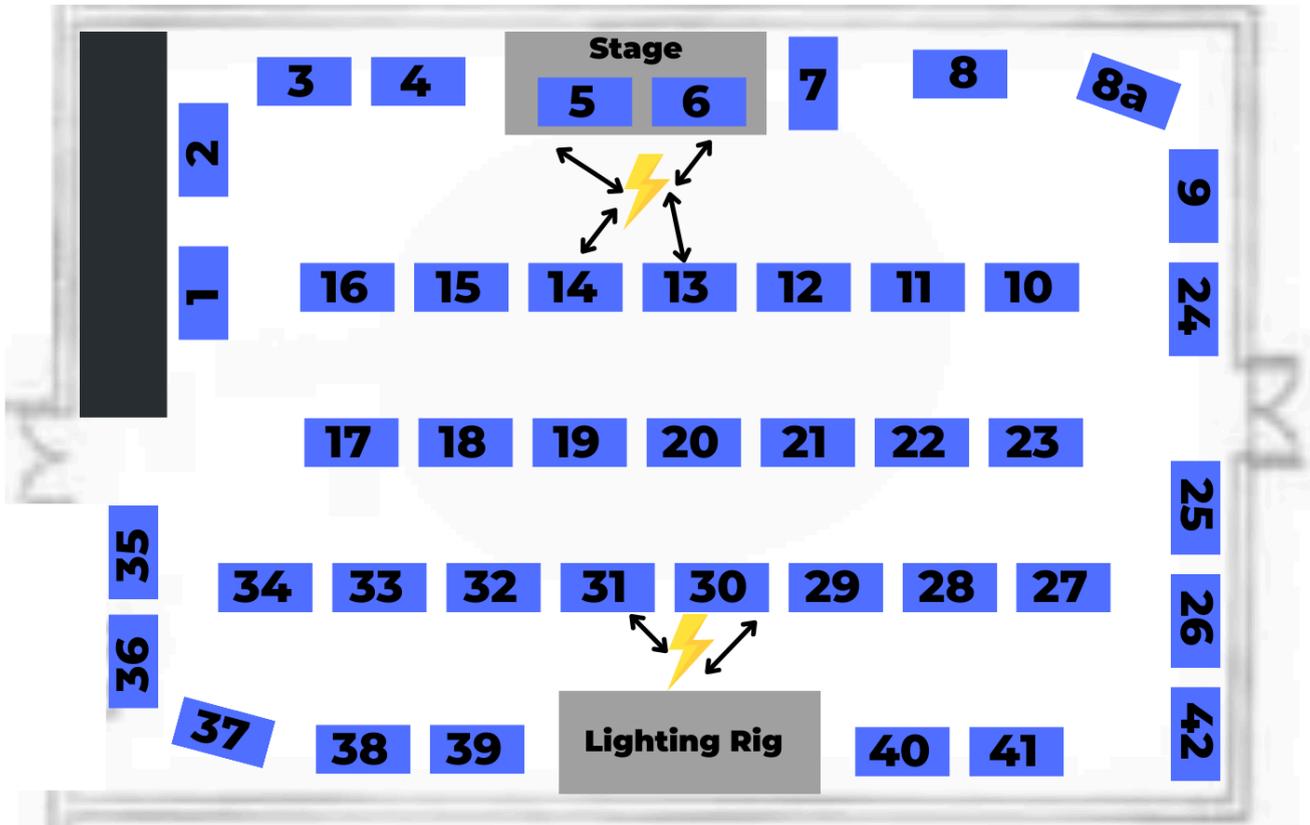
**Year 12 and 13 will be able to visit throughout the day**

## Detailed Class Allocations

<b>Period</b>	<b>Classes Involved</b>	<b>Teachers</b>
Period 1a 9.00 - 9.30am	10w/Ma1, 10w/Ma2, 10w/Ma3 and 10w/Ma4	Mr Knightley, Mrs Hammons, Mr Macpherson & Mrs Peck
Period 1b 9.30 - 10.00am	10y/En1, 10y/En2, 10y/En3 and 10y/En4	Mrs Onan-Read, Mrs Oxley, Mrs Webber & Mr Toon
Period 2a 10.00am - 10.30am	11w/Ma1m 11w/Ma2, 11w/Ma3 and 11w/Ma4	Mr Macpherson, Mr Knightley, Mrs Norris & Mr Krynauw
Period 2b 10.30 - 11.00am	11y/Sc1, 11y/Sc2, 11y/Sc3 and 11y/Sc4	Miss Edwards, Mrs Woodburn, Mr Caputo & Mrs Moore
Period 3a 11.20 - 11.50am	8w/Fr4, 8w/Gr1, 8w/Hi3 and 8w/Mu2	Miss Mesnil, Mr Gracey, Miss Hawkes & Mrs Pinto
Period 3b 11.50 - 12.20pm	8y/Ma1, 8y/Ma2, 8y/Ma3 and 8y/Ma4	Mr Macpherson, Mrs Hammons, Mr Knightley & Mr Brawn
Period 4a 1.00 - 1.30pm	9w/Hi2, 9w/It1, 9x/Ge2 and 9x/Hi1	Miss Hawkes, Mr Clawson, Mrs Chapman & Mr Powell
Period 4b 1.30 - 2.00pm	9yz/En1, 9yz/En2, 9yz/En3 and 9yz/En4	Mrs Russell, Miss Slee, Mrs Webber & Mrs Oxley
Period 5a 2.00 - 2.30pm	7y/Ad1, 7y/Ad2, 7y/Ad3, 7y/Ad4 and 7y/Ad5	Mr Bonser, Dr Jera, Mrs Bye, Mr Henry & Mrs Nicholls
Period 5b 2.30 - 3.00pm	7w/En1, 7w/En2, 7w/En3 and 7w/En4	Mrs Woodcock, Miss Slee, Mr Fox & Mr Lester

# COTTESLOE CAREERS FAIR

## EXHIBITORS PLAN



Organisation	Position Table No.
Sytner BMW/MINI	1
DHL	2
Next Phase Academy	3
Niftylift	4
Ercol furniture	5
The Engineering Trust	6
John Lewis Magna Park	7
Bucks Early Years Service/Talent Attraction	8
Family Support Service	8A
MacIntyre	9
Milton Keynes College	10
Home Instead Aylesbury Vale and North East Oxfordshire	11
Fairheat	12
Volkswagon	13
Network Rail	14

Organisation	Position Table No.
MK Dons SET	15
Hollis Global	16
Queen Mary University	17
Police	18
Buckinghamshire College Group	19
Mastercard	20
Austin and Carnley Solicitors	21
Deakin White	22
The University of Buckingham	23
The Bedford Estates	24
Tiggywinkles, The Wildlife Hospital Foundation	25
IET (Institution of Engineering and Technology)	26
University of Northampton	27
Pin-tings!/Colour me Kawaii	28

Organisation	Position Table No.
LBA	29
De Vere Hotels	30
Sodexo	31
National Paralympic Heritage Trust	32
Ministry of Defence	33
Army Careers	34
National Film and Television School	35
Sumitomo (S H I) Demag UK Ltd	36
Royal Navy	37
Aylesbury Youth Action	38
Prisma Group CIC	39
Film Academy MK	40
Buckinghamshire Healthcare NHS Trust	41
BASE	42

## **How to prepare for Careers Fair?**

### **For Staff**

If your class is scheduled to visit the fair, please accompany them during their visit (see Detailed Class Allocations).

To get the most out of the day students should do some research before the 8th of February. In this respect being familiar with the layout of the venue and where each exhibitor can be found is the very least they should be aware of. The most conscientious student would be advised to research the companies that they are interested in or those such as Fairheat and BASE that they might not be aware of. Form time and PSHCE time would be useful in this respect. I would suggest the week commencing 22nd of January would be the best time to start. Form tutors, it would be good to guide your students through the following advice:

### **For Students**

#### **How do I prepare?**

- Think carefully about the career options that would suit you best. If you need help see the following resources for online guidance:
  - <https://www.mycareers.com/>
  - <https://www.gov.uk/education/further-and-higher-education-skills-and-vocational-training>
  - FROM YEAR 10s  
<https://www.unifrog.org/sign-in?return=/student/home>
  - Labour market overview, UK Statistical bulletins
- Find out which employers are going to be at the fair and decide who you would most like to speak to.
- Research your preferred companies' websites and think about what you want to say/ask.

#### **Who should you speak to on the day?**

You can speak to any company that interests you. Be open-minded – you might learn about a company you hadn't considered before. Be confident – when you meet an employer, introduce yourself, find out their name and role within the company and ask if you could ask them some questions.

#### **What to bring to a Careers Fair?**

A pen and paper to make notes with. You'll forget all the tips and advice you were given, so have something to write them down with.

#### **It's natural to feel anxious as a first-timer**

If you've never been to a careers fair before, you won't quite know what to expect. Your teachers will be present so there will always be friendly faces you can turn to and it will be only a half-year group at a time.

#### **A Careers Fair is perfect if you have no idea what you want to do with your life**

You don't need to have an action plan all mapped out for your dream career to find a careers fair really useful! The whole point of a careers fair is to explore possibilities and open your eyes to new things. There are usually all kinds of local and national employers offering opportunities you never really thought about before, but sound

exciting. So it's fine to be undecided about whether your next step should be university or an apprenticeship. It's totally fine to have a loose interest in a few different career ideas without pinning yourself down.

Just go, talk to people, see what they're offering, and explore what your future could look like!

Pick up all the leaflets and branded goodies you can see

Because time flies by so fast when you're having fun, you will come home from a careers fair without remembering all the people you talked to and what they said. You might also find that, say, you had a great chat with an employer but didn't have the time to ask all the questions you wanted to.

Grab those leaflets and keep them. When you get home, you can go through the info at a more relaxed pace, and use the contact details or website link to find out a little bit more.

Employers often hand out branded freebies at careers fairs like squishy toys and pens. Those branded goodies will help remind you which employers you talked to!

### **Never judge an employer by its cover**

Sometimes it's tempting to think you know all about what an employer has to offer. For instance, you might think Virgin just do planes and trains, or the BBC only wants newsreaders or Transport for London is only looking for train drivers. Wrong! The biggest organisations have a huge range of career opportunities because there are so many people working in millions of different departments to make the company run smoothly. So a fashion store might need a techy materials technologist, or a transport company might need a social media guru. Be on your toes, keep an open mind and stay flexible!

### **Ask Questions. Ask lots Of questions.**

Everyone who has a stall at a careers fair is very happy to talk, and would just love it if you walked up to them and introduced yourself and asked some questions. There's no such thing as a silly question at a careers fair. You're allowed to ask anything, so don't feel shy. Quite often, the stall will be managed by younger employees like apprentices and graduates who know what it's like to be in your position and have been in your shoes. ***Don't be shy – be curious.***

### **Take your time and go around the Careers Fair more than once.**

Careers fairs are often big, busy, and crowded. You'll never see everything there is to see the first time you go round. If you spot something interesting, swing back around for another visit. Make sure you've picked up all the information leaflets on their stall, introduced yourself, and asked the questions you wanted to ask.

Sometimes it's only after you've already spent some time at a careers fair that you start thinking stalls are of more interest than you first thought. Maybe you got distracted by the fun workshops the first time around, but after you've tried the fun stuff you've realised to want to find out more about volunteering. Or maybe there was a huge queue for a stall you wanted to visit, but it quietened down later on and you can spend more time there now.

## Friends are great, but put yourself first.

You can see your friends or your fellow school students at any time. A careers fair is a rare opportunity.

Do you feel silly, seeming too curious or determined to find out more in front of your friends? That's understandable – you have a very different relationship beyond the walls of the careers fair. But here is where you have to take care of number one – and that's you.

If you're going with friends or other students, sometimes you'll feel less self-conscious if you re-visit a stall without them there, so that you don't feel self-conscious about asking questions and being curious in front of them.

Don't feel held back by your friendship group if you want to spend more time at a stall they're not interested in. You can always arrange to meet at an obvious landmark later.

## What to do after the Fair

Share what you have found out with your parents, carers and friends. Year 10 use what you have found out to help with finding a Work Experience placement.

