

THIS WEEK'S STAFF MEMBER CAREER HISTORY (05-11 Oct. 2020)

FOCUS ON: [MRS MOODY](#)

What job did you want to do when you were in primary school? **Working with children**

The main sectors that employ people to work with children include charity and voluntary work, healthcare, social care and education. However, jobs working with children are available in other, less obvious industries such as law, leisure, sport and tourism and public services and administration, where you could, for example become a family lawyer, sports coach or children's librarian respectively.

Jobs with children are strictly regulated, so as well as the right combination of qualifications, skills and experience for the role you are employed in, you'll also need to undergo a [Disclosure and Barring Service \(DBS\)](#) check to secure a role.

This helps employers to protect vulnerable groups and make safer recruitment decisions. As part of the DBS check your criminal record history is accessed and you're checked against a list of named individuals who have harmed, or pose a risk of harm, to vulnerable people and are barred from working with them. Once cleared you will receive a DBS certificate.

What job did you have in mind when you took your options? **Social Worker**

A social worker works with people to find solutions to their problems. This may be helping to protect vulnerable people from harm or abuse or supporting people to live independently. They work with clients, their families and others around them and with different groups including:

- the elderly
- children with disabilities
- teenagers with mental health problems
- young offenders
- adults with learning disabilities, mental health problems or physical disabilities
- people with alcohol, drug or other substance misuse problems
- refugees and asylum seekers
- families at risk of breaking down
- children who need to live apart from their families
- foster carers and adopters
- children who are at risk of abuse or neglect
- carers

Some social workers specialise in a particular client group. They may be based in a hospital or healthcare centre or in an office elsewhere, sometimes with a team of other social workers. Wherever they're based, they spend a lot of time visiting clients. As a newly qualified social worker you would earn a salary of between £25,000 and £34,000, depending on the local authority and location. Social workers for the NHS typically start on Band 6 of the NHS pay scale, which ranges from £31,365 to £37,890.

Qualifications required:

To practise as a social worker, you must be registered with Social Work England. You first need to successfully complete an approved degree or postgraduate programme in social work. Courses take three or four years full time. A degree apprenticeship in social work has also been approved. To get onto a degree apprenticeship, you will need to apply for an apprentice position with a health care provider. You will usually need level 3 qualifications to get onto a degree apprenticeship.

To get onto a social work degree course you usually need two or three A levels, along with five GCSEs (grades 4-9), including English and maths.

Or you could have alternative qualifications, including:

- BTEC, HND or HNC
- relevant NVQ
- health- or social care-based access course

Degree Courses differ but all include:

- law as it applies to social work
- ethics and values
- assessments and interventions
- mental health, disability and other issues
- practical work with clients and placements in social work settings

Current job: **Receptionist**

Receptionists are often the first employee that the public or customer has contact with. They are responsible for making a good first impression for the organization, which can affect the organization's success. They perform various administrative tasks, including answering telephones and giving information to the public and customers. Although some tasks are common to most receptionists, their specific responsibilities vary depending on their work establishment. For example:

- Receptionists in hospitals and in doctors' offices may manage the appointments system, gather patients' personal information and direct patients to the proper waiting room.
- In corporate headquarters, they may greet visitors and manage the scheduling of the board room or common conference area.
- In beauty or hair salons, they arrange appointments, direct clients to the hairstylist, and may serve as cashiers.
- In factories, large corporations, and government offices, receptionists may provide identification cards for visitors and arrange for escorts to take visitors to the proper office.
- Those working for bus and train companies respond to passengers' inquiries about departures, arrivals, stops, and other related matters.
- In schools, they take phone messages and emails, greet visitors and co-ordinate administrative tasks.

Receptionists use the telephone, computers, and other electronic devices. When they are not busy, receptionists are usually expected to help other administrative employees by doing a variety of office tasks. The average hourly pay for a Receptionist in United Kingdom is **£8.31**.

You may not need any formal qualifications to start work as a receptionist, although some employers will prefer you to have GCSEs, particularly in English and maths. IT skills such as word processing, and the ability to use the internet and email may also be helpful.

Good customer care skills and an excellent telephone manner could also give you an advantage.

Related skills

- Communication
- Customer service
- Interpersonal skills
- IT
- Organisation
- Time management

Vocational route

- Level 1 Award in Salon Reception Duties (beauty and hairdressing)
- Level 1 Certificate in Business and Administration (office administration)
- Level 2 Certificate in Front of House Reception (hospitality and catering)
- Level 2 Diploma in Reception Operation and Services (hospitality and catering)

Previous jobs: **Shop Assistant / Nursery Practitioner / Cleaner**