

THIS WEEK'S STAFF MEMBER CAREER HISTORY (18TH – 24TH JAN 2021)

FOCUS ON: [MRS TOMLINSON](#)

What job did you want to do when you were in primary school? **I didn't really know at that age.**

What job did you have in mind when you took your options? **Police Officer or Funeral Director**

Police Officer

A police officer is a warranted law employee of a police force. The starting salary for police constables in England is between **£20,880 and £24,177**, rising to **£40,128** at the top of the scale - achievable after about seven years.

Qualifications required:

- Be a UK resident for three years or more.
- Pass security and background checks.
- Pass medical and fitness tests.
- You can get a taste of what it's like to work with the police by volunteering as a special constable.
- You could also get paid work as a police community support officer (PCSO) before applying for police officer training.
- You could take a Level 2 or 3 Diploma in Public Services before applying to the police, although this is not essential. You'll usually need: 2 or more GCSEs at grades 9 to 3 for a level 2 course, 4 or 5 GCSEs at grades 9 to 4 for a level 3 course. Be over the age of 18.
- You could do the Professional Policing Degree run by some universities before applying to join a force. Alternatively, you could get a degree in any subject and apply to the *Degree Holder programme* or the *Police Now graduate leadership scheme*. You'll usually need 2 to 3 A levels, or equivalent, for a degree.
- You could start by doing a Police Constable Degree Apprenticeship (PCDA). It's a 3 year work-based programme that leads to a degree in Professional Policing Practice. You can apply through your chosen force.
- If you want to work in non-emergency response situations you could do a serious and complex crime investigator degree apprenticeship. In this role, as well as police forces, you could also be employed by organisations like: The National Crime Agency, Her Majesty's Revenue and Customs, The Ministry of Defence.
- You'll usually need 4 or 5 GCSEs at grades 9 to 4 and A levels, or equivalent, for a degree apprenticeship

Funeral Director

A funeral director is a professional involved in the business of funeral rites. Funeral directors, also called morticians and undertakers, arrange the details and handle the logistics of funerals, taking into account the wishes of the deceased and family members. Together with the family, funeral directors establish the location, dates, and times of wakes, memorial services, and burials. They arrange for a hearse to carry the body to the funeral home or mortuary. They prepare obituary notices and have them placed in newspapers, arrange for pallbearers and clergy, schedule the opening and closing of a grave with a representative of the cemetery, decorate and prepare the sites of all services, and provide transportation for the deceased, mourners, and flowers between sites. They also direct preparation and shipment of bodies. Most funeral directors also are trained,

licensed, and practicing embalmers. These tasks often entail the embalming and burial or cremation of the dead, as well as the arrangements for the funeral ceremony. Funeral directors who work as employees typically earn **£25,000** in salary. Trainee embalmers may start on around **£12,500** a year. With some experience, they may earn around **£17,000** a year. When they have built up a reputation or offer specialist services, embalmers may earn **£30,000** a year or more.

Qualifications required:

There are no legal formal training requirements for becoming a funeral director, but the National Association of Funeral Directors (NAFD) runs a foundation certificate in funeral service, a diploma in funeral directing and a diploma in funeral-service management.

Embalmers preserve and prepare bodies for burial or cremation. You'll usually need to complete a training course approved by the British Institute of Embalmers. Courses can be studied in the classroom or by distance learning and last between 2 and 3 years. Practical sessions will take place in an embalming theatre.

Current job: **Head's PA / Exams Officer / Clerk to the Members / Company Secretary**

A personal assistant (PA), sometimes called an executive secretary or personal secretary, typically carries out administrative work on behalf of one individual. This individual is usually a manager or executive in a commercial, not-for-profit or public sector organisation. Their PA works closely with this senior staff member to provide administrative support – usually on a one-to-one basis. They help senior staff keep track of their diary, reduce their workload and ensure that the workplace is kept running smoothly, making the role a vital position that cannot be overlooked. The average headteacher PA salary in the United Kingdom is **£27,503** per year or **£14.10** per hour. Entry level positions start at **£20,000** per year while the most experienced workers make up to **£61,251** per year.

Qualifications required:

The qualifications needed to become a PA or secretary often vary depending on the company you are applying to work for. Personality and experience are usually just as important as qualifications and most companies offer training on the job. However, you should look to gain one or more of the following:

- 5 GCSEs, grade 4 and above, including in English and Maths.
- Short hand writing skills.
- IT proficiency, including word processing and diary management.
- Foreign language skills.
- A full, clean driving license.
- An NVQ Level 2 or 3 in Business Administration.
- A Higher Professional Diploma in Business Administration.
- A City and Guilds Advanced Diploma.
- A BTEC in Business Studies.
- A Personal Assistant diploma/training course certificate.

To be successful in your role as a PA you need to possess:

- Organisational skills.
- Interpersonal and communication skills.
- Good written skills.
- Time management skills.
- Trustworthiness, discretion and responsibility.
- Commitment, motivation and enthusiasm.
- An understanding of different working styles.
- Active listening skills.

- Productivity and initiative.
- Coolness and calmness under pressure.
- Team work.
- Accuracy and attention to detail.
- Flexibility and adaptability.

Previous jobs: **Shop work on leaving school / Factory work and QA inspector / Medical Sec.**