

## Internal Jobs are a Big Hit

Three new jobs have been created internally this year and four learners are really responding positively to their new challenges.



Robbie and Sean are now Resources Assistants supporting John Coleman in his role. I know he is very grateful for their help. Currently, they are helping with shredding old resources and recycling files, plastic wallets, combs and card inserts.

This work experience is designed to be undertaken in short bursts of repetitive activity that can be done several times a week.



Dominic, Tom and Zain have begun training of the role of Internal Mail Couriers. They are primarily sorting mail and delivering to St Peter's Cottage where some of our administration team are based. They are also delivering for those

staff all over the school and college.



They are all taking their jobs very seriously, enjoy wearing their postal uniforms and work two shifts each a week.



The third role of Trainee Financial Assistant has been taken on by Max. Each Monday he has the responsibility of distributing the Life Skills money to all the classes in college. He has to document the number of learners, calculate the amount of money he needs to give and make sure a member of staff signs for receipt of the money. He then reports back to Philippa the finance office.