

# WHAT JOBS CAN YOU DO?

Roles can involve managing customer relationships, maintaining records, supervising, guiding teams on projects, or greeting and directing visitors and callers.



## JOB GROUP 1

don't require Level 2 Qualifications / GCSEs but can lead to supported employment, Supported Internships, Inclusive Apprenticeships, supported Enterprise, T-Levels, Traineeships and FE College.

<b>1</b> 	<b>2</b> 	<b>3</b> 	<b>4</b> 
<b>Data Entry Clerk</b> They type information into databases and systems and create letters, reports and other documents.	<b>Cleaning Assistant</b> They help clean offices, shops and homes, or more specialised cleaning like upholstery or the outsides of buildings.	<b>Post Room Assistant</b> They help businesses by ensuring all post is organised, logged and distributed to each relevant team.	<b>Office Assistant</b> They support businesses by organising meetings, typing documents and updating computer records.
Annual Salary <b>£15,000 - £25,000</b>	Annual Salary <b>£17,000 - £24,000</b>	Annual Salary <b>£16,500 - £23,000</b>	Annual Salary <b>£14,000 - £28,000</b>

## JOB GROUP 2

do require at least Level 2 qualifications / GCSEs and can lead onto a Apprenticeships, University, College, Employment or Enterprise.

<b>5</b> 	<b>6</b> 	<b>7</b> 	<b>8</b> 
<b>Receptionist</b> They are the first point of contact for visitors to an organisation.	<b>Call Centre Operator</b> They help answer enquiries from customers by telephone, email, webchat, text and post.	<b>Customer Service Assistant</b> They deal with customers questions, purchases and complaints.	<b>Legal Secretary</b> They provide administrative support for lawyers and legal executives.
Annual Salary <b>£18,000 - £22,000</b>	Annual Salary <b>£25,000 - £28,000</b>	Annual Salary <b>£17,000 - £25,000</b>	Annual Salary <b>£20,000 - £45,000</b>



**TALENTINO**!

The CEC has adopted Talentino's #SameAndDifferent model, a national SEND school career framework designed to deliver effective career activities for young people with SEND. Developed from Talentino's work in schools, this concept enhances early career development and encourages employers to support the progression of individuals with SEND.