

Firstly go to

<http://www.proactiveeducation.co.uk/new>

Type in your school issued user name and password

Click Log On



Placement search

Select area either clicking on the map or selecting areas from multiple list box.



Areas selected

Aynho & Greatworth
Banbury
Barton Seagrave/Burton Latimer
Bicester
Brackley

Areas selected

Select job type

- | | |
|---|--|
| <input type="checkbox"/> Administration, Business and Office Work | <input type="checkbox"/> Construction and Building |
| <input type="checkbox"/> Marketing and Advertising | <input type="checkbox"/> Performing Arts |
| <input type="checkbox"/> Motor Vehicle | <input type="checkbox"/> Hospitality and Catering |
| <input type="checkbox"/> Environment, Plants and Animals | <input type="checkbox"/> Retail and Sales |
| <input type="checkbox"/> Health and Social Care | <input type="checkbox"/> Travel and Tourism |
| <input type="checkbox"/> Legal and Related Occupations | <input type="checkbox"/> Warehouse and Transport |
| <input type="checkbox"/> Finance and Accounting | <input type="checkbox"/> Design, Arts and Crafts |
| <input type="checkbox"/> Media, Print and Publishing | <input type="checkbox"/> Engineering |
| <input type="checkbox"/> Hair and Beauty | <input type="checkbox"/> Computers and IT |
| <input type="checkbox"/> Manufacturing | <input type="checkbox"/> Education, Training and Childcare |
| <input type="checkbox"/> Sport and Leisure | <input type="checkbox"/> Scientific |
| <input type="checkbox"/> Security and Armed Forces | <input type="checkbox"/> Mining, energy and utilities |
| <input type="checkbox"/> Personal services | |

Keywords/Tag

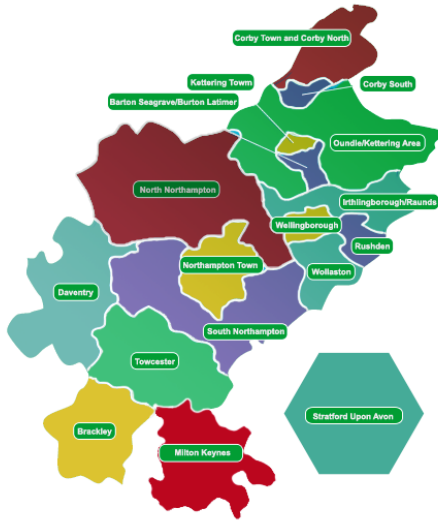
Keywords/Tag

Submit

Click on your desired area, for example Milton Keynes either by clicking on map or by selecting through area listbox.

Placement search

Select area either clicking on the map or selecting areas from multiple list box.



Areas selected

North Northampton

Select job type

- Administration, Business and Office Work
- Marketing and Advertising
- Motor Vehicle
- Environment, Plants and Animals
- Health and Social Care
- Legal and Related Occupations
- Finance and Accounting
- Media, Print and Publishing
- Hair and Beauty
- Manufacturing
- Sport and Leisure
- Security and Armed Forces
- Personal services
- Construction and Building
- Performing Arts
- Hospitality and Catering
- Retail and Sales
- Travel and Tourism
- Warehouse and Transport
- Design, Arts and Crafts
- Engineering
- Computers and IT
- Education, Training and Childcare
- Scientific
- Mining, energy and utilities

Keywords/Tag

Keywords/Tag

Submit

Website Design & Programming by Web Alliance

Click on your desired job sector, for example Administration, Computer and IT

Next click submit

Section 1

Section 2

Section 3

Travel and Tourism

Role	Employer	1	2	3
General Assistant	Sulgrave Manor Trust	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Computers and IT

Role	Employer	1	2	3
IT Support Assistant	Jupix Ltd.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IT Assistant	Sterngate System Support	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IT Assistant	Intuitive Financial Associates LLP	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IT Assistant	TotalSim Ltd	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Click a Job Title on the left to read more information.

Placement

Export to pdf

Back

Audit Valid From	05-12-2012
Audit Valid To	05-12-2015
Auditor	
Role	IT Support Assistant
Keywords/Tag	
Category	Computers and IT
Places Available	1
Enable this placement	Yes
This is a private placement	No
Description	This placement is at an IT based company and will include admin tasks, answering telephone calls and general IT work.
Start Date	01-07-2013
End Date	05-07-2013
Days and hours to be worked	Monday to Friday, 8.30am to 5.30pm.
Lunchtime Arrangements	The student should provide a packed lunch or money to buy food locally and may leave the premises during the lunch break. The student may use the microwave under supervision.
Transport Arrangements	Student to make own way to and from the placement.
Dress Code	Smart casual. Comfortable footwear - no open toes. Minimal jewellery. Long hair should be tied back.

For each job description there is an opportunity to click Export to PDF which allows you to print the details and see the contact information for each placement.

Once you've read everything, click the back.

If it's a choice then tick the preference box next to it.

Section 1

IT Assistant

Section 2

General Assistant

Section 3

Support Analystist

Travel and Tourism

Role	Employer	1	2	3
General Assistant	Sulgrave Manor Trust	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Computers and IT

Role	Employer	1	2	3
IT Support Assistant	Jupix Ltd.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IT Assistant	Sterngate System Support	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IT Assistant	Intuitive Financial Associates LLP	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IT Assistant	TotalSim Ltd	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IT - Forensic/Data Recovery Assistant	Griffin Forensics	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Support Analystist	Elsevier Ltd - IT Department	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Admin/IT Assistant	Webmart Ltd	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Trainee Draftsman	BDS Steel Detailers (UK) Ltd	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IT Support	Lotus F1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Save Your Selection

When you're happy hit view choices. When you're happy hit submit choices.