

Working Life

Work will be one of the most important elements of your life as an adult. Work will give you experience, money, friends, new skills, satisfaction and lots more.

Some suggestions to help you get the best out of work.

There are lots of restrictions surrounding the employment of children and young adults. For more information visit – <https://www.gov.uk/child-employment/minimum-ages-children-can-work>

Dress code – check with your manager about dress code. It's important that you don't test the boundaries on this. Breaking the dress code at school is unacceptable, so work is exactly the same.

Punctuality – at work it is important that you are on time every day.

Absence – if you are unable to attend work you must contact them yourself to explain why you cannot attend work on that day.

Attitude – Work can be tough and you may be given things to do that you don't enjoy. Be positive and helpful.

Work/life/school balance – Work experience and income is important but not as important as school. Always make sure that you leave spare time in the evenings and weekends and keep on top of your school work.

Criticism at work – Working is all about learning. When we learn we all make mistakes. If you make a mistake at work, be honest and help to find a solution. If your work is criticised, listen to what's being said and learn for the next time.

Working with your colleagues – Be friendly and polite to everybody and try to get along with all of your colleagues. Not just the people that you work with directly.

Social media – Facebook and twitter, what is said online stays online. Don't be negative about your employer with online comments.

Hopefully you will enjoy your new job, if however, you don't below are tips on applying for another job.

Looking for another job - Always stay in the job you have whilst you look for another. Don't just leave the job. Employers will require notice of your leaving and will agree a notice period to help them out whilst they look to replace you. This will also help you get a better reference from the employer.

If you lose your job – You might lose your job through no fault of your own or because of a bad decision you made. Learn from this experience by taking time to think about why you might have lost your job. We can all make mistakes but use these positively!

Work is an important part of everyone's life and getting it right comes with practice. It can take time to get the right job for you – but stay positive and professional and you will find it!