



Year 11s Newman College Enrolment

Enrolment is now open for all pupils holding a conditional offer. It is essential that an enrolment appointment is booked for either 20th or 21st August.

Please be aware that the booking system will close on 13th July, so appointments must be arranged before this deadline.

The banner features a vibrant background with a blue-to-purple gradient at the top and a green-to-blue gradient at the bottom. On the left, the word 'NEWMAN' is written in large, bold, white letters with a dark blue shadow, and 'FEST' is written below it in a similar style. To the right, the text 'WEDNESDAY 1ST JULY 2026' is displayed in white, bold, sans-serif font. Below this, the phrase '*Check your emails for the booking link!' is written in a white, cursive font. At the bottom left, the text '*CONDITIONAL OFFER HOLDERS ONLY' is written in white, bold, sans-serif font. In the top right corner, there is a dark blue square containing the text 'CARDINAL NEWMAN COLLEGE' in white, bold, sans-serif font.

If you have a **Conditional Offer**, you've got one more chance to visit college before enrolment – make sure you check your emails for details on how to book!

Newman Fest is happening on **Wednesday 1st July 2026** 🎉

This event is just for you, giving you a real feel for what college life is like.

- Trying out subjects in fun taster sessions
- Meeting future classmates and teachers
- Exploring the campus
- Enjoying **free food**
- Live music and a relaxed festival vibe
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Whether you're still deciding on your course or just want another look around, Newman Fest is a great opportunity to experience it all. More details (including how to book) will be sent to you by email soon –

Also, don't forget to log into **CEDAR** and check your application to make sure everything is correct.

If you need to make any changes, you can email the Admissions Team at

admissions@cardinalnewman.ac.uk

KAM DRAINAGE

Business Administrator Apprentice

KAM Drainage is a family-run business and leading provider of drainage solutions across the UK. We're looking for an enthusiastic administrator to join our friendly team, learn across all areas of the business, and grow into a role that suits them.

Vacancy Overview

Location	Grimsargh, Preston
Wage	Apprenticeship minimum wage (£7.55/hr) to start
Hours	Mon–Fri, 8:30am – 4:30pm (30 mins unpaid lunch) — 37.5 hrs/week
Duration	23 months
Closing Date	10th July 2026

The Role

Working alongside our experienced office team, you'll be involved in day-to-day operations across a variety of business functions, supported by colleagues with different expertise to help guide your early career.

Key Responsibilities

- Inputting and managing data accurately, and maintaining records
- Answering phone calls and communicating with clients and suppliers
- Supporting the wider office team across a range of day-to-day tasks

What You'll Learn

- The drainage and civils industry from the ground up
- CRM systems and Microsoft Office applications (Word, Excel)
- Basics of sales, marketing and effective communication
- Time management, task prioritisation and professional development

What We're Looking For

- Confident computer user, able to work in a team and follow instructions
- Friendly, chatty and eager to get involved and take on responsibility
- Passion for learning and developing in a business environment
- Minimum grade 3 (or equivalent) in GCSE Maths and English
- Commitment to completing Levels 2 and 3 in Business Administration

Future Prospects

As a family business, we invest in our people for the long term. There is a genuine opportunity to grow into a permanent role suited to your strengths — whether that's in administration, sales, or another area of the business. You'll also benefit from a structured training programme, mentorship from experienced professionals, and a supportive, friendly working environment.

How to Apply

Email: careers@kamdrainage.co.uk 01772 067 9166

Applications close 10th July 2026. Early applications are encouraged.



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Flexipol Packaging

Maintenance
Apprentice

Haslingden
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GJD Manufacturing

Electrical Manufacturing
Operative

Heywood
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M&I Materials (Wolfmet)

Apprentice Machinist

Manchester
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Engineering

B & A Precision Engineering

Machining Apprentice

Preston
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Engineering

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Apprentice at Faith Fostering
(Ref: BA35)
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Solutions (Ref:BA33)
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Apprentice at Service Care
Solutions (Ref: BA39/40)
Preston
£8.62 per hour

More vacancies



If you have any questions or want to apply now please contact us either by email at apprenticeships@runshaw.ac.uk or call us on 01772 643008

RUNSHAW COLLEGE

The majority of our apprentices are not required to come to college, our programmes are delivered in the workplace.

JOB OF THE WEEK

Librarians run public and private libraries, managing access to books, multi-media resources and computers. Librarians must be meticulous and precise in their work of ordering, recording and caring for books, but also very friendly and have good customer service skills.

Day to day tasks may include:

- Managing staff, budgets and statistical returns
- Using IT systems to catalogue, classify and index stock
- Dealing with counter, phone and email enquiries
- Organising IT access and solving user problems
- Keeping up to date with new publications and selecting stock
- Making sure staff follow Freedom of Information, Data Protection and Copyright laws
- Promoting library services through displays, talks and community events like reading clubs
- Attending meetings and conferences

What skills are required?

You will need:

- Customer service skills.
- The ability to work well with others.
- To be flexible and open to change.
- Administration skills.
- Knowledge of english language.
- The ability to use your initiative.
- Sensitivity and understanding.
- Patience and the ability to remain calm in stressful situations.
- Knowledge of computer operating systems, hardware and software.
- To be able to use a computer and the main software packages competently.

Volunteering and work experience

Competition for full-time jobs is strong. Volunteering is a useful way to get experience and shows employers that you are enthusiastic and interested in this job.

Career path and progression

You could start as a library assistant or data officer with an information service. With experience, you could apply for certification through the Chartered Institute of Library and Information Professionals and study for further qualifications while you work.

Starting salaries can vary significantly but can range from £18,000 - £42,000 per year.

Working Hours 36 -38 a week

You could work evening/weekends/shifts

Working Environment – You could work at a library, at a school, at a college or at a university.

You can get into this job through:

- A university course.
- Working towards this role.
- A graduate training scheme.

University

You can do a degree or postgraduate qualification in librarianship or information management accredited by the Chartered Institute of Library and Information Professionals.

You'll need some practical experience, which you can get through an internship during your first degree or by volunteering at a library.

Entry requirements

You'll usually need:

- 2 to 3 A levels, or equivalent, for a degree
- A degree in any subject for a postgraduate course