

Introduction

The national newspapers are a valuable source of job opportunities. They publish very senior appointments, in industry and the public sector, but also contain jobs for middle management and for graduate entry or second jobbers. Some papers have special supplements which look at a particular sector and contain jobs across a range of salaries, from entry level positions to the very senior roles.

But which days should you be looking, and where?

To help you decide which papers you should be looking at, and on which days, we have produced a summary of each day's jobs for all the national broadsheets.

The Guardian <http://jobs.guardian.co.uk>

The Guardian is a key publication for creative, media, social and public sector job vacancies.

Monday - Media, creative, sales, marketing, communications, new media, administrative and secretarial. One or two supplements containing job advertisements. Media Guardian, covers jobs at all levels in the media, creative industries, sales, marketing, PR and new media. Office Hours supplement, within Media Guardian, covers secretarial, PA and administrative roles. Also contains news and feature articles relating to the workplace and career progression.

Tuesday - Education Guardian. Also includes feature articles, news, letters, interviews etc relating to all aspects of education and learning. Appointments include teaching and non-teaching roles, research, management, academic posts, education, finance, student services, TEFL and studentships.

Wednesday - Public sector, housing, health and social care, mental health, charity, regeneration, planning and the environment. Separate supplements Society Guardian S1 and S2. News and articles covering social issues, environment, urban regeneration, housing, health, public policy etc. Large jobs sections cover senior appointments, executive and management and posts across all the salary ranges.

Saturday - General appointments and graduate opportunities, with selected roles repeated from other days in the week. Work section contains features, news and interviews relating to careers and the workplace. Separate section for students and graduates with articles on courses, careers, job search and finance.

The Times and Sunday Times <http://www.timesonline.co.uk/jobs>

The Times is a good publication for general, public sector, PA / secretarial and legal job vacancies. The Sunday Times is also a very important paper for senior appointments.

Wednesday - Secretarial and administrative and Fast Track (commercial recruitment).

Thursday – Legal appointments advertised within the main newspaper.

Friday – Public services section containing roles in the public sector, health services, charities and not-for-profit, education and public appointments.

Sunday - The Appointments Supplement covers director, senior management and functional roles in the private and public sectors. There are also news items and feature articles relating to careers and the job market.

The Daily Telegraph and Sunday Telegraph <http://jobs.telegraph.co.uk>

The Thursday and Sunday Telegraph is a key publication for general and senior vacancies.

Wednesday –Technical and engineering. Small section of jobs in Business section, repeated on Thursday

Thursday - General appointments but with strong focus on manufacturing, engineering, energy and technical roles in jobs.telegraph section. First part covers jobs over £60k with the second part covering jobs up to £60k. Additionally there are articles and news items relating to work, interviewing, careers and recruitment.

Sunday - Money and Jobs supplement contains a repeat of the appointments from Thursday.

The Financial Times <http://www.exec-appointments.com>

The Financial Times is a key publication for accounting and general finance vacancies. Since December 2007, the FT jobs website has merged into Exec Appointments.

Wednesday - Senior Appointments. Within the main newspaper, in Business Leaders section. Appointments at board and director level, non-financial positions.

Thursday - Separate Appointments Supplement. Supplement covers accountancy, banking, finance, interim management and non-financial roles.

The Independent <http://jobs.independent.co.uk>

The Independent has a small selection of vacancies compared to the other papers.

Monday - Media. Jobs are in the Media Supplement.

Thursday - Education and Careers. News and articles about education, study and careers in separate supplement. Small selection of jobs.

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