

**FUTURE CAREERS**

GRADUATE OPPORTUNITIES

BUSINESS PLACEMENTS

INTERNSHIPS

APPRENTICESHIPS

**M&S**

EST. 1884

# THE FUTURE NEEDS YOU

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# INTRODUCTION

The future needs people with vision. Because the future of retail is changing – and whether you're joining us on a graduate programme or an apprenticeship, you can help shape it. We'll always have comfortable underpants. Colin the Caterpillar won't be crawling into retirement. But we're also looking to the future, partnering with Microsoft and Founders Factory, supporting the next generation of entrepreneurs. And our joint venture with Ocado is expanding our digital presence even further by offering online shopping and home delivery for groceries.

The future needs doers as well as thinkers. People who aren't afraid to roll their sleeves up and take on the opportunity to evolve a global business with national roots.

The future needs you now. Our progressive business is investing in undergraduates, graduates and taking on more apprentices than ever before, creating chances for you to start shaping the future of retail straight away. Play your part in developing us into a more sustainable and digitally enhanced innovator. And start satisfying our customers in brand new ways. Whether you're joining us as a graduate, an apprentice, a business placement student or an intern, you'll take on real responsibilities and deliver results that could see the fruits of your labour dressing the high street or feeding the nation. Are you ready to bring change to M&S and our customers?



# GRADUATE OPPORTUNITIES

The future M&S needs graduates who can think and do. The retail world is changing fast, so we need you to apply your creativity, commercial understanding and digital know-how to addressing some of its most unique and pressing challenges. The future demands change, and at M&S you can shape it.

We aim to give our graduates the freedom to prioritise their own development, with ongoing feedback from management to support that. In short, this is your opportunity to own your future, build a great network and develop your leadership skills.

## So what are the options?

For more information, visit [mandsearlycareers.com](https://mandsearlycareers.com)

GRADUATE OPPORTUNITIES

# 4 ENTERPRISE PROGRAMME

Our Enterprise Programme gives you the opportunity to expand your view of M&S as a whole. You'll receive exposure to a wide variety of business areas, taking on different projects with a sponsor to guide you.

This one is for Future Leaders. The change agents. The influencers. The strategically minded and entrepreneurially gifted. We want you to anticipate the ever-changing needs of our customers and work with us to do what we do even better.

How will you do that? By gaining exposure to the full length and breadth of the business and building the flexible skillset along the way that the future needs. This is an opportunity for you to take on a consultative role as part of a programme that allows you to steer it in the direction you want your career to go. It's your future, your way.

Supporting you is our priority. So we'll give you a dedicated sponsor to regularly catch up with. They'll be one of our senior leaders, and they'll ensure your development comes first. Plus, we'll help you develop a tight network of people who can share their experiences, as well as introducing you to external industry experts full of invaluable advice. Relationship building is key to succeeding on this programme.

This is a unique opportunity. By the end of it, you'll feel like a confident professional, ready to shape the future.

## Perhaps you'll take us with you?

For more information, visit [mandsearlycareers.com](https://mandsearlycareers.com)

# SPECIALIST PROGRAMMES

M&S is renowned for bringing the latest trends to the high street. Superbly executed and tailored to meet our customers' expectations, the journey of our clothing and lingerie ranges is absorbing and challenging. We offer our graduates the opportunity to experience what it's like to be an Assistant Designer - which will expose you to our suppliers, understanding how our clothes are made and learning from our experienced teams will all be part and parcel of the programme.

If food is more your thing, you'll also have the opportunity to go down this route within our business. If you're passionate about perfect flavour, you'll be able to develop your creative culinary skills to the fullest. We will show you how we make our delicious new products, as you gain insight into how we take food trends and translate them into commercially viable - and often first-to-market - products. Working closely with our suppliers is a big part of this.

## Clothing - Design

On this programme, you'll influence the trends, materials and designs in our stores in either Menswear, Womenswear or Lingerie, depending on your degree.

## Clothing - Buying

As a Graduate Trainee Assistant Buyer, you could scour the globe for the highest quality products at amazing prices.

## Clothing & Home - Merchandising

As a Graduate Trainee Assistant Merchandiser, you could analyse the commercial reasons behind popular products and advise us on the next bestseller!

## Food Technology

Learn the secret to how we create our pioneering food products and you could start your career in Food Technology with M&S.

## Store Management

We're all in it for the customer and you can be too. Start your career on the frontline of our business with a fast-track introduction to managing one of our Business Units in store.

Whichever programme you join us on, you'll become part of a wider graduate community where you'll be able to learn from each other and all the while, have a mentor and buddy to guide you. So by the end, you'll be ready to take on a permanent, full-time role.

**What are you waiting for? Your future awaits.**

# GRADUATE LEVEL ROLES

Being a business the size and scale of M&S and employing over 80,000 people means we're always on the lookout for great people. And we've been around long enough to know there's never a one size fits all approach for great talent. Not all brilliant careers start with a graduate programme, which is why we always have a range of graduate level roles across the business in areas such as Marketing, HR, Food and Clothing & Home. Opportunities vary throughout the year depending on business need, so check our website for available roles, sign up for job alerts and join our talent community for regular updates.

**Don't forget to make sure your CV is in good shape and that you've made the most of any work experience you've had on there too. Good luck!**

FERN  
Retail Graduate Scheme



# UNDERGRADUATE OPPORTUNITIES

It's never too soon to make a big impression on a major employer. As one of the UK's most influential businesses, we offer a variety of opportunities to university students who aren't yet considering a graduate programme. Here are some programmes to give you a head start.

## BUSINESS PLACEMENT AND INTERNSHIPS

You don't have to wait to graduate to experience our business from the inside. If you're a foodie, we run a Food Technology placement on which you can expect only the very best training. Not to mention an attractive salary and the kudos of having M&S on your CV. If you do well and show real potential, you could be invited back to join our graduate programme.

## FOOD TECHNOLOGY BUSINESS PLACEMENT

Put what you've learned on your degree course into action, as you help to deliver high-quality products and ensure our suppliers are equipped to meet our needs. Your focus will be on a food business project and you'll be supported in delivering this by our dedicated team of Food Technologists.

## INTERNSHIPS

As well as our business placement and graduate programmes, we run a series of internships that will give you a flavour of some key areas of our business.

### Clothing - Buying

Step into the biggest shopping market you can imagine. You'll hunt down the best trends for our customer and develop them with our Design teams to be sold in stores. If you can identify exceptional quality and value, then this is the perfect internship for you.

### Clothing - Design

If you have a passion for fashion and creative vision, we could turn your ideas into reality. As a Design Intern, you'll get to experience both the research and creative process behind making this a reality.

### Clothing & Home - Merchandising

We're one of the largest and most trusted retailers in the UK, with a massive range of merchandise to manage. Your time with us will be spent getting to grips with sales figures for individual product lines, liaising with Buyers to size up trends and making sure we can physically get the stock from A to B at the right time.

### Food Technology

Our Food Technologists are masters of food safety, quality and legality. You'll shadow them and be an active part of the category team, taking on real project work. Each day, you'll learn all about how we bring new products to life, from initial kitchen concept to finished in-store foodstuff.





**SIOBHAN**  
Assistant Merchandiser

# 10 APPRENTICESHIPS

Think you know apprenticeships? Think again. The future needs you now. Change waits for no one, and some of us just want to get stuck in right away.

We know it's not always easy to decide on your next move after leaving school. Should you go on to university? Or do you move into the world of work and start earning?

## **Retail Management Apprenticeship**

The M&S Retail Management Apprenticeship channels decades of experience to offer you the best of both worlds. It's designed to develop the skills needed for a career with one of the UK's favourite retailers, gain an industry-recognised certification and earn good money while you're doing it.

## **Buying and Merchandising Apprenticeship**

Are you interested in fashion and keen to get your foot on the ladder in M&S? Then apply for our 15-month Business Administration Apprenticeship that we run in partnership with the Fashion Retail Academy, specialising in Buying and Merchandising. Day to day you will work as either a Buying Admin Assistant or a Merchandising Admin Assistant within one of our Clothing & Home Business Units, with one afternoon a week in training at either the Fashion Retail Academy or in the office.





# LIFE AND LEARNING AT M&S

Joining M&S means so much more than working for one of the nation's largest retailers. It's about shaping the future with integrity. Staying in touch with the way the world is moving. Innovating, collaborating and going the extra mile to put every customer first.

There's a great vibe here. We go out of our way to listen and we involve all of our people. You'll have lots of freedom to move around the business and meet other graduates. Our week-long residential induction (for Graduate Programmes) is industry-leading and kicks off our programmes with business area insights and an introduction to your very own support system. Our mix of workshops include everything from digital immersion and leadership training to practical tips for success and networking opportunities. But the learning doesn't end here.

Your development plan will ensure you learn the right skills to succeed in your role and start laying the foundations for a strong career. It will also allow you to network with your cohort and learn from each other.

Then there are all the other workshops supported by senior leaders. Data & Analytics, Consulting & Listening, Commercial Awareness, and Innovation - to name a few. The size and scope of M&S means that the opportunities on offer are as diverse and inspirational as the people who work here.

For more information, visit [mandsearlycareers.com](https://www.mandsearlycareers.com)



ROBERT  
Commercial Manager



# HEAR FROM PREVIOUS GRADUATES

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**SOPHIA**  
Store Manager



**SHELBY**

"When I first got the call I cried, it was something I really wanted. Ever since, I've really enjoyed being with M&S as an employee. I think it's one of the best employers; they really look after us."



**RICHARD**

"The biggest issue of our time would be climate change. M&S is a business which is committed to having an ethical solution for that through Plan A."



**REBECCA**

"People are always willing to have a coffee with you and to help you. If you're going to be late to a meeting, if you turn up with a bag of giant chocolate buttons they'll probably be less annoyed! Just get stuck in!"



**JAMES**

"We've got a thing called Suggest to Steve where we can suggest things to our CEO that we think will make a real change to the business."

For more information, visit [mandsearlycareers.com](https://www.mandsearlycareers.com)



# REWARDS AND BENEFITS

At M&S, we think our people deserve to be well rewarded. Our package is highly competitive and constantly evolving to make sure it's got everything our people want in a benefits scheme. But here's what you can currently enjoy:



**PAY** – it's competitive and we know it is because we constantly check it against competitors and the market. Your basic pay is reviewed every year, with extra performance rewards to recognise individual achievements.



**EMPLOYEE DISCOUNT** – there's 20% off for you and a partner or family member living at your address on all in-store and online purchases. Exclusions apply, so check the website.



**BONUS** – we have a number of discretionary bonus schemes that reward our employees for helping us reach our goals.



**PENSION** – we offer an excellent Defined Contribution plan; if you contribute 3% of your pay M&S will contribute 6%.



**LIFE ASSURANCE** – cover to the value of twice your annual pensionable salary.



**BENEFITS\*** – colleague favourites include purchasing additional time off through Holiday Buy, getting a bike through Cycle to Work, or buying the latest gadgets through our SmartTech benefit.



**DISCOUNTS** – you will be able to save from hundreds of discounts including money off cinema tickets, gym memberships or your monthly mobile phone bill. You can even earn cashback when booking a weekend away through My Choices.



**HEALTH & WELLBEING** – My Wellbeing Hub on My Choices offers inspiring wellbeing tools, articles and videos to help you keep your balance physically, mentally and financially. You can find a fantastic range of health benefits and discounts including free, confidential access to our team of mental wellbeing specialists 24/7 to discounted health cover should you or your family suffer health problems.



**CHARITY VOLUNTARY DAY** – you can volunteer for one day at a charity of your choice.



**HOLIDAY ALLOWANCE** – we offer a minimum 28 days' statutory holiday per year.

**Once you have been continually employed with us for three months, you can enjoy our Sharesave and Sharebuy benefits:**



**SHARESAVE\*** – put aside any amount between £5 and £250 each month for three years, after which you can either buy M&S shares at a 20% discount or get your savings back.



**SHAREBUY\*** – you can invest between £10 and £250 a month, or up to 10% of your gross monthly salary (whichever is the lower) to buy M&S shares.

\*Some of these benefits are subject to length of service.

# COUNT ME IN. SO HOW DO I APPLY?

THERE ARE SEVERAL STAGES TO  
OUR APPLICATION PROCESS.

# 1

## ONLINE APPLICATION AND TESTING

Start by completing your online application at [mandsearlycareers.com](http://mandsearlycareers.com). The deadlines are between November and December but vary by programme so please check individual listings. We'll then invite you to take some online tests.

Don't miss the deadline. Make this year, your year - and create a name for yourself in a business you know and love, which is inviting you to make a difference.

# 2

## INTERVIEW

The next stage is a video or telephone interview, depending on the programme you apply for. Impress us and you'll be invited to an assessment centre.

# 3

## ASSESSMENT CENTRE

Expect group exercises, presentations and an interview. For the Enterprise Programme and Apprenticeships, assessment centres will take place between December and March, although the majority of our offices will hold theirs in December 2019. There are plenty of tips on our website to help you perform at your best.

# 4

## OFFER

We'll let you know as soon as possible if you've made it onto one of our programmes.

For more information, visit [mandsearlycareers.com](http://mandsearlycareers.com)



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TO JOIN US, VISIT  
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