

JOB DESCRIPTION

JOB TITLE: Work Experience Officer

REPORTS TO: Student Services Manager

OVERALL PURPOSE OF JOB:

To provide a professional, supportive and approachable central point of contact to students, employers and other stakeholders when securing work placements.

Bishop Burton College includes the Riseholme College campus and the post-holder will be required to carry out duties at both campuses.

The following list of duties and responsibilities is not meant to be exclusive. It should be taken as an indicator of the type and level of activity expected of this post. The list does not represent either priorities or frequency of tasks and should be regularly updated by the post holder in consultation with and agreement of their line manager.

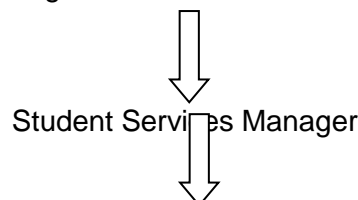
MAIN DUTIES & RESPONSABILITIES:

1. To provide admin support for academic staff.
2. To regularly audit the completed work experience documents, such as safeguarding and health and safety to ensure accuracy and quality. This is to verify all safeguarding and health and safety checks have been undertaken.
3. To use relevant computer systems and software to store, retrieve and manage client information
4. To keep accurate and accessible central records on the work experience provision in a variety of formats and create written reports on the service regularly
5. Work in partnership with academic staff to ensure students are well prepared prior to, during and after their work placement.
6. Perform other duties as reasonably correspond to the general character of the post and are commensurate with its level of responsibility.

The College is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment. All staff therefore have a responsibility to promote and safeguard the welfare of children, young people and vulnerable adults in accordance with the nature of this post. A Disclosure & Barring Service check is carried out for all relevant appointments

POSITION IN COLLEGE:

Assistant Principal Higher Education and Student Services



Work Placement Officer

PERSON SPECIFICATION

	Essential	Desirable	How identified
Experience	Working in an educational establishment Experience of co-ordinating and monitoring work experience	Working with a diverse range of employers	Application Interview
Qualification/ Training	Safeguarding knowledge GCSE Maths & English Grade C or above, or equivalent.	Customer service qualification Health & Safety qualification (NEBOSH or IOSH) Work experience related qualification	Application Certificates
Special Knowledge	A working knowledge of Microsoft office	Knowledge of the local geographic area	Application References
Skills	Excellent organisational skills Excellent administrative skills and able to keep accurate records both electronically and paper-based Excellent verbal and written communication skills		Interview References
Disposition	Motivation to work with young people and children Resilient and confident and ability to work under own initiative Excellent interpersonal skills Ability to work calmly under pressure Ability to work to		Interview References

	<p>deadlines.</p> <p>Commitment to developing new skills which improve the service</p>		
Other	<p>Fit for the duties of the post</p> <p>DSB check carried out on appointment</p> <p>Flexibility in working practice</p>		<p>Medical Report</p> <p>DSB application made by College for successful candidate</p>
Special Interests			Interview