



## **PERSON SPECIFICATION**

**Post: Work Placement Administrator**

**Responsible to: Guidance Manager**

<b>E: Essential</b>	<b>D: Desirable</b>
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<b>CRITERIA</b>	<b>E</b>	<b>D</b>	<b>METHOD OF ASSESSMENT</b>
<b><u>QUALIFICATIONS</u></b>			
GCSEs or equivalent in Maths and English at grade C or above	✓		Application Form
NVQ Level 2/3 in Customer Service/Business Administration		✓	Application Form
Recognised IT qualification		✓	Application Form
Relevant Health and Safety qualifications eg IOSH Managing Safety		✓	Application Form
<b><u>EXPERIENCE</u></b>			
Experience of working in an administration position	✓		Application Form/ Interview/References
Experience of managing high volumes of data effectively and efficiently	✓		Application Form/ Interview/References
Experience of providing excellent customer service	✓		Application Form/ Interview/References
Previous track record of meeting targets		✓	Application Form/ Interview/References
Experience of working within a sale environment		✓	Application Form/ Interview/References
<b><u>SKILLS/ABILITIES</u></b>			
Excellent attention to detail and a high level of accuracy in recording information	✓		Application Form/ Task/References
Ability to perform and complete a variety of tasks under considerable pressure to tight deadlines		✓	Application Form/ Interview/References
Excellent interpersonal and communication (written and verbal) skills	✓		Application Form/Task
Good organisational skills and excellent time management	✓		Application Form/ Interview/References
Ability to work flexibly as part of a busy and thriving team	✓		Application Form/ Interview/References
Strong IT skills and understanding of a range of Microsoft package such as Excel, Word and Powerpoint	✓		Application Form/ Interview/References
Good presentation skills and ability to speak in front of groups		✓	Application Form/ Interview/References





## **Job Description**

**Post: Work Placement Administrator**

**Salary/ Grade: Grade 4 SSP 18 -21 (£16,804 - £17,946) pro rata**

**Responsible to: Guidance Manager**

**Working Time: Full Time 36 hrs per week**

### **Main purpose of the post:**

- **To organise and administer work placement activities, including sourcing of work placement opportunities, liaising with employers and effective and timely completion of related administration.**
- **To communicate effectively with students, parents and curriculum staff to ensure that information about placements is fully understood.**
- **To proactively contact, and develop good working relationships with, employers in the local area and with a view to increase work placement opportunity.**

### **Main duties:**

#### **1. Operational/Strategic Planning**

- 1.1 Effectively administer a quality work experience programme having due regard for risk assessment and health and safety.
- 1.2 Build on existing employer database, working closely with curriculum and pastoral teams to develop a range of suitable placements in response to student and departmental needs.
- 1.3 Ensure that all College work placements, together with details of placement opportunities, students' involvement and employer details are registered centrally.
- 1.4 To advise, guide and actively support employers and curriculum staff on the structure of the programme and on the preparation, monitoring and review of students on work placements.
- 1.5 To keep abreast of current working practices and vocational changes which could impact on the work placement programme.
- 1.6 To contribute to the development and implementation of an annual action plan for the work placement programme consistent with wider College strategy.
- 1.7 Contribute to setting standards in line with the College's planning and quality assurance procedures.

## **2. Teaching/training**

- 2.1 To support curriculum staff through effective liaison with students and employers providing work placements.
- 2.2 To deliver in-class briefing sessions to students on all aspects of work placement including procedures and expectations

## **3. Curriculum Development**

- 3.1 To develop relationships with employers and support wider employer engagement initiatives.
- 3.2 To enrich the college curriculum through meaningful work experience placements.

## **4. Staffing**

- 4.1 Work collaboratively with the curriculum and pastoral teams to share good practice.
- 4.2 Work flexibly providing cover for absent colleagues when required.
- 4.3 Participate in continual professional development and coaching and mentoring to enhance and share good practice.

## **5. Students**

### **Safeguarding**

- 5.1 Commit to safeguarding and protecting the welfare of children and young people by ensuring effective implementation of the safeguarding policy and procedures.
- 5.2 To assist in arranging the vetting of placements to ensure their suitability in respect of health and safety and to ensure that students are not placed in a working environment where there are significant risks to their health and safety.
- 5.3 To ensure that Health and Safety records are kept up to date, accurate and to ensure that students are not sent to a placement until an up to date risk assessment has been carried out.
- 5.4 To ensure that placement providers hold valid employers' liability insurance and a copy is obtained prior to students going on placement.
- 5.5 To ensure that all students in placements where they will be working with children and vulnerable adults hold a valid DBS certificate
- 5.6 To complete checks of DBS forms and relevant forms of identity

### **Discipline**

- 5.7 Take responsibility for promoting good standards of behaviour and conduct in students by implementing and reporting breaches of the Student Conduct and Discipline policy.

### **Learner Involvement**

- 5.8 Proactively gather information on the quality of work placements from students and feedback to curriculum teams on a regular basis.

## **6. Quality Assurance**

- 6.1 Contribute to the Self Assessment Report and Quality Improvement Plan within the College.
- 6.2 Monitor and report on the standard of provision offered by placement providers.
- 6.3 Participate in the College's Performance Management Review system and have annual review and mid-year review meetings with your line manager.
- 6.4 Keep a professional development file to record personal training and development.

## **7. Equality and Diversity**

- 7.1 Create a purposeful, positive and supportive working environment, sensitive to equality and diversity.
- 7.2 Liaise with ALS department to ensure that any additional needs that a student has are fully met by placement providers

## **8. Management Information and Administration**

- 8.1 To manage all administration, data collection and data entry in relation to work placements.
- 8.2 To maintain and monitor the administration procedure to support placements.
- 8.3 To update internal student information systems as necessary

## **9. Communications**

- 9.1 Attend College events, briefings and meetings as part of the College's meeting schedule.
- 9.2 Proactively use the College's systems, policies and procedures to communicate issues about work placements as necessary.
- 9.3 Attend pastoral, vocational and other curriculum team meetings as and when required.
- 9.4 Represent the College at internal and external events as and when required.
- 9.5 Communicate effectively with employers to establish work placement opportunities, ensuring all correct documentation is in place.
- 9.6 Establish and maintain good relationships with employers and respond to any issues, concerns or queries as they arise. Be available as the first point of contact for employers, learners and parents.
- 9.7 Distribute details of new work placements to appropriate course tutors and offer advice, information and support on all matters relating to work experience.
- 9.8 Liaise directly with students regarding all work placement arrangements, requirements, guidelines and procedures.

- 9.9 Proactively monitor student attendance at work placement and follow up absences with curriculum and pastoral teams.

## **10. Marketing and Liaison**

- 10.1 Contribute to the marketing and promotion activities of the College.  
10.2 Represent the College professionally through employer engagement and liaison activities.

## **11. Other**

- 11.1 Contribute to the college mission and ethos and support the aims and objectives of the College.  
11.2 Follow and comply with the College's policies and procedures as outlined in the Staff Handbook.  
11.3 Undertake any other duties of an equal nature as assigned by the Principal or her designated alternate.

June 2017