



**JOB TITLE:** Industry Placement Administrator  
**RESPONSIBLE TO:** Industry Placement Manager

#### **JOB ROLE:**

Carry out all associated administration for the Industry Placement department answering to the Industry Placement Manager.

Coordinate student requests using the BCA digital online platform.

Ensuring all necessary policies and procedures are in place for a safe and successful placement.

General administrative duties such as filing, ordering stationery and diarising.

Support students requiring assistance with Industry placement.

#### **MAIN DUTIES:**

Confirming requested placements with employers via email and answering any subsequent queries.

To ensure all administration associated with industry placement is carried out in a timely fashion. Maintain industry placement database and update information as required.

Maintain Health and Safety records to comply with the HSE and college policy.

Assist and guide students through the Industry Placement process using a digital platform, ensuring they complete associated online forms for the Industry Placement Department.

Assisting with the management of students DBS applications.

#### **SPECIFIC DUTIES:**

To undertake administration required to ensure smooth operation of the department

Provide administrative support for the department by updating files and databases.

Prepare marketing materials – physical and digital – for the department, including but not limited to, posters, presentations, and social media posts.

Collate survey data for analysis and to demonstrate success/quality of placements.

Ensure that the College's obligations to Care, Health and Safety of young persons are established and maintained - including Safeguarding and Prevent.

Ensure that the work of the department is Ofsted compliant and that relevant materials are ready for audit or inspection.

Preparing for and assisting with college events, e.g. Enrolment and Open Days.

### **COMMON RESPONSIBILITIES:**

In addition to the specific tasks which distinguish one job from another and the terms and conditions in contracts of employment, all staff have common responsibilities which are also integral to their terms of employment.

These are as follows:

To perform your responsibilities to a high level of professional and personal competence, maintaining a high standard of effectiveness and quality in all aspects of your work.

To maintain a focus on your duty of care responsibilities, particularly in relation to students under the age of 18.

To encourage students to respect others and value their individuality.

To safeguard the reputation of the College and promote College achievements.

To encourage students and visitors to take a pride in their environment and treat it with respect.

To protect confidential information about, or in the possession of, the College.

To promote diversity and inclusion in the conduct of your work.

To undertake training and personal development as required to fulfil your responsibilities and develop your potential.

To follow and promote all statutory regulations and College standing instructions, policies and procedures including regulations for students, security and emergency procedures.

To maintain and encourage others to follow College policies on Health and Safety.

To maintain high standards of welfare of animals at all times and encourage the same in others.

To keep informed of new developments in your own field and act as a mentor for colleagues as appropriate.

To maintain at all times, good professional relations with colleagues, students and the public.

To dress appropriately to maintain standards in personal presentation, tidiness and safety.

To keep physical assets belonging to the College in good order and free from damage and misuse and report maintenance and repair promptly.

To use College resources in as efficient a way as possible, minimising waste and protecting them from theft or loss without incurring undue personal risk.

To observe College policies and practices for the protection and enhancement of the environment, and be aware of and comply with the environmental legislation relating to all aspects of the College's resources and property management.

To take personal responsibility for acting professionally and competently when serving as a college representative internally or externally on a committee or at an event.

#### **SAFEGUARDING CHILDREN AND VULNERABLE ADULTS:**

To ensure that you read and understand College regulations and policies described within the staff handbook.

You are required to share the commitment to keep all our students safe whilst in College, with a specific focus on those under eighteen years old and all vulnerable adults, by contributing to:

The provision of a safe environment for students to learn in the education setting

Identifying students who are suffering or likely to suffer significant harm, taking appropriate action with the aim of making sure they are kept safe in the education setting in line with College policy and procedures

Undertaking responsibilities towards learners and younger client groups with regards to 'Duty of Care', Prevent and College Safeguarding responsibilities.

#### **NOTES:**

This job description is current as at the date shown below. In consultation with you, it is liable to variation to reflect changes in the job.

In addition to the above, you may be required to undertake such other duties as the Principal or Vice Principals may require and as may be reasonably commensurate with your grade including weekend and evening working.

You will be expected to participate in development reviews and undertake personal development and training which may be of benefit to you and the College. You will

also be required to undergo Emergency First Aid Training and undertake the duties of a College First Aider.

You will be required to hold a clean current driving licence and to drive College vehicles as appropriate towards supporting the responsibilities.

You will be expected to observe the College's 'Common Responsibilities' as integral to your job description.

All employees have a responsibility for their own safety and must not endanger that of colleagues/visitors etc. in the workplace, in accordance with legislation and the College's Safety Policy

October 2019

I acknowledge receipt of this Job Description and accept the responsibilities as detailed in my role of Industry Placement Officer.

Signed..... Date.....

Name.....

**PERSON SPECIFICATION:**

<b>Criteria</b>	<b>Essential</b>	<b>Desirable</b>	<b>*</b>
<b>Skills and Aptitudes Required</b>	<ul style="list-style-type: none"> <li>○ Effective communication and interpersonal skills</li> <li>○ IT proficiency – Good level of literacy and spelling</li> </ul>	Working knowledge of GSuite	<b>A,I</b>
<b>Achievement</b>	<ul style="list-style-type: none"> <li>○ Level 2 (GCSE/O Level) qualifications in English and Mathematics</li> </ul>	<ul style="list-style-type: none"> <li>○ Any further qualifications, academic or otherwise</li> <li>○ First Aid Certificate</li> </ul>	<b>A A A A. I.</b>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>○ Understanding of the value and purpose of industry placement</li> </ul>	<ul style="list-style-type: none"> <li>○ Awareness of school/college IT systems, or ability to adapt quickly to them</li> <li>○ Awareness of safeguarding, welfare, and issues facing young people</li> </ul>	<b>A,I A, I.</b>
<b>Relevant Experience</b>		<ul style="list-style-type: none"> <li>○ Experience within the education sector</li> <li>○ Experience in student support</li> <li>○ Experience in an office environment</li> </ul>	<b>A,I</b>
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>○ Excellent time management skills – able to meet deadlines, respond positively to a changing, fast-moving work environment and be flexible in approach</li> <li>○ Ability to complete day-to-day tasks with efficiency and consistency</li> <li>○ Cool temperament and approachability</li> <li>○ Teamwork and independence</li> </ul>	<ul style="list-style-type: none"> <li>○ Ability to receive enquiries and take appropriate actions in a timely manner</li> </ul>	<b>A,I</b>

**\*Method of assessment:** Application; Interview



## STATEMENT OF MAIN TERMS AND CONDITIONS OF EMPLOYMENT

### CONDITIONS OF SERVICE

The main Conditions of Service applicable to this post are set out in the Professional Contract of Employment at the Berkshire College of Agriculture.

### SALARY

The salary band for this position will be SP21 - SP27, £13,634 - £16,402 per annum (A pro-rata of £20,241 - £24,352, pro-rata for term-time only) your salary will be paid monthly.

### HOURS OF WORK

You will be expected to be at your normal place of work or engaged in any approved activity for a minimum of 37 hours per week Monday to Friday, 38 weeks per year. From time to time you may be asked to work further hours by arrangement to provide support during times of sickness or holiday, for which time off in lieu will be given or additional hours paid. Saturday and Sunday may be classed as a normal working day (excepting for reasons of personal belief) in which case time off in lieu may be given.

### CONTINUOUS SERVICE

Your continuous service dates from the commencement of this contract with the College except where periods of previous service with other local authorities and related employers are allowed to count as continuous employment for specified purposes in the Professional Contract, the Pension Scheme and other agreements.

### PROBATIONARY PERIOD

The appointment is subject to the satisfactory completion of a 6 month probationary period.

### PENSIONS

This post falls within the scope of the Local Government Pension Scheme (LGPS). The LGPS is contracted out of the State Earnings Related Pension Scheme. It follows that, if you choose to participate in it, a contracting out certificate under the Social Security Pensions Act 1975 will be in force in respect of your employment. Should you choose not to join the LGPS, you must participate in the State pension scheme or take out a personal pension. If you are in part-time employment you will need to elect for your service to be pensionable.

### MEDICAL

The post holder will be required to complete a medical form and if appropriate undertake a medical examination. Confirmation of the appointment will be conditional upon this being satisfactory. In addition, any current or recent medical problems must be detailed on the form of application.

### CAR USAGE

It is a requirement of the post that you hold a current UK driving licence. The College runs a number of vehicles which are normally used for official journeys. Should you

be required and authorised to use your car in the course of official duties, then a mileage allowance will be payable in accordance with current College rates. This allowance may be varied or withdrawn at the discretion of the College during the course of your employment.

### **DISCLOSURE & BARRING SERVICE**

The College will undertake the appropriate background checks with the Disclosure & Barring Service. You will be required to comply with College procedures for obtaining a Disclosure certificate. If you currently subscribe to the DBS Update Service you will be required to show the HR Department your DBS Certificate.

### **CHILDCARE VOUCHERS**

The College is a member of an approved childcare voucher scheme, which is open to all employees subject to their application fulfilling the criteria of the scheme.

### **CHILDREN'S NURSERY**

A private sector partner (Busy Bees) runs an 80 place Children's Nursery on the College campus, open to members of the public, staff and students.

### **TERMINATION OF EMPLOYMENT**

The period of notice which you are required to give to terminate your employment is set out in the Professional Contract and is currently two calendar months.

### **UNION MEMBERSHIP**

The College, as your employer, believes in the principle of discussion and agreement in its approach to industrial relations. You have the right to join a trade union and to take part in its activities.

### **AMENDMENTS**

The Corporation reserves the right to amend or terminate any working arrangements, agreements or schemes which are included in your Contract of Employment, either by consent (individually or collectively) or by termination as provided for within these arrangements, agreements or schemes in which case such provisions will cease.