

Capel Manor College

Work Placement Officer

Job Description & Person Specification



JOB DESCRIPTION & PERSON SPECIFICATION

JOB DESCRIPTION

Post	Work Placement Officer
Scale	Business and Learning Support
Grade	Scale 4 points 15-18
Responsible to	Head of Business Development
Location	Cross College
Contract	Permanent, Term time only

Key Responsibilities:

The key responsibility of the Work Placement Officer is to provide support to all learners who need to undertake either work experience and/or an Industry Placement. The post holder will work with employers and curriculum teams to ensure students are matched into placements. The post holder will be responsible for dealing with enquires relating to work experience placements and the timely completion of work experience and Industry Placements.

Responsibilities:

1. To undertake a lead role in the administration and acquirement of work experience placements, working alongside the Heads of Schools and the Curriculum team
2. To be responsible for all pre-work experience health and safety checks with employers, which includes; on site visits, Risk Assessments, Safeguarding and Employers Liability
3. To work alongside the Learner Support Manager to supply tailored support to learners with high needs to ensure they access and successfully complete appropriate work experience placements. This includes:
 - Supporting the learner and their tutor to identify and apply for a suitable placement
 - Supporting the employer to host the placement in an appropriate, supportive and safe manner
4. To provide assistance with general work placement enquiries and to collate data from the schools to ensure all work experience hours are being consistently logged by curriculum throughout the academic year
5. To maintain a database list of employers offering work experience, including a named contact and full contact details for use in the marketing of wider college services
6. To work with the Business Development team to identify opportunities arising out of work experience activity to develop the professional course/s offer and/or apprenticeship opportunities
7. To work with college staff to ensure data records are complete and up-to-date and compliant with audit and funding guidance
8. To play a lead role in the administration and undertaking of work experience. This will include post work experience completion (employer feedback, student reviews)
9. Work with Careers Advisors and college staff to ensure students fully understand the importance of undertaking work experience as part of their study programme
10. Keep abreast of work experience national policy and best practice to ensure the College continues to maintain the highest standards of delivery
11. Develop and maintain links with employers and other community organisations to ensure each work placement opportunity is actioned
12. To support an efficient and timely process that deals with all enquiries related to work experience placements
13. To provide support and attend College enrolment, recruitment and advice events at all College sites

General Responsibilities:

1. Promote and implement all College policies, particularly those which refer to health & safety, equality of opportunity and Safeguarding young people and vulnerable adults

2. Participate in College programmes of staff appraisal and continuing professional development
3. Develop effective working relationships internally and with external partners
4. To operate at all times in line with the College's values and behaviours
5. Undertake other duties as may reasonably be required in the interests of the efficient functioning of the College

PERSON SPECIFICATION

Qualifications

- Possess a Level 2 qualification in English and Maths or a willingness to achieve within a specified period
- IT Level 2 qualification is desirable

Experience

- Experience working in an office/administrative environment
- Experience in a customer service environment

Skills, Abilities and Knowledge

- Excellent communication skills, both orally and in writing
- The ability to establish and maintain working relationships with employers
- Manage effective relationships with internal and external stakeholders
- Excellent organisation skills
- The ability to develop positive working relationships with individuals at all levels
- Excellent administrative skills
- Attention to detail

Other Factors

- An understanding of and commitment to safeguarding young people and vulnerable adults
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people/vulnerable adults
- Emotional resilience
- The ability and determination to promote equality, diversity and inclusion throughout all aspects of College life, including employment and service delivery
- Should the position involve regular driving, a clean driving licence is required