

STANMORE COLLEGE

WORK PLACEMENT OFFICER – CROSS COLLEGE

(Part time, 18 hours per week)

We are looking for an experienced and efficient person with suitable qualifications for the post of part time Work Placement Officer – Cross College. You will be responsible for sourcing and arranging placements for all departments across the College as required. Carrying out visits to employers' premises as required and visiting students in a range of settings.

You will have a minimum of one year's experience of supporting post-16 or secondary school students and a Level 3 qualification. You will have excellent written and oral communication skills and good IT skills.

Salary : Band G, points 21 – 24, £26,099 - £28,099 per annum (F/T salary)
£13,049 - £14,049 (P/T salary)

Application form and further details of the post available from the Stanmore College website : www.stanmore.ac.uk or by telephone on 0208 420 7739.

Closing date for applications is Thursday, 12th September 2019
Interviews will take place on to be announced

STANMORE COLLEGE

JOB DESCRIPTION

POST: Work Placement Officer – Cross College (Part time, 18 hours)

REPORTS TO: Head of School

RESPONSIBLE FOR: Sourcing and arranging work placements and carrying out the associated administration to ensure accuracy and efficiency.

JOB SUMMARY: Key areas of responsibility:

- a) To source and develop work placements
- b) To maintain accurate records

PRINCIPAL ACCOUNTABILITIES

1. Sourcing and arranging placements for all departments across the College as required
2. To support the team leader to deliver work ready workshops
3. Carrying out visits to employers' premises as required and visiting students in a range of settings.
4. Acting as the main point of contact for designated employers offering work experience and developing an excellent working relationship with those offering work placements and potential employers
5. Liaising with employers to ensure all the correct work placement documents and processes are in place for our students
6. Completing and sending letters and emails to employers to secure and confirm work placements
7. Maintaining robust tracking and monitoring of all work placement documentation and allocation of students on work placement on the database Veryan
8. Maintaining and recording accurate records of health & safety and insurance certificates
9. Preparing allocation letters and packs for students
10. Developing professional working relationships with students
11. Ensuring the work placement process is followed and completed

12. Completing job details for each work placement
13. Assisting with the process for DBS checks for all students
14. Liaising with the Study Programme Leader and teaching staff within the department
15. Taking personal responsibility for supporting, promoting and following all College policies in relation to health and safety, safeguarding, equality and diversity and data protection within the scope of the post.
16. Assisting students to use careers software, reference books, etc and helping to run Higher Education workshops.
17. Attending careers related events such as careers fairs, conferences, network meetings, employer forums, university open days as appropriate and develop careers knowledge and provide reports for the directorate.

The postholder can be required to carry out any other duties consistent with the grade of the post, at any site on which the College may operate.

This job description is current at the date shown below. In consultation with the postholder, it is liable to variation by management within a reasonable timescale to reflect or anticipate changes in or to the job.

Salary : Band G, points 21 – 24, £26,099 - £28,099 per annum (F/T salary)
£13,049 - £14,049 (P/T salary)

Closing date for applications is Thursday, 12th September 2019
Interviews will take place on to be announced

STANMORE COLLEGE**PERSON SPECIFICATION****JOB TITLE: Work Placement Officer – Cross-College (Part time, 18 hours)**

Criteria	Possible source of evidence
QUALIFICATIONS:	
Qualified to minimum level 3 and a Level 2 qualification in Maths and English	Application form/ certification
Degree or appropriate professional qualification (desirable)	Application form/certification
An IAG award or willingness to obtain in the short-term	Application form/Supporting statement/ certification
EXPERIENCE OF:	
Working with secondary or post-16 students and providing support	Supporting statement/interview
Experience of working with HE students	Supporting statement/interview
KNOWLEDGE OF:	
Sound equal opportunities practice and how to apply it in the relevant area of work	Supporting statement/ interview
Working knowledge of the relevant industry requirements	Supporting statement/ Interview
SKILLS:	
Excellent communication skills, both verbal and written	Supporting statement/ interview
Good organisational, administrative and IT skills	Supporting statement/interview
ABILITY TO:	
Motivation, encourage and support students	Supporting statement/ interview
Plan and organise effectively and keep accurate, detailed records	Supporting statement/ interview
PERSONAL QUALITIES:	
To work own initiative and as part of a team	Supporting statement/ interview
Commitment to the ethos of Stanmore College	Interview
Commitment to continuous personal development	Supporting statement/ interview