

**Job Title:** Work Experience Co-ordinator (part-time)

**Reports to:** Head of Careers

**Responsible for:**

- organise and coordinate all aspects of arranging work experience placements; including communicating and supporting students; contacting parents and employers and completing appropriate paperwork
- liaise with curriculum leaders and visit lessons to promote work experience and follow up placement arrangements with students
- proactively canvas employers to source new work experience placements and opportunities for students, maintaining this information on a database of employer contacts
- maintain work experience paperwork and records to ensure the college complies with all Health and Safety procedures, including processing DBS checks on students
- maintain the college intranet site with up to date work experience information for staff and students
- working on the Careers Department reception desk when required, arranging appointments between students and Careers Advisers; taking telephone messages; and dealing with queries
- produce written reports and statistics to the line manager, along with attending relevant external meetings and training
- work flexible hours to ensure all students are placed
- prioritising the safeguarding of all students and participating in training on safeguarding matters
- contributing to the elimination of unlawful discrimination, harassment and victimisation; advancing equality of opportunity and fostering good relations between people who share a protected characteristic and those who do not
- any other duties as may reasonably be required

July 2021

**Post: Work Experience Co-ordinator (part-time)**

Category	Essential	Desirable	Ascertained by
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Educated to A level or equivalent</li> <li>• CLAIT, ECDL or equivalent IT qualification</li> </ul>	<ul style="list-style-type: none"> <li>• Touch typing</li> </ul>	Application form /original certificates at interview
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Proven ability to take responsibility to administer and coordinate tasks</li> <li>• Excellent IT skills</li> <li>• Ability to communicate effectively with staff, students, parents and employers via email, in person or by telephone</li> <li>• Experience working in a busy office environment</li> </ul>	<ul style="list-style-type: none"> <li>• Working in a Post 16 educational environment</li> <li>• Previous knowledge / experience of work placements</li> <li>• Working on a Reception desk</li> <li>• Presenting to groups of students</li> <li>• Knowledge and use of google drive</li> </ul>	Application form/ activity interview/references
<b>Additional Skills and Abilities</b>	<ul style="list-style-type: none"> <li>• Ability to work unsupervised and on own initiative</li> <li>• Organisational skills</li> <li>• Good administration and clerical skills</li> <li>• Ability to prioritise and work flexibly in order to meet tight deadlines</li> <li>• Empathy with young people</li> <li>• Ability to stay calm under pressure</li> <li>• Commitment to ensuring equal opportunities for young people and safeguarding their welfare</li> </ul>	<ul style="list-style-type: none"> <li>• Interest in supporting students with their future plans</li> <li>• Enthusiasm and energy for continuously developing the role</li> <li>• Methodical</li> </ul>	Application form / interview/references/activity

## **Background Information**

Peter Symonds places a high priority on good careers education across all areas of the college and has a large thriving Careers Department, who have achieved the Investor in Careers Quality Award four times, and currently working towards re-accreditation. Work Experience is located within the Careers Department, where we have a large team of Careers Advisers and Assistants.

Hours of work: 30 hours per week, 39 weeks per year (0.6859 FTE)  
We have flexibility as to the start and end times on each day, but you must be there to cover the student lunch period.

Salary: Spine points in the range 23 – 25 which is currently £20,565 - £22,034 per annum FTE. Actual salary £14,106 - £15,113 pa.

Entry to the Local Government Pension Scheme.