

**WORK EXPERIENCE COORDINATOR
JOB DESCRIPTION**

LINCOLNSHIRE COUNTY COUNCIL		V5
JOB DESCRIPTION		
DIRECTORATE: Education and Cultural Services	Division/Section/Branch: Education	
Service/Sub-Divison: Spalding High School		
JOB TITLE: WORK EXPERIENCE MANAGER		
GRADE:		
REPORTS TO: Deputy Headteacher		
1.	<p>PURPOSE OF JOB: <i>In one or two sentences describe the scope and objectives of the post and the service provided</i></p> <p>To solely manage and implement work experience for Year 10 students (max 150) and provide information in accordance with statutory requirements. Also manage and implement short-term work experience for 6th form students.</p>	
2.	<p>MAIN RESPONSIBILITIES, TASKS & DUTIES WORK EXPERIENCE MANAGER</p> <p>i Ensure the effective management of the school work experience programme. Liaise with the supporting work experience partnership to ensure a comprehensive database with regards to placements. Source and advise the partnership of new placements by regular contact with employers.</p> <p>ii Ensure all health and safety regulations are met with regards to students and their work place. Provide comprehensive information to parents regarding work experience; this will include creating documentation on a regular basis and, when appropriate, have one-to-one contact with parents.</p> <p>iii Ensure the successful implementation of the work experience programme through structured lessons, ensuring all students understand, and are able to access, the data base, and are fully advised and supported with information and choice. Provide and collate all the necessary documentation to employers, parents and students with regards to data protection, health and safety, job descriptions, and where appropriate pupil medical details/confidential details.</p> <p>iv To ensure that vulnerable students are placed in the most suitable environment and the placements would be regularly monitored.</p>	

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v	Advise teaching and non-teaching staff to ensure awareness of the work experience programme and necessary involvement. Arrange all staff visits whilst students are out of school participating in work experience. Monitor feedback and deal immediately with any issues arising. To be available as first point of contact for employers, pupils and parents during the work experience programme. (Out of normal working hours if necessary).
vi	To assess, through the delivery of work experience debrief sessions, the success of the programme.
vii	Such other duties as may be determined from time to time within the general scope of the post; duties and responsibilities outside the general scope of the post will only be required with the agreement of the postholder.
viii	To provide, as requested by the Headteacher, appropriate hospitality for various events and meetings.
3.	<p>MANAGEMENT OF PEOPLE <i>[full managerial responsibility e.g. recruit, appraise, discipline etc]</i></p> <p>No Management responsibilities.</p> <p>SUPERVISION OF PEOPLE <i>[i.e. day to day supervision of & quality check of work]</i></p> <p>In the absence of Head of Careers and Guidance, supervise the duties of the departmental technician.</p>
4.	<p>CREATIVITY AND INNOVATION <i>What innovative and imaginative responses to issues are required to resolve problems?</i></p> <p>Work within laid down policies and procedures, but there is regular need for creativity and innovation, for example:</p> <p>Identify effective ways to promote the work experience programme to staff and students. To create and implement in an attractive way a work experience programme that is of high-caliber and therefore encourages high quality employers to continue with their participation in work experience and also attracts new employers.</p>
5.	<p>CONTACTS AND RELATIONSHIPS <i>What personal contacts and relationships are required with other people and organisations to carry out the job?</i></p> <p>Contact will be varied and diverse including regular contact with, students and parents regarding work experience.</p> <p>Regular contact with employers and supporting work experience partnership.</p> <p>Regular contact with the Head of Careers and Guidance, Deputy Headteacher and when necessary other senior management team members.</p> <p>The postholder is frequently required to give advice and guidance to students, parents and colleagues.</p>

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	<p>The postholder will also have regular contact with external bodies, including, newspaper and external agencies.</p> <p>The postholder will be required to be flexible in their approach.</p>
6.	<p>DECISIONS <i>A requirement to make decisions or recommendations. The extent to which policies, procedures or other guidelines affect your decisions.</i></p>
	<p>a) Discretion – <i>The postholder has the following discretions:-</i></p> <p>The postholder will be required to work with discretion according to a wide range of policies and procedures and has the authority to make decisions without reference to senior staff within the post’s broad objectives.</p> <p>To be sensitive to situations arising during work experience placements and to use discretion when meeting employers thereby ensuring a satisfactory outcome for all parties concerned.</p>
	<p>b) Consequences – <i>The consequences of the postholder’s decisions can be anticipated to impact on the following:-</i></p> <p>As first point of contact for work experience students, the consequences of an unsatisfactory placement can impact on the student regarding work related learning in addition to the possibility of negative impact for the employer.</p>
7.	<p>RESOURCES <i>The postholder is personally accountable/responsible for the following:</i></p> <p>General office equipment needed to carry out tasks, such as PC and audio equipment. The post holder is responsible for data and record systems in relation to work experience.</p> <p>Handling all monies relating to work experience.</p>
8.	<p>WORK ENVIRONMENT</p>
	<p>a) Work Demands – <i>Impact of deadlines and changing and conflicting priorities.</i></p> <p>Work will be subject to frequent changes and interruptions to workload and scheduling. Deadlines will be subject to change according to changing priorities.</p>
	<p>b) Physical Demands – <i>Continuing physical effort, bending, lifting, pushing etc</i></p> <p>General office work, may involve long periods of working at a computer.</p>
	<p>c) Working Conditions – <i>Exposure to disagreeable or unpleasant conditions.</i></p> <p>Work is carried out in a well lit\ventilated office environment but can be noisy and disruptive at times.</p>

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	<p>d) Work Context – <i>Potential risk to safety & well being, including abuse and aggression</i></p> <p>Contact with parents\carers, pupils and employees on matters, which are normally routine, but can be contentious and are sometimes sensitive and/or confidential.</p> <p>The postholder can be subject to rudeness/abuse by parents and pupils.</p>		
9.	<p>KNOWLEDGE AND SKILLS <i>required to be fully competent in the post</i></p> <p>A minimum of three year’s experience in a similar administrator role A good command of English and Mathematics are required NVQ3 in relevant discipline Excellent communication and interpersonal skills are essential Excellent organizational/multi-tasking skills IT literate, proficiency in SIMS, Excel etc., and good working knowledge of data bases. Team worker Work unsupervised and be discreet.</p>		
10.	GENERAL		
<p>Job Evaluation - This job description has been compiled to allow the job to be evaluated using the GLEA Job Evaluation scheme as adopted by the County Council.</p>			
<p>Other Duties - The duties and responsibilities in this job description are not exhaustive The postholder may be required to undertake other duties that may be required from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the postholder.</p>			
<p>Equal Opportunities - The postholder is required to carry out the duties in accordance with Council Equal Opportunities policies.</p>			
<p>Health and Safety - The postholder is required to carry out the duties in accordance with the Council Health and Safety policies and procedures.</p>			
	Name:	Signature:	Date:
Job Description written by: [Manager]
Job Description agreed by: [Postholder]
<p>Note: Qualifications and Experience headings are included in the Person Specification; see ‘Using Competencies in Recruitment & Selection’ in the Employment Manual on George.</p> <p>Guidance on the completion of this JD can also be found on George or available from your Directorate HR Adviser.</p>			
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