

PLACEMENT DESCRIPTION

Employer: WEX TEMPLATES

Contact:

Supervisor:

Employer Tel:

Website:

Job: Administration Assistant

Classification: Administration, Business and

Ref: 13,001

Aims & Objectives: Student will gain an insight into working in administration

Key Tasks: Student will shadow/observe the receptionist and other administration assistants. Student may after training and under supervision assist with simple basic tasks such as phone duties, photocopying, filing, faxing etc. Because administration work can be highly confidential, students may be asked to assist in other areas of the company as well.

Requirements: Students must be over 15. Willing to learn and work, honest and reliable. Good communication skills. Good level of Numeracy and literacy. IT literate. Confident.

Clothing: Smart office wear. No jeans or trainers - flat shoes.

Working Hours: Hours 9am - 5pm(flexible) - lunchtimes are unsupervised (max 37 hrs)

Meal Breaks: Hour for lunch which can be provided if wanted. Students must inform staff if leaving the building at lunch times.

Interview Required: Y

Student to Arrange: Y

Notes: Student to contact employer to arrange an interview / informal chat prior to starting the placement.

Employer's Health & Safety Risk Assessment:

LACK OF KNOWLEDGE, EXPERIENCE & AWARENESS:-Students must be supervised at all times.Students will use general office and domestic equipment, including a computer. Students will be trained and supervised in areas of admin available to themEQUIPMENT & MACHINERY, CHEMICALS & FLAMMABLE MATERIALS:-Students will have no contact with hazardous machinery/chemicals or any form of drugsThey must use all electrical equipment with care. LIFTING & MANUAL HANDING:-Student will be shown safe lifting and handlingSLIPS, TRIPS & FALLS:-Student must not work at a height where it is possible to fall and care to be taken for trip hazards such as walking sticks.WORKPLACE SPECIFIC HAZARDS:-Students with any kind of sickness, diarrhoea or contagious illness should not attend this placement.COMPUTERS & WORK STATION:-Regular breaks from computer screens are required during prolonged use.CHILD PROTECTION ISSUES:-All staff have been police checked.ELECTRICITY:-Safe use of electrical items to be shown.

Special Notes:

Parents/Guardians will be expected to give details of any health problems e.g. epilepsy, asthma etc on the agreement form

Last Visit Date:**Next Visit Date:****Risk Band: M**