

PLACEMENT DESCRIPTION

Employer: WEX TEMPLATES

Contact:

Supervisor:

Employer Tel:

Website:

Job: Advocate

Classification: Legal Professions

Ref: 13,002

Aims & Objectives: To develop key skills through the experience of work. To gain an insight into working in a legal environment.

Key Tasks: Students will assist secretaries with computer work, typing, researching, filing and answering the phone. Students may (depending on area of interest) be able to go on site visits, carry out property searches at The Greffe and attend court sessions with the legal clerks.

Requirements: Students should note that strict confidentiality is required on this placement. Confidence, communication skills, honesty and tact are required.

Clothing: Dress should be office smart - no excessive piercing.

Working Hours: 9 - 5.30pm, Maximum 37hrs

Meal Breaks: One and a half hours lunch - lunchtimes - unsupervised

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 will not be left unsupervised.SLIPS, TRIPS & FALLS:- Student will be given an induction on first day (any dangers highlighted) LIFTING & MANUAL HANDLING:- Student will be shown safe handling if required.CHILD PROTECTION ISSUES:- All staff police checkedCOMPUTERS & WORK STATION:- Students will be given regular breaks when using computers etc.EQUIPMENT & MACHINERY:- Students may use some office equipment such as a photocopier etc. only after training. ELECTRICITY:- Student must follow proceduresCHEMICALS & FLAMMABLE MATERIALS:- N/A at this placementWORKPLACE SPECIFIC HAZARDS:- N/A at this placementPERSONAL PROTECTIVE EQUIPMENT:- N/A at this placement

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: L