

PLACEMENT DESCRIPTION

Employer: WEX TEMPLATES

Contact:

Supervisor:

Employer Tel:

Website:

Job: Estate Agent

Classification: Sales, Marketing & Advertising

Ref: 13,031

Aims & Objectives: To develop key skills through the experience of work. To gain an insight into the work of a busy estate agency

Key Tasks: Student will do a certain amount of observation/shadowing of trained staff on this placement, then after training and under supervision may perform basic tasks around the office, e.g. photocopying, filing, faxing, computer inputting. Student may also go out on site with staff to view, measure up properties. Student may also have the opportunity to assist/attend auction days/afternoons

Requirements: Prefer to take students in year 12 or over but mature students aged 15+ may be considered. Students should have a good standard of education, good communication skills plus a keen interest in this line of work.

Clothing: Students should wear smart office wear, boys shirt/ties

Working Hours: 9 - 5 (Mon - Fri)

Meal Breaks: 1 hour for lunch students may be unsupervised during lunch breaks

Interview Required: Y

Student to Arrange: N

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:-Student will be supervised at all times
EQUIPMENT & MACHINERY:- CHEMICALS & FLAMMABLE MATERIALS:-Student will not have any contact with hazardous machinery/chemicals
SLIPS, TRIPS & FALLS:-Student will not work at heights, LIFTING & MANUAL HANDLING:-safe lifting and handling will be shown
CHILD PROTECTION ISSUES:-Student may go out on site visits on a one-to-one basis with a trained member of staff
COMPUTERS & WORK STATION:-Regular breaks from computer screens are required during prolonged use.

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