

## PLACEMENT DESCRIPTION

**Employer:** WEX TEMPLATES

**Contact:**

**Supervisor:**

**Employer Tel:**

**Website:**

**Job:** Media Assistant

**Classification:** Media Professions

**Ref:** 13,066

**Aims & Objectives:** To develop key skills through the experience of work. To gain an insight into working within radio/television production.

**Key Tasks:** Students will do a certain amount of observation/shadowing, then after training and under supervision (at all times) may assist trained staff with basic tasks such as general administration, assisting with programme planning, sorting libraries and reception duties.  
This placement can vary according to the demands of the staff. \*\*\* IT SHOULD BE APPRECIATED BY ALL PARTIES (STUDENTS AND PARENTS) THAT BY THE VERY NATURE OF THIS UNPREDICTABLE WORK, STUDENTS MAY BE EXPOSED TO CONVERSATIONS, SIGHTS AND SITUATIONS WHICH MAY NOT BE DEEMED APPROPRIATE IN AN IDEAL WORLD

**Requirements:** You must have a definite interest in this line of work as a future career and an interest in local news and politics.  
You should be mature in outlook.  
You must be articulate, polite, literate and very confident with enthusiasm for this work.  
Student must have initiative and a very good standard of education especially English.  
Student must observe strict confidentiality at all times.

**Clothing:** Dress should be smart casual.

**Working Hours:** 10.00am to 3.00pm Monday to Friday (max 37 hrs).

**Meal Breaks:** To be discussed - lunchtimes may be unsupervised

**Interview Required:** Y

**Student to Arrange:** Y

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

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**Employer's Health & Safety Risk Assessment:**

LACK OF KNOWLEDGE, EXPERIENCE & AWARENESS: Student will be supervised at all times.

Student must listen very carefully and observe all instructions

SLIPS, TRIPS & FALLS: Student will not work at heights.

LIFTING & MANUAL HANDLING: Students will be trained in correct lifting techniques

EQUIPMENT & MACHINERY, CHEMICALS & FLAMMABLE MATERIALS: Student will not have any contact with hazardous machinery/chemicals.

ELECTRICITY: Safe use of electrical items to be shown.

WORKPLACE SPECIFIC HAZARDS: Student may go out on location with members 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**