

PLACEMENT DESCRIPTION

Employer: WEX TEMPLATES

Contact:

Supervisor:

Employer Tel:

Website:

Job: Passenger Agent

Classification: Leisure & Travel Services

Ref: 13,073

Aims & Objectives: NOTE ALL PLACEMENTS MUST BE BOOKED THROUGH GUERNSEY WORK EXPERIENCE
To develop key skills through the experience of work To gain experience working in a busy airport.

Key Tasks: Your duties may include observing work of passenger staff, working alongside handling agents, assisting in checking - in passengers and labelling luggage, observing of dispatchers work and carrying out general office administration work where duties may include filing, answering internal calls, basic accounts work etc. This placement can vary considerably according to the department workload.

Requirements: PASSPORT OR PHOTO ID IS REQUIRED YOU MUST TAKE THIS IN AT LEAST A WEEK BEFORE YOUR PLACEMENT FOR A SECURITY PASS TO BE ISSUED.
You should be confident with initiative and have a genuine interest in people. Steel toe capped boots are needed. These can be borrowed from the Careers Service on deposit. Call 706567 to check your size is available.

Clothing: Smart dress will be required, dark trousers, shirt and tie, dark skirt/trousers and white blouse/top

Working Hours: 9-4 Monday - Friday (max 37 hrs) Students should arrange to arrange to work one or two early mornings (a very busy time in the airport) to experience various shift patterns at the airport.

Meal Breaks: 1 Hour for lunch - lunchtimes unsupervised NOTE: Drinks, flasks or soups must not be brought to the airport, once airside you may purchase cans or make tea/coffee.

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, H/S induction given, existing risk assessments followed.SLIPS, TRIPS & FALLS:- Students must be aware of warning signs, condition of floors etc. and will not work from heightLIFTING & MANUAL HANDLING:- There may be some lifting and handling involved, training will be given and student will be supervisedCHILD PROTECTION ISSUES:- 1:1 working environment, suitability of staff, all staff police checked COMPUTERS & WORK STATION:-Regular breaks from computer screens are required during prolonged useEQUIPMENT & MACHINERY, CHEMICALS & FLAMMABLE MATERIALS:-Student will not use any hazardous machinery or equipmentELECTRICITY:-Safe use of electrical items to be shown.WORKPLACE SPECIFIC HAZARDS:- Students must be aware of their surroundings when outside on the airport apron. They must also avoid handling of any sharp objectsPERSONAL PROTECTIVE EQUIPMENT:-High visibility jacket will be provided and must be worn at all times. Steel toe capped boots must be worn.

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**