

PLACEMENT DESCRIPTION

Employer: WEX TEMPLATES

Contact:

Supervisor:

Employer Tel:

Website:

Job: Receptionist

Classification: Administration, Business and

Ref: 13,084

Aims & Objectives: To develop key skills through the experience of work. Insight into working as a receptionist (hotel, bank, office)

Key Tasks: Duties may include general administration work, answering the telephone, some cashiering work and dealing with clients on a daily basis.

Requirements: Should be interested in this line of work and have good communication skills, and reliable. Some computer skills preferable. A good standard of education required especially in maths and English

Clothing: Office smart

Working Hours: 9am - 5.30pm Maximum 37 hours per week

Meal Breaks: One Hour for lunch (must be flexible) meals provided

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 timesEQUIPMENT & MACHINERY, CHEMICALS & FLAMMABLE MATERIALS:-Students will have no contact with hazardous machinery or chemicals. Students will be shown safe use of office machinery.LIFTING & MANUAL HANDLING:-Safe manual handling to be shown as required.SLIPS, TRIPS & FALLS:- Care to be taken on stairsELECTRICITY:-Safe use of electrical items to be shown.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