

PLACEMENT DESCRIPTION

Employer: WEX TEMPLATES

Contact:

Supervisor:

Employer Tel:

Website:

Job: Trust Administrator

Classification: Business, Finance and Related

Ref: 13,099

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

Key Tasks: Trust administration. After a certain amount of observation/shadowing students may be able to assist by carrying out simple duties in client accounting/trust administration/general administration.

Requirements: Students should note that strict confidentiality is required on this placement. Students should be confident, have good communication skills, also honesty and tact are required. Students should have a good standard of education and some companies prefer year 12 and above.

Clothing: Office smart.

Working Hours: 9.00am - 5.00pm max 35 hours per week

Meal Breaks: One hour for lunch - lunchtimes are 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 be supervised at all times.SLIPS, TRIPS & FALLS:- Student attention should be drawn to any risks in the office workplace that could cause injury i.e. trailing wires. LIFTING & MANUAL HANDING:- Must be shown if necessary. CHILD PROTECTION ISSUES:- All staff police checked COMPUTERS & WORK STATION:- Student must have regular breaks and shown correct procedures with computer.EQUIPMENT & MACHINERY:- Student must follow procedures when using office equipment and will use some office equipment such as a paper shredder, photocopier etc. after training.ELECTRICITY:- Student must be shown safe handling of any electrical equipment. CHEMICALS & FLAMMABLE MATERIALS:- N/A at this placement. WORKPLACE SPECIFIC HAZARDS:- Personnel would like to know about medical problems such as asthma (problems will not exclude students) PERSONAL 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**