

PLACEMENT DESCRIPTION

Employer: WEX TEMPLATES

Contact:

Supervisor:

Employer Tel:

Website:

Job: Harbour Administrator

Classification: Administration, Business and

Ref: 50,007

Aims & Objectives: To develop key skills through the experience of work.
To gain an insight into the work of a busy port/ marina & harbour department.

Key Tasks:

Students must be prepared to do a certain amount of observation/shadowing, then after training and under supervision students may be able to assist trained staff with basic tasks. Students will be given an induction into the systems of work for the harbour and surrounding areas by the Deputy Commercial Manager at start of work experience placement. Students may spend some time in the general office finding out about the paperwork side of administration. Students may spend some time observing the Assistant Harbour Master/Marina manager go about their duties (there will be little hands on work involved in this area due to the possibly hazardous nature of the work on quays and close proximity to large seagoing vessels). Students may have the opportunity to go out with the Maintenance staff on the harbour maintenance boat. This area of work will be subject to weather conditions and to suitability of student. NOTE: STUDENTS WILL REQUIRE SIGNED LETTER OF PERMISSION FROM PARENT/GUARDIAN BEFORE THEY ARE ALLOWED TO GO OUT ON THE HARBOUR BOAT. Student may also have the opportunity to work alongside Marina Attendants checking incoming/outgoing boats etc. Note: students under the age of 16 may observe only when on boats (no working permitted). Students may also be able to observe/shadow other members of the Harbour administration staff. THIS PLACEMENT WILL ONLY BE FOR 2 3 DAYS DEPENDING ON TIME OF YEAR.

Requirements:

Letter of permission from parents.
Students must be able to swim to be allowed on this placement.
Students must be able to listen carefully and follow instructions with regard to safety issues.
Only students with a sincere interest in this area of work as a career need apply.
Students must be sensible and able to use initiative

Clothing:

Smart office wear. Safety wear such as steel toe capped shoes will be provided as required.

Working Hours:

THIS PLACEMENT IS FOR 3 DAYS ONLY. Monday to Friday (to be agreed which days) as per timetable which will be explained on induction, on first day (max 37 hrs per week)

Meal Breaks:

1hour break which may be taken off site

**Interview
Required:**

Y

Student to Arrange:

Y

Notes: Student to contact employer to arrange an informal interview prior to placement .

Employer's Health & Safety Risk Assessment:

A full health & safety induction will be given on first morning by Harbour Management (in addition to the GWEx green form).

WORKPLACE SPECIFIC HAZARDS: Students must be able to swim in order to be allowed on this placement

LACK OF KNOWLEDGE, EXPERIENCE & AWARENESS: Students must be supervised at all times

EQUIPMENT & MACHINERY, CHEMICALS & FLAMMABLE MATERIALS: Students will not have any contact with or use any hazardous machinery/chemicals

SLIPS, TRIPS & FALLS: Students will not work at heights

Students must be prepared to do a degree of observation whilst on this work experience as certain areas of work may be too hazardous for the student to participate fully

LIFTING & MANUAL HANDLING: Students may be given training in certain areas and under supervision may be able to perform

simple tasks

PERSONAL PROTECTIVE EQUIPMENT: Any personal protective equipment required overalls/high visibility jackets etc will be supplied. Students will be required to wear lifejackets when instructed

CHILD PROTECTION ISSUES: all staff are police checked

ELECTRICITY: 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