

## PLACEMENT DESCRIPTION

**Employer:** WEX TEMPLATES

**Contact:**

**Supervisor:**

**Employer Tel:**

**Website:**

**Job:** Postal Operative

**Classification:** Goods Transport and Logistics

**Ref:** 50,015

**Aims & Objectives:** To develop key skills through the experience of work.  
To gain an insight into working within the postal service.

**Key Tasks:**

Student will do a certain amount of observation/shadowing, then after training and under supervision may be able to assist trained staff with basic tasks in the postal room. Duties may include assisting with the organization of post rounds, mail/parcel sorting, any delivery processing required such as going out in the postal van with trained staff (police checked) to assist with postal collections. (Students who go out on delivery will be required to start earlier (poss 7am) and finish earlier) Students should be aware that any work they do whilst on this placement will be dependent on the workload at the time of their placement. A week of mixed days is possible such as 2 early start days and 3 late starts discuss at interview.

**Requirements:**

Student must be able to show initiative and be punctual, reliable, keen and have a genuine interest in working within the postal service.

**Clothing:**

Student should dress smart casual with steel toe capped boots (boots can be borrowed from Careers Guernsey call 706567).

**Working Hours:**

Shifts between 6am – 7pm Monday to Friday (max 37 hrs) to be discussed at informal interview. Students are recommended to do at least one early morning shift to observe the busiest period as the post arrives and therefore get a true impression of this work.

**Meal Breaks:**

1 hour for lunch – flexible – lunchtimes/breaks may be unsupervised

**Interview Required:** Y

**Student to Arrange:** Y

**Notes:** Student should contact employer prior to placement in order to discuss details.

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

LACK OF KNOWLEDGE, EXPERIENCE & AWARENESS: Student will be given the Guernsey Post Health & Safety book to read on the first day.

Student must be supervised at all times.

CHILD PROTECTION ISSUES: Student may work with or go out in a post van with qualified & police checked staff on a one to one basis.

EQUIPMENT & MACHINERY, CHEMICALS & FLAMMABLE MATERIALS: Student will not come into contact with dangerous chemicals or hazardous machinery.

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

LIFTING & MANUAL HANDING: Students must be given training in lifting and handling of parcels/packages etc

Students must not be allowed to lift weights of more than 16k

**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