

PLACEMENT DESCRIPTION

Employer: WEX TEMPLATES

Contact:

Supervisor:

Employer Tel:

Website:

Job: Premises Management

Classification: Cleaning Occupations

Ref: 50,002

Aims & Objectives: To develop key skills through the experience of work.
To gain an insight into working as a facilities manager (this placement may be in a school as a caretaker).

Key Tasks: Student will do a certain amount of observation then with training and under supervision may do simple tasks such as assisting the Premises Manager (Caretaker) in maintaining school or office building facilities in good working order, site security and cleanliness. Tasks may include testing fire alarms, cleaning duties when required, maintenance of the swimming pool (if there is one- no use of chemicals), setting up rooms for meetings, seating for events and assisting with displays.

Requirements: Common sense and initiative with a responsible and mature outlook. Able to relate to children if in a school setting.
A genuine interest in this area of work. Good fitness as may be involved in some physical activities.

Clothing: Student should dress smart casual. (May get dirty).

Working Hours: 8am 4pm Monday to Friday.

Meal Breaks: 30 minutes minimum may be taken off site. Bring a packed lunch.

Interview Required: Y

Student to Arrange: Y

Notes: Student to contact employer to discuss placement.

Employer's Health & Safety Risk Assessment:

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

EQUIPMENT & MACHINERY, CHEMICALS & FLAMMABLE MATERIALS: Student will have no contact with hazardous machinery or chemicals.

SLIPS, TRIPS & FALLS: No working at height. Care around pool area .

LIFTING & MANUAL HANDLING: Students must not attempt to lift more than they are capable of.

CHILD PROTECTION ISSUES: All staff are police checked.

ELECTRICITY: Safe use of electrical items to be shown.

PERSONAL PROTECTIVE EQUIPMENT: Disposable gloves are provided.

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