

PLACEMENT DESCRIPTION

Employer: WEX TEMPLATES**Contact:****Supervisor:****Employer Tel:****Website:****Job:** Archivist**Classification:** Librarians & Curators**Ref:** 50,022

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

Key Tasks: Students will do a certain amount of observation of work in the archives, then after training and under supervision will assist trained staff with various tasks.
Duties involved may be such things as: dealing with the post and possibly helping with enquiries from these, answering the telephone and taking messages. Student may also be able to assist in indexing records and retrieving records from storage. With help from staff students may be able to assist members of the public with enquiries. Students may be able to do basic conservation repairs to documents as well as observing the restoration of old books.

Requirements: Confident and polite with good communication skills capable of dealing with members of the public face to face and on the phone.
Able to work as part of a team. Good literacy skills and capable on the computer. Tidy and presentable with a genuine interest in this area of work. Ready to ask questions and show initiative.

Clothing:
Office smart.

Working Hours: Monday Fridays 9am to 4pm Max 37 hours

Meal Breaks: lunch break of 1 hour which is unsupervised and 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:

LACK OF KNOWLEDGE, EXPERIENCE & AWARENESS: Students will not be left unsupervised.

Students may use some office equipment after training.

ELECTRICITY: Students should use all electrical equipment with due care.

LIFTING & MANUAL HANDLING: Students will be taught safe lifting as required.

WORKPLACE SPECIFIC HAZARDS: Students should not climb ladders unless they have hand rails and are the kind that lock down on stepping on first step.

EQUIPMENT & MACHINERY: Students will not have any contact with hazardous machinery/chemicals etc

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: