

## PLACEMENT DESCRIPTION

**Employer:** WEX TEMPLATES

**Contact:**

**Supervisor:**

**Employer Tel:**

**Website:**

**Job:** Auction Assistant

**Classification:** Retail Sales and Customer

**Ref:** 50,025

**Aims & Objectives:** To develop key skill through the experience of work.  
To gain an insight into working in an auction room with the opportunity of observing an auction.

**Key Tasks:** Assisting with the preparation of auctions. An auction sale occurs every two weeks so student will be involved in the viewing process, answering general enquiries and assisting in giving estimates. Some light lifting may be required such as packing and unpacking china, moving boxes of sale items etc. Hanging pictures for display (not from a ladder). Some clerical work may be involved such as entering client details on to the computer database, preparing customer receipts and other paperwork if required.

**Requirements:** Student must have a genuine interest in auctions and antiques.  
Good communication skills for talking to customers.  
Good computer skills.  
Must be adaptable as every day is different.  
Student must be honest and take great care if taken to private homes for evaluations or packing.

**Clothing:** Smart casual (or employer will tell you if old clothes needed for unpacking dusty items or smarter if attending an auction.)

**Working Hours:** Monday Friday 9am 5pm

**Meal Breaks:** 1 hour for lunch with breaks morning & afternoon

**Interview Required:** Y

**Student to Arrange:** Y

**Notes:** Student to make contact to arrange an informal visit to discuss arrangements before placement.

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

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

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

CHILD PROTECTION ISSUES:-Student may be required to travel in a vehicle with a trained member of staff for packing and assessing in private homes.

LIFTING & MANUAL HANDLING:-Safe lifting and handling will be shown.

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

ELECTRICITY:-Safe use of electrical items to be shown.

WORKPLACE SPECIFIC HAZARDS:-Care with fragile items. Student should not be clumsy.

PERSONAL PROTECTIVE EQUIPMENT:-Disposable gloves

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**