

PLACEMENT DESCRIPTION

Employer:	WEX TEMPLATES	Contact:	
		Supervisor:	
		Employer Tel:	
		Website:	
Job:	Research Assistant		
Classification:	Science & Laboratories	Ref:	50,059

Aims & Objectives: To develop key skills through the experience of work
To gain an insight into the work of the Guernsey Biological Records Centre

Key Tasks: The work of the Guernsey Biological Records Centre covers recording a variety of species found in Guernsey such as bats, small mammals and marine life etc. see the website for details:-www.biologicalrecordscentre.gov.gg. Students will spend some time inputting data onto spreadsheets in the office such as marine records. Assisting in a field survey is also possible such as surveying plants on newly seeded areas.

Requirements: Students must be in year 12 or equivalent.
A genuine interest in animal and plant biology. Computer competent and be able to use initiative and common sense and listen and follow instructions carefully.

Clothing: Smart casual for the office but please bring waterproof clothing, a sun hat and sunscreen (to cover all weathers!) for field work.

Working Hours: This placement is for 2 or 3 days only. To be discussed beforehand.
10am 5pm

Meal Breaks: 1 hour for lunch please bring a packed lunch and drinks.

Interview Required:	Y	Student to Arrange:	Y
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Notes: Student to contact employer to arrange an informal interview prior to placement.

Employer's Health & Safety Risk Assessment:

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

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

LIFTING & MANUAL HANDLING: Safe manual handling to be shown if required

CHILD PROTECTION ISSUES: Employer is police checked

EQUIPMENT & MACHINERY, CHEMICALS & FLAMMABLE MATERIALS: Student will not come into contact with harmful chemicals .

ELECTRICITY: Safe use of electrical items to be shown.

WORKPLACE SPECIFIC HAZARDS: To be instructed on fieldwork if any specific issues.

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