



Student Work Experience & Safety Coordinator	
Reporting to:	Student Development Manager
Working Hours:	Full Time (37.5 hours per week)
Salary:	£31,417 - £36,413 per annum
Position Code:	PC M1 – salary points scale 28-34
Annual Leave:	26 electable days, 8 statutory days and up to 5 efficiency closure days at Christmas

Job Purpose

To take an operational lead on work experience delivery across the college including industrial placements and work experience for all students on study programmes.

To oversee the compliance of Health & Safety checks for Apprenticeship employers.

To coordinate and maximise work experience opportunities contributing to the implementation of the College's strategic aims

To source extended work placements for students particularly those taking part in the T Level project and to ensure a high-quality placement experience is provided for students studying within the College.

To help support the student development manager in meeting the requirements of college funded projects when relevant to work experience, external CPD and employer engagement, such as the ESIF project

1. Duties and responsibilities of the job

a. To proactively liaise with organisations and employers to set up high quality work experience or industry placements for study programme students.
b. To work with EAG, careers leader, progress coaches and curriculum teams to ensure students are well prepared for their placement or work experience.
c. To help create a broad range of work experience and placement information available at application, enrolment and tutorial stage to prepare for employment.
d. To liaise with all stakeholders (students, curriculum staff, personal tutor, parents and employers) to ensure the suitability of industry placement and work experience including accurate and timely completion of paperwork.

e.	To coordinate and undertake (when necessary) student visits and remote checks, ensuring employers undertake risk assessments with the student at the beginning of work experience/placements, ensuring relevant documentation is completed.
f.	To oversee the completion of health and safety audits and checks for organisations by completing regular practical inspections, remote checks, and interventions across placements and work experience sites as a key function in monitoring and maintenance of a safe working environment.
g.	To deal with enquiries from work placement organisations and students in person, via telephone, e-mail.
h.	Maintain records and track work placements and regularly audit work experience and placements in order to meet industry placement targets.
i.	Utilise ProEngage to maintain an accurate database of organisations in liaison with Business Development and curriculum teams, seeking new organisations to build links with.
j.	To source relevant extended, industry placements for students in preparation for the T Level project and work closely with the teaching teams to generate high quality extended work placement opportunities (of over 315 hours in addition to the 150 or 180 compulsory hours needed for level 2 and level 3 programmes).
k.	To work with the MIS team to ensure the timely and accurate recording of work experience and industry placements data for reporting purposes.
l.	To help organise monthly tractor tests with DVSA.
m.	To support the Careers and Marketing teams in organising employer participation and activities for careers and marketing events.
n.	To liaise with Health & Safety Manager regarding accidents reportable under RIDDOR, if applicable.
o.	To liaise with the Safeguarding and Wellbeing Manager over safeguarding issues in the workplace, if applicable.

2. Management responsibilities

a.	To manage, motivate and empower the work experience advisor and health and safety coordinators to deliver excellent results in accordance with their annual targets.
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3. Project work

a.	To support funded projects relevant to work experience, external CPD and employer engagement, such as the ESIF project.
b.	To compile and submit timely six-monthly industry placement/Capacity & Delivery Fund return.
c.	To contribute to the T- Level working group.

4. Continuous Professional Development

a. To participate in staff development activities to support Continuous Professional Development (CPD)
b. To participate in the college performance management processes, including appraisals to support personal and professional development and enhance student experience.

5. Other responsibilities and duties

a. To undertake any further duties commensurate with the grade and responsibilities of the post allocated by the Line Manager or a member of SMT.
b. To adhere to appropriate College policies including (but not limited to) safeguarding, equality & diversity, and health and safety.

Qualifications / Skills / Knowledge / Qualities

At Plumpton College we are:

- Ambitious and Progressive
- Enterprising
- Professional
- Passionate about everything we do
- Supportive

Essential criteria for the post
Level 2 or equivalent, Maths and English grade 4 (C) and above at GCSE.
Previous experience of handling enquiries and contacting employers or work placement organisations.
Highly organised – able to co-ordinate work cross College and with external agencies.
Knowledge of Health and Safety at Work Act and HSE standards.
Excellent communications skills both written and oral.
Good understanding of MS Word and Excel.
Being able to work as part of a team and autonomously when required.
Very good attention to detail & accuracy, ability to keep accurate records and provide reports.
Ability to solve problems and deal with challenging situations.
Prepared to work as part of a team and undertake tasks, on occasions, outside normal hours.

Desirable criteria for the post
Level 2 qualification and skills in ICT.
Working knowledge of current Health & Safety legislation relating to the land-based sector.
Health & Safety qualification i.e. IOSH Certificate (or equivalent)

Experience of working within vocational education sectors.
Project coordination experience.
Working with Pro Engage or other CRM systems.

CONDITIONS OF EMPLOYMENT

Working Hours

Basic working hours are from 0830hrs to 1700hrs Monday to Friday but some flexibility will be required to meet the needs of the business. This is an all year round post. There will be some evening and weekend working required to support department and whole college events where there will be a requirement to attend.

Annual Leave

The holiday year is from 1 September - 31 August each year. The annual leave entitlement for this role is 26 working days, 8 bank holidays and efficiency days as stipulated by the Senior Management Team. Annual leave is bookable subject to business needs and should be planned and agreed with your Manager. Annual leave sheets will be available from the start of the new holiday year (1 September).

Continuous Professional Development (CPD)

This post will be entitled to CPD for updating, personal and professional development. All CPD must be planned, agreed and booked with your Line Manager.

Benefits

The candidate appointed to the post will automatically become a member of the LGPS Scheme and pay contributions as determined by annual salary levels. The pension scheme includes life assurance cover, and the College will also pay a contribution towards your pension. There is also free car parking and a competitively priced dining room service.

Equality and Diversity

Plumpton College is committed to the promotion of equal opportunities and is dedicated to pursuing non-discriminatory policies and practices and eliminating unfair discrimination on any basis. This means that no job applicant will receive less favourable treatment than another on grounds of gender, marital status, age, racial origin, disability, sexual orientation or political or religious beliefs.

Criminal Record Check via the Disclosure Procedure

The Rehabilitation of Offenders Act 1974 gives individuals the right not to disclose details of certain old offences when asked about their criminal record as they may be defined as 'spent'. There are exemptions to this if the individual is offered a post which involves contact with children or regular work at an establishment exclusively or mainly for children.

The post you have applied for falls into this category and, therefore, requires a criminal background check.

If a job offer is made, you will be asked to apply for a DBS Disclosure Certificate. The Disclosure Certificate will contain details of current and "spent" convictions, cautions, reprimands or warnings held on the Police National Computer, excluding certain specified old and minor offences.

Date issued

JD category

Agreed by

The DBS Disclosure will also indicate whether information is held on government faculty lists of those individuals who are barred from working with children or vulnerable adults (if applicable).

The post-holder cannot begin employment with the College until the DBS Disclosure Certificate is received and considered by the Principal.