

## JOB DESCRIPTION

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| <b>JOB TITLE:</b>   | Placement Coordinator  |
| <b>GRADE:</b>       | Support Pay Scale H  |
| <b>REPORTS TO:</b>  | Careers and Placements Manager (Sixth Form)  |
| <b>CAMPUS:</b>      | Sixth Form (Strode's College / Windsor College)  |
| <b>JOB PURPOSE:</b> | To be responsible for supporting students to secure appropriate industry placements alongside other administrative and curriculum teams. To be responsible for securing industry placements for T Level students and completing the related paperwork and monitoring tools. To ensure that placements are appropriate and safe. To lead on the dissemination of relevant placement information, advice and guidance to key stakeholders. |

**N.B. This job description is current at the date of issue. It will be reviewed annually and may be updated by the Principal.**

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**The main duties and responsibilities of the post include the following: -**

### **Key Duties and Responsibilities**

1. To be responsible for developing and maintaining a network of employers who would be prepared to offer students placement opportunities (including T Level industry placements) or other encounters to develop their employability skills.
2. To take responsibility for managing the relationships between the College and external organisations, handling any queries or issues which arise.
3. To support in finding students appropriate placements in relation to their chosen courses or planned destinations, which where necessary meet the criteria of their curriculum programme and provide them with appropriate and beneficial industry placements.
4. Giving general advice and guidance on industry placements to students, external organisations, parents and other key stakeholders.

5. To effectively track allocation of student placements, liaising with curriculum teams where student placement has not been successful.
6. Where appropriate, to carry out risk assessments at employer sites, ensuring suitability for industry placement students and completing paperwork as required.
7. To work with the Careers and Placements Manager (Sixth Form) to ensure that policy and procedural documentation is up to date and meets the needs of stakeholders, including but not limited to placement risk assessments, information leaflets for students, parents and employers, health and safety guides and placement workbooks.
8. To coordinate and provide effective monitoring of students on placements in line with College procedures.
9. To be responsible for employer liaison, including identifying new and existing vacancies and training opportunities.
10. To be responsible for the promotion of work placements at College open events and where appropriate external events.
11. To liaise with external agencies, including Careers and Employment Services, including attendance at promotional events where appropriate.
12. Where necessary, to ensure that appropriate Criminal Records checks are conducted prior the placement as appropriate to the programme.
13. Compile and complete reports, evaluations and monitoring requirements as agreed. This includes using the College CRM system to log and monitor placements.

Any other duties commensurate with the grading of this post as may be required from time to time.

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## NOTE

The post will be based at one of the current College campuses, but the duties of the job may require the post holder to work at any College campus or other location connected with the work of the College. Travel between the college's main campuses will form a requisite part of this post.

This post is not exempt from the Rehabilitation of Offenders Act 1974. For further details on our policy on the Recruitment of Ex-Offenders can be found [here](#).

**PERSON SPECIFICATION  
Placement Coordinator**

|  | Essential | Desirable | Source of Evidence |
|--|-----------|-----------|--------------------|
| <b>EDUCATIONAL AND PROFESSIONAL QUALIFICATIONS</b>   |           |           |                    |
| GCSE Grade 9-4 or equivalent in English.   | ✓         |           | AF                 |
| Educated to at least A Level standard or demonstrable equivalent experience in a customer service focussed or educational setting. | ✓         |           | AF                 |
| <b>EXPERIENCE</b>  |           |           |                    |
| Experience of working in a customer-focused environment and providing high quality customer service.                               | ✓         |           | AF / IV            |
| Demonstrable experience of providing high quality administration skills.   | ✓         |           | AF / IV            |
| <b>SKILLS / KNOWLEDGE / ABILITIES</b>  |           |           |                    |
| Demonstrable oral and written communication skills.  | ✓         |           | AF / IV            |
| Proven experience of administration work.  | ✓         |           | AF                 |
| Demonstrable IT skills including Microsoft and Google applications and ability to work with complex databases.                     | ✓         |           | AF / IV            |
| Proven ability to be flexible and adapt to changing working environment.   | ✓         |           | IV                 |
| Proven ability to work effectively in a team.  | ✓         |           | IV                 |
| Proven organisational skills and the ability to work under pressure and meet deadlines.  | ✓         |           | IV                 |
| High level of attention to detail and accuracy.  | ✓         |           | IV                 |
| Knowledge and understanding of the T Level qualification. including the industry placement element and the DfE requirements.       | ✓         |           | AF / IV            |

**KEY:**

- Evidence of all the elements marked AF or AF / IV must be present in the application form to be shortlisted for an interview
- All the elements marked IV will be assessed at interview
- All the elements marked AF/IV will also be assessed at interview
- All or some of the elements may be assessed by the Test / Presentation