



**CROOKHORN  
COLLEGE**

**Headteacher: Sarah Bennett, B.A. (Hons), N.P.Q.H.**

**Stakes Hill Road, Purbrook, Waterlooville PO7 5UD Telephone 023 92 251120**

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## **JOB DESCRIPTION**

### **Work Experience Co-ordinator & Careers Administrator.**

The Work Experience Co-ordinator reports to the Personal Learning Development Manager

Contractual hours: 32.5 hours per week, Term Time only

#### **Overall Function**

To set up and monitor our students' work experience. This will consist of contacting potential employers, ongoing liaison with existing employers, liaison with students, parents and SENCO, health and safety assessment of placements, monitoring of these placements as well as other associated administration.

To arrange extended work experience placements.

To assist the Careers Leader with the administration of the careers activities.

To assist the Careers Leader in liaising with local employers, colleges and outside agencies and setting up the Post 16 Careers Fair.

To assist the Careers Leader in arranging College Taster Days, Skills for Life event, Work Experience Debrief Day, Employers Exhibition and Mock Interview Day.

#### **Monitoring & Evaluation**

To evaluate the work experience process annually and make recommendations for improvement.

To monitor work placements.

#### **People & Relationships**

Actively canvass employers to maintain and grow a database of work experience placements and the establish relationships with employers who will attend and support College careers events.

Carry out health & safety assessment visits to all new employers offering a work experience placement to the students. Carry out review visits to existing employers to ensure health and safety assessments and insurances are accurate.

To work closely with all students to support them through the work experience process. This will include building relationships with students who require tailored support to help them overcome barriers to success.

Liaise with parents to explain the work experience process and ensure all students have a suitable work experience placement. This will include the launch of Work Experience to parents at the start of the process for each cohort.

Liaise with tutors, Heads of House and subject staff where appropriate to ensure students have a suitable work experience placement.

Liaise with local colleges, universities, apprenticeship providers and employers who attend the Post 16 Options Fair, Skills for Life and Mock Interview Day.

### **Managing Resources**

Assist the Careers Leader in organising the Parents Information Evening.

Collate placement requests from students not arranging their own placement.

Create annual database matching student and employer details.

Ensure that all the relevant paperwork regarding health and safety, insurance, job descriptions and agreement forms is completed before students undertake their placements.

Maintain & develop the work placement database.

Maintain records of student's involvement in careers activities and support the Careers Leader with administrative tasks.

Assist the Careers Leader with off-site trips and associated administration.

Assist the Careers Leader in arranging College Taster Days, Skills for Life event, Work Experience Debrief Day, Employers Exhibition and Mock Interview Day and associated administration.

You may be asked to undertake other duties as determined by the Headteacher from time to time. This job description may be reviewed at the end of the academic year, or earlier if necessary. In addition, it may be amended at any time after consultation with you.