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**Faculty of Humanities and Social Sciences**

**School of Education and Childhood Studies**

**Student Placement Officer**

**ZZ004113**

**Information for Candidates**

**THE POST**

Please see the attached job description and person specification.

**TERMS OF APPOINTMENT**

Salary is in the range £21,843 - £25,298 per annum and progress to the top of the scale is by annual increments payable on 1st April each year. Salary is paid into a bank or building society monthly in arrears.

Working hours are 37per week. Overtime is not normally payable but time off in lieu may be given. The working hours are normally from 8.30am to 5.15pm Monday to Thursday and 8.30am to 4.15pm Friday with one hour and ten minutes for lunch. Specific times may vary according to the Department concerned.

Annual leave entitlement is 32 working days in a full leave year. If you work less than 37 hours per week, your leave will be calculated on a pro-rata basis. The leave year commences on 1 October and staff starting and leaving during that period accrue leave on a pro-rata basis. In addition, the University is normally closed from Christmas Eve until New Year’s Day inclusive and on bank holidays.

The Appointee will be entitled to join the Local Government Pension Scheme. The scheme's provisions include an index-linked pension with an option to exchange some pension for a lump sum on retirement together with dependants’ benefits. Contributions by the employee are subject to tax relief.

There is a probationary period of six months during which new staff are expected to demonstrate their suitability for the post.

There is a comprehensive sickness and maternity benefits scheme.

**All interview applicants will be required to bring their passport or full birth certificate and any other 'Right to Work' information to interview where it will be copied and verified.** The successful applicant will not be able to start work until their right to work documentation has been verified.

Under the University’s Insurance Policy we will take up references for candidates called for interview. Your current employer reference must be your current line manager. It is also a requirement of this policy that we take up references to cover the previous three years of your employment or study.

The successful candidate will need to bring documentary evidence of their qualifications to Human Resources on taking up their appointment.

To comply with UKVI legislation, non-EEA candidates are only eligible to apply for this post if it has been advertised for a total of 28 days.

If the position has a requirement for Disclosure and Barring Service check (DBS), this will be stated in the advert. The DBS Application Form will be provided once the selection process has been completed.

All applications must be submitted by Midnight (GMT) on the closing date published.

**UNIVERSITY OF PORTSMOUTH – RECRUITMENT PAPERWORK**

1. **JOB DESCRIPTION**

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| **Job Title:** | Student Placement Officer |
| **Faculty/Centre:** | Humanities and Social Sciences |
| **Department/Service Location:** | School of Education and Childhood Studies |
| **Position Reference Number:** | ZZ004113 |
| **Grade:** | 4 |
| **Cost Centre:** | 43100 |
| **Responsible to:** | Principal School Manager |
| **Responsible for:** | N/A |
| **Effective date of job description:** | April 2017 |

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| **Purpose of Job:** |
| To provide a comprehensive support service in relation to student administration through all aspects of the student placement process within the School of Education and Childhood Studies (SECS). This will include email and telephone communication; visits to educational settings and to interview potential students for the placement schemes.  The post holder will in the first instance, be attached to a specific Department or School but may be required to move to an equivalent post within the Faculty on occasion, in order to respond to Faculty priorities and needs. |

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| **Key Responsibilities:** | |
| 1. | To monitor student progress and placements and liaise with members of academic  staff as necessary including the Partnership Manager. |
| 2. | To act as first point of contact for staff and students for administrative and personal placement issues relating to student placements. |
| 3. | To interview potential students for the following placement schemes:  LiFE (Learning from Experience); UAS (Undergraduate Ambassador Schemes); SAS (Student Associate Scheme) |
| 4. | To attend the LiFE/UAS/SAS induction to update potential and existing students on progress of placements and to explain the placement requirements and processes. |
| 5. | To explain and email placement requirements to potential new and existing Placement Providers to secure placements. |
| 6. | To participate in the Placement Providers visits to include Colleges; Schools and Early Years Settings. |
| 7. | To provide electronic documents via Google docs and EXCEL for the purpose of tracking and monitoring placement students. |
| 8. | To maintain and ensure that the integrity of information input into the student databases (including the placement database) is accurate and up to date. This will include regular data validation, maintenance of student placements and recording student withdrawals etc. |
| 9. | To maintain and update computerised and paper management information systems, storing, collating and retrieving data. |
| 10. | To manage and update the Student Placement Database linking students to their Professional Mentor and Subject Mentor within the educational setting; College, School or Early Years settings. To provide reports when necessary. |
| 11. | To email Professional Mentors and Subject Mentors in Early Years Settings, Schools and Colleges with student offer of provisional placements, liaising with external bodies and partners. |
| 12. | To liaise both by telephone and email the key contact in Colleges, Schools and Early Years settings with information on students attending placement and student offers of provisional placement. |
| 13. | To undertake and complete Disclosure and Barring Service (DBS) checks for students, using the University’s online system, tracking and chasing queries, as required. To input DBS information into the Student Placement Database. |
| 14. | Updating the Student Placement Database with amendments from the Partnership Manager’s reports from education settings; Colleges, Schools and Early Years settings. |
| 15. | To create Payment Letters and print via the Student Placement Database the College and School Partnership Agreements to initiate payment to the educational settings where students are placed. |
| 16. | At the start of each academic year, attend the Professional Mentor Training sessions to answer questions and to try and secure future placements; Upload Professional Mentor Training information on to the Student Placement Database and print the relevant certification. |
| 17. | Independently match students with a placement and produce certificate of attendance on completion of placement. |
| 18. | Work with the Faculty Placements Office to provide student placements and to ensure the relevant student travel expense and BACS forms are completed before sending across to Faculty Finance for processing. |
| 19. | Such other duties as may reasonably be required by the Faculty Manager and Principal School Manager. The post holder may be required to move to other equivalent posts within and to Departments within the Faculty in order to respond to Faculty priorities and needs. |

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| **Working Relationships (Key individuals the job holder will be working with):** |
| Partnership Manager  Faculty Placement Manager  Academic Staff – All levels  Principal School Manager  Administration Staff within the School and Faculty  External Contact in Education Settings; Colleges, Schools and Early Years settings. |

1. **PERSON SPECIFICATION**

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| **No.** | **Attributes** | **Rating** | **Source** |
| **1.** | **Specific Knowledge & Experience** | | |
|  | Good knowledge of administrative office and systems and procedures. | E | AF/S |
|  | High level of self-organisation. | E | AF/S |
| Ability to assimilate new procedures quickly; | D | AF/S |
| Knowledge of working within an HE environment. | E | AF/S |
| Experience and understanding of operating an IT corporate system including working with computerised databases. | E | AF/S |
| Experience of working with individual in a one to one setting and within a group. | E | AF/S |
| Experience of working in a placement or recruitment environment. | D | AF/S |
| Customer oriented background. | E | AF/S |
| **2.** | **Skills & Ability** | | |
|  | Excellent IT Skills, including experience in the use of word processing, spreadsheets and databases. | E | AF/S |
| Good organisational skills and communication skills. | E | AF/S |
| Excellent interpersonal skills and ability to communicate with staff and students at all levels. Good written and spoken English | E | AF/S |
| Accuracy and attention to detail. | E | AF |
| Ability to perform efficiently and effectively under pressure. | E | AF/S |
| Ability to show initiative and interact with a wide range of individuals, including students, educational settings, academic staff and potential students of the University. | E | AF/S |
| Ability to work with tight timescales and to deadlines. | E | AF/S |
| Able to work on own initiative. | E | AF/S |
| **3.** | **Education &/or Training** |  |  |
|  | Educated to GCSE level grades A-C in Maths and English or equivalent qualification and/or experience. | E | AF |
| Computing qualifications. | D | AF |
|  | Degree or equivalent experience. | D | AF |
|  | Demonstration of continued professional development | D | AF |
| **4.** | **Other Requirements** | | |
|  | Good team member. | E | AF/S |
| Highly motivated and proactive in problem solving. | E | AF/S |
| Enthusiastic and customer focused. | E | AF/S |
| Flexible approach and a helpful attitude to staff and students. | E | AF/S |
| Willingness to undertake further training for Corporate applications and willing to cover for other equivalent posts in times of absence. | E | AF/S |
| Positive attitude to training. | E | AF/S |
|  | Hold a full driving license. | D | AF |

**Legend**

Rating of attribute: E = essential; D = desirable

Source of evidence: AF = Application Form; S = Selection Programme; T = Test; P = Presentation

**JOB HAZARD IDENTIFICATION FORM**

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| **Please tick box(s) if any of the below are likely to be encountered in this role. This is in order to identify potential job related hazards and minimise associated health effects as far as possible. Please use the** [**Job Hazard Information**](http://www.port.ac.uk/departments/services/humanresources/occupationalhealthservice/jobhazardinformation/filetodownload,164407,en.doc) **document in order to do this.** | | | |
| 1. International travel/Fieldwork |  | 13. Substances to which COSHH regulations apply (including microorganisms, animal allergens, wood dust, chemicals, skin sensitizers and irritants) |  |
| 1. Manual Handling (of loads/people) |  | 14. Working at height |  |
| 1. Human tissue/body fluids (e.g. Healthcare workers, First Aiders, Nursery workers, Laboratory workers) |  | 15. Working with sewage, drains, river or canal water |  |
| 1. Genetically modified Organisms |  | 16. Confined spaces |  |
| 1. Noise > 80 DbA |  | 17. Vibrating tools |  |
| 1. Night Working   (between 2200 hrs and 0600 hrs) |  | 18. Diving |  |
| 1. Display screen equipment (including lone working) | ✓ | 19. Compressed gases |  |
| 1. Repetitive tasks (e.g. pipette use, book sensitization etc.) | ✓ | 20. Small print/colour coding |  |
| 1. Ionising radiation/ non-ionising radiation/lasers/UV radiation | | 21. Contaminated soil/bioaerosols |  |
| 10. Asbestos and lead | | 22. Nanomaterials | |
| 11. Driving on University business (mini-bus, van, bus, forklift truck etc.) | | 23. Workplace stressors (e.g. workload, relationships, job role etc.) | |
| 12. Food handling | | 24. Other (please specify)  ✓  Driving on University business via car to Educational Settings | |

**Completed by Line Manager/Supervisor:**

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| **Name** | Mrs Jackie Jefferson |
| **Date** | April 2017 |
| **Extension number** | 5383 |

Managers should use this form and the information contained in it during induction of new staff to identify any training needs or requirement for referral to Occupational Health (OH).

Should any of this associated information be unavailable please contact OH (Tel: 023 9284 3187) so that appropriate advice can be given.