



Person Specification

Job Title: Work Placement Coordinator

Qualifications	Essential	Desirable
Level 2 qualification in English and Maths or equivalent	✓	
Willingness and ability to obtain and/or enhance qualifications and training for development in the post	✓	
Experience		
Knowledge of the National T-Level programme and any associated guidance		✓
Awareness of DfE guidance relating to work-placements		✓
Working knowledge of Health and Safety legislation		✓
Experience of working in a school environment		✓
Skills		
Ability to effectively communicate with a wide range of audiences, verbally and in writing	✓	
Ability to respect and maintain confidentiality	✓	
Ability to use standard ICT packages including Microsoft Office	✓	
Good time management and organisation skills	✓	
Ability to relate to students in a sympathetic manner and to recognise potential child safeguarding issues	✓	
Understanding of school child safeguarding procedures		✓
Other		
Satisfactory Enhanced DBS Check	✓	
Full, clean and valid UK driving licence	✓	

