

JOB DESCRIPTION

Job Title: Placement Administrator (Maternity Cover)	Band 3: £17,682 - £19,133 <i>Opportunity to progress to £20,674</i>
Department: ASU	
Reporting directly to: Head of Work Based Learning	
Supervisory responsibility for: N/A	
<p>Other Contacts</p> <p>Internal: ASU Departments; Academic Schools; Professional Services Departments; University of Worcester Students.</p> <p>External: Placement Providers.</p>	
<p>Main Duties</p> <ol style="list-style-type: none"> 1. Plan and allocate student clinical placements for the BSc Nursing course, and other courses as necessary including the MSc Physician Associate course. 2. Communicate and liaise effectively with members of staff within the University of Worcester and external providers (e.g. NHS Trusts, regarding allocation and placement issues. 3. Establish, develop and maintain records for students, placements, and related details through the use of the Placement Allocations databases. The systems used are SITS and ARC. 4. Assisting with day to day placement allocations activities including processing Attendance Sheets, dealing with correspondence for students leaving or returning to the course, and other related activities. 5. Administering the Student Placement Travel Expense Claim system, including keeping accurate records and ensuring claims are eligible and processed to set deadlines. 6. Attendance at practice panel meetings including preparation of agenda and minutes. 7. Deal with day-to-day enquiries from staff, students or the general public, relaying information appropriately. This may take the form of personal callers to the office, telephone or email enquiries. 8. Ability to prepare and present accurate reports and allocations listings in the most suitable format through the utilisation of the placements database and other methods, for use by University, NHS and external colleagues and regulatory bodies. 9. Ensure at all times confidentiality and safety of personal data relating to students in accordance with the Data Protection Act. 	

10. Maintain effective and efficient electronic/manual filing systems and to keep these up to date on a daily basis.

11. To work as part of the administrative support team within ASU D, assisting colleagues during busy periods, sickness or holiday leave on any duties required.

12. Carry out the duties of this post in a manner which promotes equality of opportunity and shows due respect for all employees and users of the University's services, in accordance with the University's Equal Opportunities Policy and 'Dignity at Work and Study' guidelines.

13. Carry out all duties having due regard for the health and safety of yourself and others, in accordance with the University's Health and Safety Policy.

*The above does not represent an exhaustive list of duties associated with this role.