University of Edinburgh

Job Description Template

This template is for use in writing Job Descriptions (JDs) for any purpose. This template can be expanded as required, but should usually be no more than 2 pages long. Please consult and follow the Guidance on Writing Job Descriptions.

1. Job Details

Job title: Placement Assistant

School/Support Department: Education

Unit (if applicable): Teaching Organisation

Line manager: School Administrator (day-to-day supervision by Teaching Organisation Supervisor)

2. Job Purpose

(Normally no more than 2 or 3 sentences)

To provide general assistance to the Academic Placement Co-ordinator and the Placement secretary to assist in the effective placing of students in placement schools; provide assistance to the PGDE Primary and Secondary secretaries and Programme Co-ordinators to assist in the efficient and effective organisation of the programmes.

3. Main Responsibilities

(Normally between 4 and 10. Percentages should total at least 95% (and no more than 100%))

1. Accurate maintenance and manipulation of placement databases/spreadsheets to ensure accurate data available to programme co-ordinators and secretaries. Maintenance of up-to-date information on schools and students, including filing, photocopying etc.

2. Assist in the placing of students in schools, using local authority lists, and maps. Preparation of letters to schools and students informing them of placement allocations.

3. Find and book transport and accommodation for students who are placed outside of Edinburgh. Prepare placement accommodation and expenses packs for students to ensure information flow to students. Obtain feedback information from student on their return and keeping the accommodation/transport database up-dated.

4. Provide general secretarial support to PGDE programme secretaries including exam preparation, database and spreadsheet work, etc.

5. Other duties as directed by Teaching Organisation supervisor or School Administrator
4. Planning and Organising

- Finding accommodation in all areas of Scotland. If cost of accommodation exceeds available budget refer to Supervisor.
- Deal with conflicting priorities.

5. Problem Solving

6. Decision Making

- Book travel and accommodation for students according to School placement.
- Prioritise daily work tasks.

7. Key Contacts/Relationships

- Academic Placement Co-ordinator; Supervisor; Programme Co-ordinators; Secretaries.
- Hotel and Bed & Breakfast proprietors and tourist board staff.
- Students

8. Knowledge, Skills and Experience Needed for the Job

- Experience of inputting and extracting information from database.
- Good interpersonal skills.
- Resourcefulness and ability to use initiative.
- Ability to work as part of a team to achieve tight deadlines.

9. Dimensions
Member of team of 7 staff of Teaching Organisation. Works to provide additional support to Placement Secretary and PDGE Programme Secretaries (2) due to pressure of additional student numbers.

10. Job Context and any other relevant information
Post will cease in June 2007, when student numbers will fall dramatically.