

**EN****EAST NORFOLK**  
Multi Academy Trust

*A vibrant and highly successful Sixth Form College,  
helping students to fulfil their potential for over 36 years.*

## **Work Placement and Employer Engagement Co-ordinator**

**Permanent, full time, term time plus 10 days from  
22 August 2019.**

**Actual salary in range £21,451 up to £23,496.**

The post holder will be joining the existing team to ensure that every student has first-hand experiences of the workplace, to help their exploration of career opportunities and expand their networks. They will also ensure that a range of high-quality placements are available for students to choose from which cover the whole curriculum range offered by the College. They will coordinate the work placements and assist with any other administrative work where necessary.

### **Essential requirements:**

- GCSE Maths and English at grade C or above (or equivalent Level 2 qualifications)
- General Level 4 standard of education e.g. BTEC Professional Diploma NVQ Level, Certificate of Higher Education or equivalent
- Full driving licence and access to own vehicle

**The above vacancy will close at midday on 20 June 2019  
Interviews/tests will be held w/c: 24 June 2019**

Job description/person specification and details of how to apply can be downloaded from our website: [www.eastnorfolk.ac.uk/jobs](http://www.eastnorfolk.ac.uk/jobs)

*EN is committed to safeguarding and promoting the safety and welfare of all our students. Applicants must be willing to undergo appropriate screening, including checks with past employers and enhanced DBS clearance.*

***Excellence, Care, Diversity and Integrity***