

**BPP Job Description**

**Job Title** Placements Administator

**Department** School of Healthcare and Nursing

**Location Home and office based**

**Additional details** Home based and office based

**Travel requirements (if applicable)**

**Contract type Full time and permanent**

**Hours of work** 37.5 hours a week

**Reporting lines** Placements Manager

**Job Purpose**

The School of Healthcare and Nursing are a growing provider of pre-qualification and postgraduate health and social care programmes in the UK. The School has a national and international reach and works with a large variety of placement providers from NHS Trusts to GP practices, private health and social care organisations. Placements are an integral and compulsory element of the majority of undergraduate programmes delivered within the School.

The Placements Administrator will support the delivery of high-quality placement experiences for students across the School of Healthcare and Nursing. Working closely with the Placements Manager and wider team, the role will involve providing administrative support for placement processes, maintaining accurate records, and ensuring timely communication with students and placement providers.

This role is ideal for someone with strong organisational skills, attention to detail, and a commitment to excellent customer service.

**Key Responsibilities**

* Provide administrative support for the allocation of student placements in line with programme and regulatory requirements
* Maintain accurate placement records and update internal systems accordingly
* Assist with the preparation and distribution of placement documentation and reports
* Respond to routine queries from students and placement providers regarding placement processes
* Support the monitoring of DBS/OH clearance and follow up on outstanding documentation
* Process placement swap requests and update records as required
* Assist with the collection and collation of placement evaluation feedback
* Liaise with internal teams to support the smooth running of placement operations and use best practice of BPP Operational processes and systems
* Support the administration of payments to placement providers, ensuring accurate data entry
* Promote and share details of learning grant and travel expenses for students eligible
* Promote equality, diversity, and inclusion in all aspects of the role
* Support with the NHSE data collection tool
* Perform any other duties appropriate to the grade as may be required by the School

**Skills, experience & qualifications required – Desirable**

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|  | **Essential** | **Desirable** |
| Qualifications | * A good standard of general education, normally to include English and Maths to GCSE (or equivalent) level at Grade C and above |  |
| Experience | * Experience in an administrative role, ideally in education or healthcare | * Experience working with placement systems or student records |
| Skills | * Strong organisational and communication skills; attention to detail; ability to manage multiple tasks |  |
| Values | * Everybody Matters * Trust and Respect; * Stronger Together; * Embrace Change; * Student, Learner and Client Centric. |  |