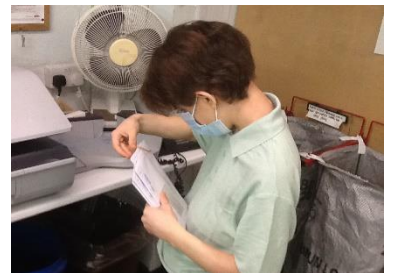


Facilities & Post Room Departments

Position: House Keeper & Post Room Assistant

Learners complete their Work Placement at BWCH in the Post Room and Facilities Department. This is for one day a week, term time only and is also Paid Work. Uniform is provided and I.D badge issued to allow access into different areas around the Hospital. Support is given to the learner's from assigned Job Coach, whilst also offering continuous support and guidance to NHS staff members. The Job Coach will have meetings with the Department Manager prior to learner's starting their placement. Once Job requirements are shared the Job Coach will then Job Carve (break down a task into different stages enabling learner to understand and work towards their own independence.) A Job Card is also created as a visual prompt, this will be used as a tool to support learners when support is slowly withdrawn. Learners are working towards securing a second day's paid work, which may hopefully lead to Full Time Employment once the learners leave Calthorpe Academy. The Work Placement is a great opportunity for Learner's to meet new people, whilst also working on their own confidence.



Some of the Tasks completed in the Post Room are:

- Using the Franking Machine
- Sort Post into Internal/External Post Bags
- Fold and store Towels, Bedding and Uniform
- Vacuum Stairs and Corridor



Some of the Tasks completed in Facilities are:

- Damp Dusting
- Empty Bins and store rubbish bags in the correct area
- Clean the sink areas on each Bay
- Load the Dishwasher and store clean items in the correct area
- Vacuum main corridor
- Serve Tea/Coffee and Dinners and collect once finished



****It has been confirmed that one of our learners have secured part-time employment in the same department for when they leave Calthorpe Academy****