



St George's School of Health and Medical Sciences
City St George's, University of London
Education Operations – Medical Programmes Team
Clinical Placements Coordinator (P&F)

Ref: 709-25-R

JOB DESCRIPTION

Post Title	Clinical Placement Coordinator (P&F)
Grade	CSG 5
Contract type	12 months Fixed term (Maternity cover). Should the substantive postholder wish to return to work at an earlier date then you will be provided with at least 8 weeks' notice
Responsible to	Clinical Placements Manager
Accountable to	Head of MBBS Quality and Development
Responsible for	Clinical Placement Administrator (P&F)
Liaises with	Clinical Placements Team, the MBBS Quality Team, the wider MBBS Programme Team, MBBS students, Clinical Placements Providers, MBBS academic leadership

Overall purpose of job

The key purpose of the role is to coordinate the administrative support for all aspects of clinical and community placement allocations across the relevant student cohorts [Penultimate & Final years]. The post holder is responsible for developing and following appropriate administrative processes and required communication channels to ensure the accuracy of student data across the students' journey through clinical placements. The post holder will also manage all student and partner communication related to clinical placements using a wide range of channels and platforms

Main Duties and Responsibilities



- Coordinating the process of allocations to clinical placements for the relevant student cohorts of the MBBS programme under the direction of the Clinical Placement Manager and in liaison with the wider MBBS administrative team. The allocation process will be managed in two stages – provisional allocations will be run early in the academic year with the final allocations confirmed to students and placement providers after the relevant Board of Examiners confirmed student progression. The post holder will be responsible for reviewing and adjusting the provisional allocation sets post BoEs and whenever relevant changes happen (e.g., interruptions/withdrawals) before confirming the final allocations.
- Acting as the first point of contact for placement providers with regards to expected student numbers, placement capacity and any relevant changes that may impact the partners. Maintain and foster the network of external partners as appropriate with the focus on student-centred approach to teaching and service provision.
- Resolving queries of varying complexity from students, placement providers, team colleagues and academic staff in relation to clinical placements, using own judgement and referring matters to the Clinical Placement Manager, when necessary.
- Establishing and managing the administrative process to enable students to express their placement location preferences, including the possibility to swap allocated placements with peers within agreed criteria.
- Ensuring that students with exceptional circumstances follow the individual allocation process and are allocated appropriately in accordance with their stated needs.
- Coordinating student communications about all aspects of the allocation process, in accordance with established timelines. In collaboration with the relevant members of the MBBS team agree the most appropriate communication channels for each aspect of placement allocations.
- Liaising with the relevant Year Coordinators with preparation for the Becoming a Doctor Grading Committee as directed by the Clinical Placement Manager.
- Coordinating the processing of relevant aspects of student feedback at the end of each clinical placement, as directed by the Quality Manager, to ensure appropriate collation, review and dissemination of data to placement providers. for evidence of change with respect to student feedback and to track solutions and evidence of best practice.
- Coordinating all aspects of issuing letters of excellence to placement providers in collaboration with of the Quality Manager.
- Supporting the processing of travel and accommodation claims for students during peak periods.
- Attending relevant committee meetings, educational events and scheduled quality visits to placement provider sites in accordance with agreed schedule of QA events. This may require occasional out of hours work off site.

General

- Deputising for the Clinical Placement Manager, as appropriate.
- Adhering to GDPR principles in all tasks involving students' and staff's personal data processing and undertake regular information governance training as mandated by the University.
- Assisting with the MBBS Team, IMBAE and University events, as and when required, e.g. student ID checks, Smartcard induction, MMIs.
- As a member of a multi-functional team, adhering to agreed operating principles, respond quickly and proactively to demand, regularly review the procedures and policies in the post holder's specific area or work and identify changes needed to improve the service.
- Taking direction from senior academic staff in the programme as appropriate and in accordance with locally agreed priorities.



It is expected that staff working with St George's School of Health and Medical Sciences, will be involved in our mentoring and tutoring activities, as appropriate, as well as supporting admissions, student recruitment and access and widening participation activities (MMI interviews, Open Days, school visits, clearing etc) where applicable. All academic staff are expected to act as a personal tutor.

You are also expected to undertake other activities appropriate to your grade as directed by your manager. This job description reflects the present requirements of the post. As duties and responsibilities change, the job description will be reviewed and amended in consultation with the post holder from time to time. City St George's, University of London aims to provide opportunities for all its employees to develop the skills required to be successful in their role and to further develop their careers.

St George's School of Health & Medical Sciences, University of London, is committed to the San Francisco Declaration on Research Assessment (DORA) principles.



Person Specification

Criteria	Description	Essential/ Desirable	How it is to be tested
Qualifications	First degree or equivalent	E	PQ/AF
Experience	Experience of work in higher education	D	SS1 , INT
	Experience of work in high-paced, busy environment	E	SS2 , INT
Knowledge/ Skills	Excellent communication and interpersonal skills	E	SS3 , INT
	Competent use of all Microsoft Office tools, specifically Excel and Word	E	ST
Personal Attributes	Flexible and responsive to change	E	SS4 , INT
	Committed to acting as part of a team, showing initiative and making personal contributions in the context of continuous improvement	E	SS5 , INT
	Empathetic	E	INT
	Enthusiastic	E	INT
	Committed to embedding practices which embrace diversity and promote equality of opportunity	E	INT
	Committed to Continuing Professional Development (CPD)	E	INT

Key:

PQ=Prerequisite Qualification, AF=Application Form, CV=Curriculum Vitae,
SS=Selection/Supporting Statements, ST=Selection Test/Presentation, INT=Interview

Note: Elements marked SS (Supporting Statements) in the Person Specification will be highlighted in Step 6 (Supporting Statements) on the online application form. Applicants' answers to Step 6 are an essential part of the selection process. Applicants should write individual supporting statements to demonstrate how their qualifications, experience, skills and training fit each of the elements highlighted in this section.



Applicants should address other elements of the Person Specification in Step 7 (Additional Information). Shortlisting will be based on applicants' responses to Step 6 **and** Step 7. Therefore applicants should complete both sections as fully as possible on the online application form.

Updated May 2025



About City St George's, University of London

City St George's, University of London is the University of business, practice and the professions.

City St George's attracts around 27,000 students from more than 150 countries.

Our academic range is broadly-based with world-leading strengths in business; law; health and medical sciences; mathematics; computer science; engineering; social sciences; and the arts including journalism, dance and music.

In August 2024, City, University of London merged with St George's, University of London creating a powerful multi-faculty institution. The combined university is now one of the largest suppliers of the health workforce in the capital, as well as one of the largest higher education destinations for London students.

City St George's campuses are spread across London in Clerkenwell, Moorgate and Tooting, where we share a clinical environment with a major London teaching hospital.

Our students are at the heart of everything that we do, and we are committed to supporting them to go out and get good jobs.

Our research is impactful, engaged and at the frontier of practice. In the last [REF \(2021\)](#) 86 per cent of City research was rated as world leading 4* (40%) and internationally excellent 3* (46%). St George's was ranked joint 8th in the country for research impact with 100% of impact cases judged as 'world-leading' or 'internationally excellent. As City St George's we will seize the opportunity to carry out interdisciplinary research which will have positive impact on the world around us.

Over 175,000 former students in over 170 countries are members of the City St George's Alumni Network.

City St George's is led by Professor Sir Anthony Finkelstein.



St George's School of Health and Medical Sciences currently offers a range of employee benefits:

Salary: **£34,132** pa inclusive of London Allowance, (pro-rated for part-time staff). The salary range for **CSG Grade 5** is **£34,132 - £41,671** and appointment is usually made at the minimum point.

Hours: 35 hours per week which can be done flexibly in various ways or part time/job share can also be considered. Staff are expected to work the hours necessary to meet the requirements of the role and this will be dependent on the service area.

Annual leave: 30 days per annum. Plus eight UK public holidays and four days when City St George's, University of London is closed (usually between Christmas and New Year). Part time staff receive a pro rata entitlement.

Pension: Membership of competitive pension schemes with generous employer contribution and a range of extra benefits.

[Superannuation Arrangements of the University of London \(SAUL\)](#)

[London Pension Fund Authority \(LPFA\)](#)

[Universities Superannuation Scheme \(USS\)](#)

[National Health Services Pension Scheme \(NHSPS\) \(existing members only\)](#)

Flexible working Flexible working, including part-time or reduced hours of work, opportunities to work from home for many posts, compressed hours and local flexibility in agreeing start and finish times of work.

Travel City St George's, University of London offers an interest free season ticket loan and participates in the [Cycle to Work Scheme](#).

Gift Aid If you would like to make a tax-free donation to a charity of your choice, this can be arranged through our Payroll.

Sports and Leisure Facilities Rob Lowe Sports Centre, situated on the St George's Healthcare NHS Trust site offers exercise facilities that can be utilised by City St George's, University of London staff.

Within walking distance from St George's is Tooting Leisure Centre. Facilities include a swimming pool, gym and various exercise classes. The Centre offers staff an all-inclusive corporate membership. For more information please contact [Tooting Leisure Centre](#).



Shops and facilities There are a number of shops and facilities situated on site including ATMs, student bar and shop, Pret a Manger, M&S Simply Food store, library and multi-faith room.

Informal enquiries

Informal enquiries may be made via email to: HRhelp@sgul.ac.uk

Making an application

All applicants are encouraged to apply on line at <http://jobs.sgul.ac.uk> as our system is user friendly and the online application form is simple to complete. Please note that CVs only will not be accepted.

For any accessibility issues please contact hrhelp@sgul.ac.uk

Closing date: 30 May 2025

Interview date to be confirmed. As shortlisted candidates will be notified by email, it is imperative that you provide an email address that is accessed frequently.

Please quote reference 709-25-R

We are delighted that you are interested in working at St George's School of Health and Medical Sciences. You will be notified of the outcome of your application by email. We aim to respond to all candidates within 5 weeks of the closing date of the vacancy.

