

Job Description

Job Title:	Summer School Health Care Assistant
Contract:	Fixed Term, Seasonal
Hours:	See detailed breakdown on page 3 of this document
Salary:	See detailed breakdown on page 3 of this document
Department / Section:	St Edmund's College Summer School
Reporting to:	Summer School Director, Centre Manager
Line management responsibility for:	None

Summary of the Post:

The Health Care Assistant(s) will provide high-quality, clinically effective, innovative and inspirational health and wellbeing care to the students and staff. As part of the wider summer school team, you will work to ensure the St Edmund's College Summer School achieves its goal of delivering an outstanding international summer school and to ensure all students' feel safe, included, motivated and empowered to develop their academic and social skills.

Duties of the Post:

The main duties of the post will include:

1. Be present at the Health Centre throughout duty periods
2. Collate students' medical information and hold student medication as necessary
3. Advise staff members on student medical conditions
4. Treat sick and injured students and staff as necessary
5. Coordinate with other medical professionals as necessary
6. Liaise with Centre Manager and Welfare Manager as necessary
7. Administer prescription and non-prescription medicine
8. Report to the Summer School Director, Centre Manager and Welfare Manager regarding emerging medical issues and emergencies
9. Any other duties consistent with the position

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Other duties, responsibilities and activities may change or be assigned.

Performance of the above duties is assessed during the summer school's operation and the Performance Development Review process.

Person Specification:

	Essential	Desirable	Method of Assessment
Qualifications (Candidate holds...)	<ul style="list-style-type: none"> • If a non-native speaker of English, a recognised qualification demonstrating C2 level proficiency in English as a Second Language 	<ul style="list-style-type: none"> • Degree in Nursing with Children specialism • Qualified RGN / EN • Current registration with the NWC 	<p>These determine eligibility for selection to interview.</p> <p>Confirmed by production of applicant's certificates and discussion at interview.</p>
Experience (Candidate has...)	<ul style="list-style-type: none"> • Some experience of working with children in an education setting • Nursing in an unsupervised capacity • Liaison with GPs and Hospitals 	<ul style="list-style-type: none"> • Experience of working with children in a residential environment • Experience of working in a school environment • Caring for children aged 9-17 years 	<p>These determine eligibility for selection to interview.</p> <p>Confirmed by contents of application form, discussion at interview and professional references.</p>
Skills (Candidate is able to...)	<ul style="list-style-type: none"> • Be a welcoming and friendly presence to foreign children • Pastorally support children in a boarding environment • Support children who are feeling lonely and homesick • Identify and treat common medical ailments • Consult and liaise with other School departments providing medical advice and support when required • Work as part of a team 	<ul style="list-style-type: none"> • Identify and suggest improvements to the Summer School's medical provision • Knowledge of Guidance for Safe Working Practice for the Protection of Children • A confident IT user, with proficiency in the use of Microsoft Office. 	<p>Confirmed by contents of application form, discussion at interview and professional references.</p> <p>These are also appraised during the summer school's operation.</p>
Qualities (Candidate is...)	<ul style="list-style-type: none"> • Motivation to work with children and young people. • Literature and Numerate • Professional • Consistent & Reliable • Organised • Able to work independently • Personable • Pragmatic • Enthusiastic • Caring 	<ul style="list-style-type: none"> • Innovative • Self-confident • Inspirational 	<p>Confirmed by contents of application form, discussion at interview and professional references.</p> <p>These are also appraised during the summer school's operation.</p>

Safeguarding:

The St Edmund's College Summer School complies with the DCSF Guidance 'Safeguarding Children and Safer Recruitment in Education' and is committed to safeguarding and promoting the welfare of children and young people.

The job holder is expected to share this commitment and comply with all associated internal policies and procedures.

Dates & Hours:

Saturday 8th July 2023 until Saturday 19th August 2023.

The Health Centre will operate from 08.00-20.00, seven days per week. Over the entire duration of the summer school, this totals 504 hours.

There will be two shifts each day – 08:00-14:00 and 14:00-20:00

Salary and Benefits:

Pay per hour will be £23.00 per hour.

Holiday pay will be accrued in the usual way, and paid in lieu at the end of the summer school.

Supplementary Information:

Here are a few documents, and sources of information, that you might find useful when you consider applying to work with us:

- www.stedmundscollege.com – our summer school website
- [All About St Edmund's](#) - this handbook gives a flavour of the St Edmund's College Summer School, and the great opportunities and benefits on offer to colleagues who choose to work with us.
- [Our Hiring Process](#) - this guide breaks our recruitment process down into a tangible map for you to follow as you apply to work with us.

Reviewed By:	Mike Pengelly (Summer School Director)
Review Date:	November 2022