



Manor Courses Summer School at Hurst College
is recruiting suitable candidates for a residential summer position as

Qualified Nurse / First Aider

for our **Residential English Language Courses** for young foreign students, aged 10-17 years

Details	
Duration	6 ½ week Temporary Contracts (including Induction Course)
Dates	Mon 2 July – Thurs 16 Aug 2012
Location	Hurst College, Hurstpierpoint, West Sussex, UK (near Brighton)

Remuneration Package	
6 ½ week salary	£1826
Other benefits	Includes 2 days paid training in the Induction Course (Tues 3 July – Weds 4 July). Includes 3.5 days paid holiday, statutory holiday pay £170.24. You will have 6 days off (24hr periods) during contract period. National Insurance (NI) and Tax will be subtracted if applicable. Accommodation/Full-board - salary has an accommodation offset already deducted. We pay £175/week to the College. Sports / Recreation facilities on-site - available in certain weekly sessions, in a healthy rural setting. CRB (Criminal Records Bureau) check - if applicable it will be paid by the company, at the discretion of the Directors.

Our Manor Courses (MC) Mission

We are looking for a Qualified Nurse / First Aider who

- Has a UK passport or UK visa (*we are not able to obtain Permits or Visas for applicants*).
- Is willing to undergo a Criminal Records Bureau (CRB) check for suitability to work with young students.
- Has some relevant or applicable training / degrees / certificates (eg. First Aid at Work).
- Has experience of working with, or desire to work with childcare and / or healthcare.
- Is prepared to be flexible in order to meet the needs of a residential summer school. This is a 48hr working week.

The aims of the Summer School and Residential English Language Course

- Teach, practise and develop English as a foreign language for young international students.
- Provide a carefully planned sports/arts programme for the students to join voluntarily.
- Escort students on cultural activities off campus (excursions).
- Support, comfort and provide a safe secure environment to make friends from around the world.

Summary of Responsibilities – This is a 48hr working week

Pre-Course

- Read the **Staff Handbook** thoroughly.
- Attend the **Induction Course** prior to students arriving (Tues 3 July – Weds 4 July).

Daily responsibilities include

- **Medical Provision:** Administer medical care / medication to students as and when required – this may involve visiting students at their residence or place of activity. *A duty rota exists for this position, however in cases of serious emergency we may ask for the Nurse to respond/assist beyond the stipulated rota shift time.*
- **Medical Records:** Keep full & accurate records of all student accidents / incidents / medicines given / follow-ups required. Liaise with the manager of the English Department / Group Leaders regarding authorised student absences from class.
- **Meetings & Admin:** Attendance at regular update meetings with the Directors to discuss student welfare and medical needs. Complete the required paperwork as records of medical and pastoral care.

Additional responsibilities include

- **Arrival & Departure days:** Familiarising yourself with student medical needs before arrival and ensuring departing students take any necessary medicines / medical reports home with them.
- **Inventories & Orders:** Complete regular stock-takes, ensure stock is rotated according to expiration date of product and order replacement medicines / supplies as required.
- **Hospital / Dentist Visits:** As a trained medical professional who can offer support and pastoral care, we may occasionally ask that you accompany a student to the hospital/dentist. *If such a visit falls outside of your duty hours every effort will be made to compensate you accordingly but adjusting future shifts.*
- **Housekeeping of First Aid Point / Nurse's office:** Ensure the medical room & equipment are regularly sanitised to prevent infection or spread of disease.

Other

- **Communication:** You report directly to: the Managing Director and Course Director, Welfare Manager on any/every issue. You are also required to communicate extensively with the EFL Teachers regarding ill students and class absences & Activities Leaders regarding incidents during activity sessions. Walkie-talkie 2-way radios are supplied by us.
- **Uniform & Identity** - Wear the issued MC lanyard with name tag (*always*), and T-shirt/sweater (*during your rota duties*).

Find our Application Form on our website's Jobs page. During the recruitment process **Manor Courses** will:

- 1) contact all references;
- 2) verify certificates;
- 3) arrange a phone interview; ...and if successful...
- 4) send a staff handbook;
- 5) send a contract;
- 6) the CRB process begins in the Induction Course

The Application Form must be filled-in by all applicants with all supporting documents. Please send to:

Jon Barnard, Manor Courses, 8 Foundry Street, Brighton, BN1 4AT, ENGLAND

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