

The Job – basic details

Dates	Salary for 4 weeks (48hrs/week) + induction + welcome + orientation days	Location
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4½ weeks

Temporary Contracts from Sat 4th July to Tues 4th Aug
Contracts also from 7th July (without induction) available for returnee staff.



£1935 (candidates aged 25+)
£1805 (candidates aged 21-24)
£1400 (candidates aged 18-21)
for 4 weeks' work and 5 days extra for induction, welcome & orientation days



MC @ Hurst College, W Sussex, UK
by car we are 15min to Brighton, and 5min to Hassocks station, which are both less than 1hr by train from London

Financial details & benefits

Accommodation + full-board provided – above salary has an accommodation cost already deducted.

Training + preparation provided – hours during Induction are paid, and regular admin sessions are scheduled and paid.

Criminal / police record check – if MC do apply, we will pay.

- Salary consists of** - 4 weeks' pay of average 48hour/week + 3 days' pay for Staff Induction + 2 days' pay for Student Welcome/Orientation.
- Salary includes** - 2.43 days' paid holiday (statutory holiday pay).
- Contract includes** - 4 days off (4 x 24hr periods off the rota).
- Deductions** - N.I./Tax will be subtracted (if applicable) from above salary.

The Candidate – could this be you ?

MC is a family-run Summer School, specialising in young learners and teens since 1970. We are looking for First Aiders who:

Are	Have	Demonstrate	Can
.... flexible in order to meet aims of MC Summer School (residential work, average 8hrs per day). willing to undergo a Police / Criminal Record check for suitability to work with children. available to undertake a 3 day course in First Aid at Work in UK. UK/EU passport or UK visa (we are not able to obtain Work Permits or Visas for applicants). relevant training, qualifications or certificates experience of, or desire to work with children, international clients, welfare and healthcare. awareness of health & safety practices and how to implement them with large groups of children. dedication to child protection & safeguarding & awareness of UK guidelines. work & live successfully under pressure in an environment of 300+ children and a team of 60+ staff. adapt their professional manner to different cultures, languages & ages. communicate proficiently in English, using various methods. complete records of all their work.

The Summer School – our provision for young students

The aims of MC Summer School, our Residential English Language Course, and our staff include:

Improve all their English language skills and develop their confidence in English communication, and prepare for future study.	Participate in the extensive and stimulating activity programme using our range of exciting leisure facilities, and receive recognition for achievements.	Discover local rich cultural, historical and leisure destinations in a safe and structured excursion programme, and heighten their interest in the world.	Make friends for life with other young international students using English, and live harmoniously in a multinational environment.
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The Job – the necessary skills, your responsibilities, our expectations

All staff are involved in all 4 of the above elements of the MC Summer School. This is an average 48hr working week with average 8hr work days (alternate days may be over 8hrs and some weeks may be over 48hrs). There are options to work extra hours or less hours per week. The responsibilities begin from the start of Induction and during the Welcome & Orientation days, and continue through the entire Contract.

First Aiders are responsible for the safeguarding, welfare, health and safety of children in the following ways:

- environment** – risk assessing & organising a safe campus; creating the best conditions for staff to work, & children to study & enjoy the course;
- information** – passing on info about student welfare/health/medical/emotional needs to the appropriate leaders/staff;
- orientation** – identifying fire exits and assembly points and safe road crossing points during house tours/orientations;
- guidance** – disseminating information about health and safety to both staff and students; assisting visitors to the main office;
- off-campus** – leading groups safely round tourist attractions and shopping areas on excursions;
- registers** – holding daily registrations in the gardens/houses; and keeping registers of students absent from lessons;
- customer care** – respecting and responding to the needs and wishes of the students, parents and group leaders/agents.

Key responsibilities and necessary skills (a daily overview):

Additional responsibilities and skills (a weekly overview):

Medical Provision: Administer medical care / medication to students – this may involve visiting students at their residence or place of activity.
Medical Records: Keep full & accurate records of all student accidents / incidents / medicines given / follow-ups required. Liaise with other staff regarding authorised student absences from class. Keep a record of absences from class, reasons, responses and follow-ups.
Student Safety during Free-time: Take daily registers and ensure systems and safety for students who opt-out of the activity programme. Inform students about safe road crossings on campus. Supervise students in the gardens, office, houses and common areas.
Risk Assessments: Carry out and update risk assessments of communal college areas, excursions etc. Pass on info to relevant people.

Arrival & Departure days: Familiarise yourself with student medical needs before arrival and ensure departing students take any necessary reports home with them. Help with meet and greet at the office when students arrive.
Inventories / Orders & Housekeeping of First Aid Point: Complete regular stock-takes, order replacements. Ensure the medical room and equipment are regularly sanitised.
Excursions: Oversee traffic safety and assist road crossings. Keep a designated emergency meeting point, identify it and yourself to all students. Assist staff, student or leaders with problems or questions.
House Orientation: Practice 'silent fire drills'. Inform students about safe road crossing points on campus and general traffic safety.
Meetings: Join meetings with other teams/managers to receive and pass on information about students, issues, incidents, schedules and policies.

The Next Steps – are you interested ?

If you have any questions, or to check how many positions we have left, email Jon Barnard on jon@manorcourses.co.uk or call 01273 911377. Find our Application Form on our website www.manorcourses.co.uk/work-for-us/. This must be filled-in by all applicants. New applicants must supply signatures, evidence of ID and qualifications, preferably as scans by email.

During the recruitment process we will:

If you are successful we will:

- | step | ... | step | ... |
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| 1 | ...read your application, identify your skills, match you to our requirements, verify any qualifications you cannot bring to Hurst. | 4 | ...send a job offer by email, the staff handbook with company/health/safety/child protection policies to read, and a contract to sign (in May). |
| 2 | ...carry out suitability checks by contacting 3 references (all professional, personal and academic referees will be asked specifically whether there is any reason you should not be employed in situations where you have responsibility for under 18s). | 5 | ...send sample rotas and induction programme after you have returned the contract (in June). |
| 3 | ...arrange a 45min skype/phone interview, and ask to see any ID or qualifications you mention on your application. | 6 | ...begin Police/Criminal checks if you have not already supplied a previous UK or international one (in July). |
| | | 7 | ...train you during the Induction, and continue to monitor and guide your performance during the contract (in July). |