

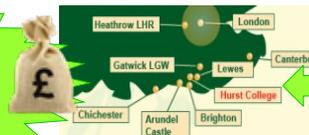
The Job – Basic details

Dates	Salary for 4 weeks (48hrs/week) + induction + welcome + orientation days	Location
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5½ weeks
Temporary Contracts
from **Thur 4th July** evening to
Mon 12th Aug midday



£3100 (candidates aged 21+)
£2235 (candidates aged 18-20)
for **5 weeks' work**
and **4½ 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,

Financial details & benefits

Accommodation + full-board provided – above salary has an accommodation cost already deducted.	<input checked="" type="checkbox"/>	Salary consists of - 4 weeks' pay of average 48 hours per week + 3 days' pay for Staff Induction + 1½ days' pay for Student Welcome/Orientation	<input checked="" type="checkbox"/>
Training + preparation provided – hours during Induction are paid, and regular admin sessions are scheduled and paid.	<input checked="" type="checkbox"/>	Salary includes - 0.625 days' (5 hours) per week statutory holiday pay.	<input checked="" type="checkbox"/>
DBS criminal record check – if MC do apply, we will pay.	<input checked="" type="checkbox"/>	Contract includes - 4 days off (4 x 24hr periods off the rota) in 4 weeks.	<input checked="" type="checkbox"/>
First Aid Training – 3 Day St John's Ambulance Course – we will schedule and pay for training in Sussex prior to the job, to fit your availability in June	<input checked="" type="checkbox"/>	Deductions - N.I./Tax will be subtracted (if applicable) from above salary.	<input checked="" type="checkbox"/>

The Candidate – Are you proven to be suitable? Could this be you?

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

Are	Have	Demonstrate	Can
- flexible & energetic in order to meet the aims of MC (residential work, average 8hrs per day). - willing to undergo a Criminal Record check for suitability. - available to undertake a 3 day course in First Aid at Work . - aware of professional boundaries . - positive about policies including use of data & devices at work.	- appropriate attitudes for a person in a position of trust. - UK passport or UK visa (<i>we cannot obtain Work Permits or Visas</i>). - relevant medical or nursing training, qualifications or certificates . - experience or desire to work in healthcare. - IT skills for data management & an insight into data protection. - proficient English communication.	- awareness of health & safety practices and how to implement them with large groups of children. - dedication to child protection & safeguarding from all kinds of harm. - ability to monitor & manage children's behaviour . - their use of initiative & intuition at work or study.	- work & live under pressure on a campus of 300+ people, with stamina . - adapt their professional manner to various cultures, languages & ages. - communicate clearly using all methods & comprehend others. - complete paper & digital records of all their work. - develop positive relationships with teammates, students & clients.

The School – Our provision for young students. Can you contribute?

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 – Our expectations. Do you have the necessary skills for these responsibilities?

All staff are involved in all 4 of the above elements of the MC Summer School, with an emphasis on education, recreation and safeguarding children from all kinds of harm. This is an average 48hr working week with average 8hr work days.

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):

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 records of class absences, reasons, responses and follow-ups.

Student Safety during Free-time: Take & manage 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. Pass on info to relevant people.

Additional responsibilities and skills (a weekly overview):

Arrival & Departure days: Familiarise yourself with student medical needs before arrival and ensure departing students take any necessary reports home with them. Help meet and greet arriving students.

Inventories / Orders & Housekeeping of First Aid Point: Complete regular stock-takes, order replacements. Ensure the medical room & equipment are regularly sanitised.

Excursions: Oversee traffic safety and assist road crossing. Keep a designated emergency meeting point, identify it 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 ?

Application Form www.manorcourses.co.uk/work-for-us/ - Must be completed by all applicants and sent to MC by email or post.

Declaration Signatures and Reference Contact Details are essential.

Evidence of ID, qualifications - New applicants must send as images by email. Returnees must send any new ID or qualifications.

Questions - Email Jon Barnard on jon@manorcourses.co.uk. You can also contact Su Barnard on su@manorcourses.co.uk.

Procedure - All steps, shortlisting and suitability checks are carried out by 2 Recruitment Officers as part of our Safer Recruitment Policy.

During the recruitment process we will:

- 1 ...read your application, identify your skills, match you to our requirements, verify any qualifications you cannot bring/show us.
- 2 ...carry out suitability checks by contacting 2 referees (*all referees will be asked if there is any reason you should not be employed in situations with responsibility for under 18s*).
- 3 ...arrange a 45min webcam/online interview, and ask to see any ID or qualifications not supplied with your application.

If you are successful we will:

- 4 ...send a conditional job offer by email, the staff handbook with company/health/safety/child protection policies to read.
- 5 ...send a contract for you to sign and await its return.
- 6 ...begin Police/Criminal checks if you have not already supplied a previous UK or international one (in June).
- 7 ...train you during the Induction, and continue to monitor and guide your performance during the contract (in July).

MC is committed to safeguarding and promoting the welfare of its students aged under 18 and expects all stakeholders to share this commitment