



British  
Summer  
School

Recruitment Guidance

# NURSE

WELFARE ROLE

future  
ready

# Our Vision & Values



## Our Values

- We are a **team**.
- We **support** each other.
- We **lead by example**.
- We **try our best**.
- We are **open**.
- We respect **diversity**.
- We are **enthusiastic**.
- We **make things happen**.
- We **work hard**.
- We **respect** the **past** but look to the **future**.

## Our Aim

At British Summer School, we aim to inspire our students and help them to develop the knowledge, abilities and qualities needed to fulfil their potential in both their personal and professional lives. We increase our students' ability and confidence to communicate and operate in the 21st century to help them become happy, confident, and successful individuals in a global and competitive world.

**JOB ROLE:**

Nurse

**REPORTING TO:**

Welfare Manager

**JOB LOCATION:**

One of Brambletye, Worth, Clayesmore,  
Oundle or Moulton

**KEY PURPOSE OF THE JOB:**

To offer support and guidance on any medical issues to all the summer school locations

**HOURS:**

Morning shift; 07.30 am – 17.30 pm.  
Afternoon shift; 13.00 – 23.00 pm  
*Shifts may vary at the weekend and depending on the needs of the Summer School*

**SALARY:**

£646.92 + 12.07% Holiday Pay  
*Total weekly pay £725.00*

**WRITTEN BY:**

Danny Kenward

**DATE:**

31<sup>st</sup> October 2023

## Accountabilities

- To lead across all the summer school locations offering support both face to face or online to the centre management teams for any medical advice that may be required.
- To be aware of all medical, diet and allergy information for all staff and students and to disclose any relevant information to the appropriate members of staff to ensure that the correct provisions are put in place.
- To ensure that students have specific emergency medication where appropriate.
- To assist with student check-in, especially concerning collecting medical information, and medication, and remind students to contact home.
- To be responsible for all medication at the venue and ensure that it is all stored and/or locked up following health and safety regulations.
- To supervise and record the dispensing of all medication.
- To ensure a constant adequate supply of medical equipment and medication and to restock this when necessary.
- To manage the stocking, collection and restocking of all First Aid bags and ensure that any missing items are accounted for.
- To take (or accompany with another staff member) students or staff to the local medical centre / A&E as required.
- To deal with all injuries and illnesses, record and inform the Centre Manager
- To review accidents and take appropriate measures to prevent recurrences.
- To liaise with parents or agents regarding the health, treatment and wellbeing of students where necessary.
- To be part of the welcome meeting in order to make sure students and staff get to know you, understand and follow BSS rules and procedures.
- To coordinate any necessary communication between parents, agents, Head Office and students and make sure Head Office is kept up to date with any issues.
- To supervise students at break times, mealtimes and in their boarding house ensuring all house rules are adhered to and the property is being treated with respect, including rooms to be kept tidy. Any damages must be reported to the House Parent as soon as possible.
- To work closely with the other welfare staff (Centre Manager, Medical Officers or Nurse) to ensure the physical and emotional well-being of all students and staff. Concerns, including negative conduct and bad behaviour, should be shared between welfare staff to deal with any bullying or aggressive behaviour quickly and effectively and to promote a harmonious camp atmosphere.
- Any other duties as reasonably requested by the Centre Manager or Welfare Manager.

## Key Skills

- Responsible nature and able to set high standards.
- Excellent communication skills with people of all levels as well as interpersonal skills
- Flexible and adaptable approach to working hours.
- Able to work as part of a team and independently.
- Able to deal well with pressure and to multi-task.
- Enthusiastic and friendly
- Excellent communication skills
- Possess a caring and compassionate nature.

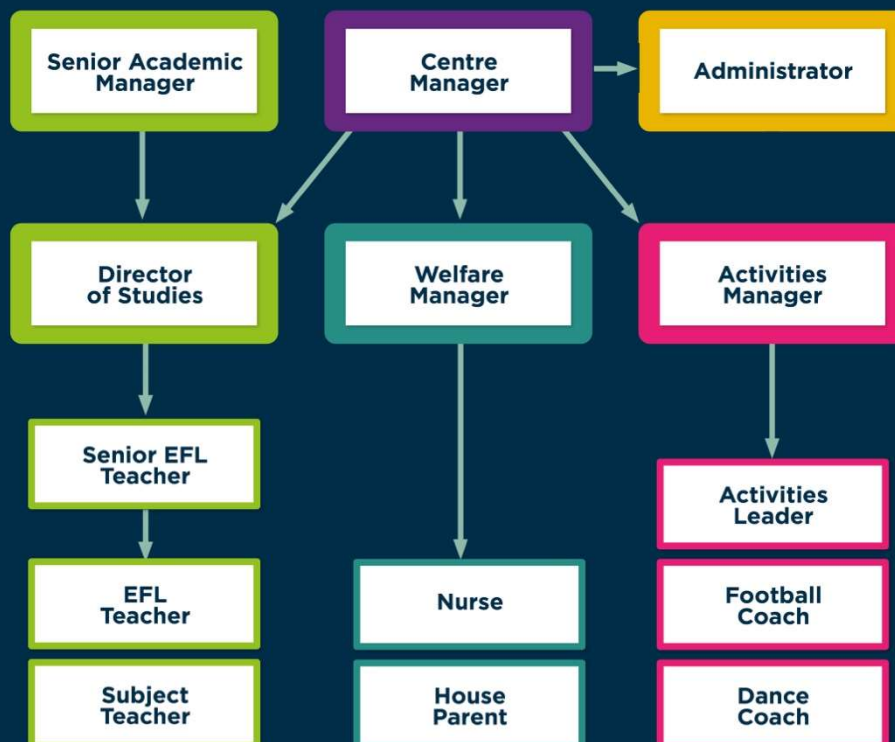
## Qualifications

- Registered General Nurse
- Medical experience, ideally trainee doctor, qualified nurse, or physiotherapist with first aid qualification
- First Aid qualification
- Pastoral/Welfare certificate or qualifications are desirable.
- Previous Summer School or camp experience.

## Safeguarding

British Summer School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment, whether on or off duty. All staff are subject to a Disclosure and Barring Service (DBS) check.

# Staff Organogram





**For more information  
or to apply visit:**

[britishsummerschool.co.uk/summer-jobs](http://britishsummerschool.co.uk/summer-jobs)



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