



British  
Summer  
School

Recruitment Guidance

# WELFARE MANAGER

MANAGEMENT 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:**

Welfare Manager

**REPORTING TO:**

Centre Manager

**KEY PURPOSE OF THE JOB:**

To be responsible, together with the Centre Manager, for the welfare of all students, group leaders, and staff at your centre

**JOB LOCATION:**

One of Brambletye, Worth, Clayesmore, Oundle or Moulton

**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:**

£713.84 per week + 12.07% Holiday Pay  
*Total Weekly pay £800.00 (Including holiday pay)*

**WRITTEN BY:**

Danny Kenward

**DATE:**

31<sup>st</sup> October 2023

## Accountabilities

- To take a lead role in implementing BSS's safeguarding and child protection policies and procedures: ensuring all safeguarding and child protection issues concerning children and young people are responded to appropriately.
- To be the nominated Deputy Designated Safeguarding Lead (DDSL), providing cover for the Centre Manager when they are unavailable, ensuring all concerns are followed up and recorded and where necessary elevated to the appropriate person or organisation. To assist the DSL with online safety and filtering working closely with the centre's IT providers (whether internal or external). Training will be given during the induction to make sure staff are appropriately trained.
- To ensure all staff and group leaders understand the safeguarding and child protection policy and procedures and know what to do if they have concerns.
- To receive and record information from anyone who has concerns about any of our students. Together with the Centre Manager, take a lead in responding to information that may constitute a child protection concern, including a concern that an adult involved with BSS may present a risk to children and young adults. This includes assessing and clarifying the information, making referrals to statutory child protection agencies as appropriate, liaising with, passing on and receiving information such agencies.
- To ensure exemplary medical care is available to students and staff by managing and overseeing the Medical Officers or Nurses and helping with diagnosing and treatment of sick and injured students and staff. Should a Medical Officer or Nurse not be available, you may be required to treat simple ailments (e.g., coughs, colds, sore throats) and dispense any medication prescribed by a doctor as per written instructions,
- To ensure the catering staff are aware of any allergies and special diets.
- To take responsibility for overseeing, the weekly student feedback questionnaires (Arrivals and Departures) and if required, taking necessary action.
- To ensure the House Parents run their houses competently, are present in houses at given times and carry out their duties as required (e.g., house meetings, fire drills etc.). Ensuring that House Parents run regular welfare checks with all students in their boarding house and that any actions are taken and followed up.
- To oversee the rooming list, allocating new students to rooms with their age, nationality, course duration and any other special request in mind.
- To ensure that all risk assessments and fire drills are carried out as necessary and that any Health and safety issues are dealt with and recorded.
- To lead the welcome meeting with the Centre Manager in order to make sure students and staff get to know you, understand and follow BSS rules.
- To participate in any performance management procedures alongside the Centre Manager.
- To assist with any pastoral duties which may include break, mealtime supervision and or bedtime duties.
- To deputise for the Centre Manager when he/she is not available or on site.
- To co-ordinate with the host schools the student and staff laundry and any on-site maintenance issues
- To carry out any other reasonable duties.

## Key Skills

- Excellent communication skills with people of all levels as well as interpersonal skills
- A strong awareness of Health & safety in a residential setting is essential
- Strong organisational skills
- Independent thinking and able to problem solve
- Approachable nature and trustworthy
- Professionalism: being of smart appearance appropriate to the role and using appropriate language
- Flexible and adaptable approach to working hours

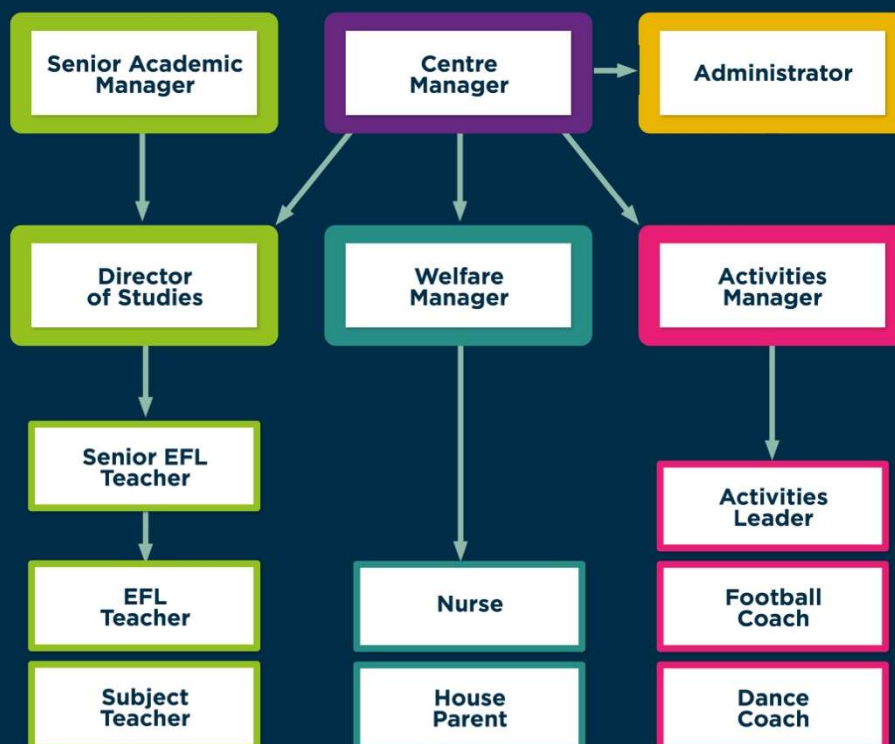
## Qualifications

- HSE – recognised First Aid certificate is essential
- Minimum of 2 years' experience in working with children in a professional setting is essential
- First degree in Education, Psychology or Social work is desirable but not essential
- Vocational Training in areas such as Certificate in Boarding, Child Care, Education, Health and Social Care is welcomed

## 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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