**JOB DESCRIPTION – SUMMER RESIDENTIAL WELFARE OFFICER FOR JUNIORS (AGED 9-15)**

*Candidates are expected to look at the College website* [*www.stclares.ac.uk*](http://www.stclares.ac.uk) *as it provides*

*information about St Clare’s and the courses we offer.*

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|  **JOB DESCRIPTION** |
| **Title of Post** | Summer Residential Welfare Officer for Juniors (ages 9-15) |
| **Purpose of Role**  | To take day-to-day responsibility for monitoring the health and welfare of the juniors and young teenagers on the St Clare’s residential summer courses at Rye St Antony, under the guidance of the Residential Course Director. |
| **Reporting Structure** | You will report to the Residential Course Director for day-to-day duties, and the Summer Operations Director for contractual and all other matters. |
| **Key Responsibilities** | 1. Establishes a good rapport with students and other members of the team at the Rye St. Antony campus.
2. Acts as duty manager on appointed shifts by overseeing the smooth running of the site in conjunction with other duty managers and the Residential Course Director.
3. Greets students, parents, and agents to the site on arrival days as part of the ‘Welcome Team’, providing reassurance to all, whether newcomers or returning students; and assists with departures as required.
4. Takes responsibility for student pocket money: explaining the system on arrival (damage deposit, ‘internal bank’ opening times etc.); lodging the funds in Barclays Bank (Headington Branch) always accompanied by a second member of staff; being available at lunchtimes throughout the course to sign cash out as required by the students; and keeping an accurate record of the balance on each account.
5. Takes responsibility for managing the medical information about the students: collating details of medical conditions and dietary requirements and passing to the Residential Course Director; monitoring those who are feeling unwell; accompanying them to the doctor, hospital or chemist as required; recording accidents and incidents in the logbook; and liaising with parents and agents as appropriate.
6. Contributes to the administration of the course, maintaining a presence in the office according to the rota, monitoring student absences and checking up on students absent from class, providing support and guidance as required.
7. Contributes to the leadership of activities and excursions during afternoons and evenings and at weekends according to the agreed 6-day rota: observing the St Clare’s guidelines for a successful event (see Staff Handbook for Junior Courses).
8. Understands fully the responsibilities associated with ‘safeguarding’ and ‘duty of care’ on a residential programme: supporting the students whilst maintaining a professional distance, completing ‘risk assessments’, monitoring student behaviour, encouraging integration, supervising mealtimes etc as necessary.
9. Takes an active role in the supervision, welfare, and discipline of students at all times: ensuring that bedrooms are kept clean and tidy, monitoring ‘getting up’ and ‘lights out’ routines, overseeing the laundry rota, making sure students shower and wash their clothes regularly, reporting damage or loss of property, responding to illness, homesickness, and other emergencies as necessary.
10. Performs other duties as required to ensure a safe and enjoyable experience for the young students in their care.
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| **TERMS AND CONDITIONS** |
| **Terms of Employment** | * 5-week contract from Sunday 10 July to Saturday 6 August 2022.
* You will be required to attend orientation and induction (paid at the appropriate daily rate) on the Friday prior to the start date, as well as a setting up day on the Saturday prior to the course start date.
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| **Place of Work** | Junior Site, Rye St Antony, Franklin Road, Oxford, OX3 7SA |
| **Hours of Work** | You will be required to work flexible shifts (afternoons, evenings, and weekends) over a 6-day week according to the rota and in consultation with the Residential Activities Director and the Residential Course Director. You will have one day off per week which is likely to be a weekday. |
| **Notice Period** | 1 week |
| **Salary / Pay** | The weekly rate of pay is £456.00 (plus an additional £55.03 of incremental compensatory holiday pay). Additional hours including induction training at £9.50 per hour (plus an additional £1.15 per hour of incremental compensatory holiday pay). The college will of course honour any adjustments to salaries as required by the National Living Wage/National Minimum wage. |
| **Pension** | A contributory pension is offered through St Clare’s group personal pension scheme, following a 3-month deferment period. The employer pays double the contribution of the employee, up to a maximum of 10% of gross salary (i.e., the employer pays up to 10%, and the employee pays up to 5%). Employee’s contributions above 5% may be made, but do not attract a matching contribution from the employer. |
| **Meal** | All meals are provided in the College dining room. |
| **Accommodation** | Accommodation including breakfast, lunch, and dinner is provided every day during the contract period. |

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| **PERSON SPECIFICATION*****The successful candidate will have demonstrated the following essential (E) or desirable (D) skills and experience:*** |
| **Education and qualifications** | * Post (or near to completing) tertiary education with some practical experience of and/or current medical qualification. An interest in sports, drama, arts, and culture **(D)**
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| **Knowledge, skills, and experience** | * Good numeracy skills, First-aid qualification, interest in working with children and younger teenagers and experience of working in a residential setting **(E)**
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| **Personal skills and attributes** | * Enthusiastic, reliable, flexible, always has the students’ best interests in mind **(E)**
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| **REFERENCES AND PRE-EMPLOYMENT CHECKS***St Clare’s is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All offers of employment and contracts are issued subject to satisfactory references and outcomes on all necessary pre-employment checks including DBS records and establishing the right to work in the UK. Some or all of these checks may have been undertaken before an offer is made. Under the National Minimum Standards for Boarding Schools, we are required to follow the guidance in Keeping Children Safe in Education and undertake additional checks on employees.* |
| **References** | Full written references and phone references on quoted references may be obtained before or after interview. One referee must be your current or most recent employer. References must also include the last place of employment where you worked with children or vulnerable adults. References from friends or relatives will not be accepted. Please ensure referees know they will be contacted and will respond promptly. |
| **Identity, right to work and qualifications** | Original documents confirming proof of identity, right to work in the UK and relevant qualifications will be required. Note:  We have a legal responsibility to ensure that all our employees have the legal right to live and work in the UK. If we make an offer of employment, we will need to check that you are eligible to work in the UK before you start work.    If you don’t already have the legal right to work in the UK, we strongly recommend that you use the [**Home Office website**](http://www.gov.uk/browse/visas-immigration) to review the legal requirements of working in the UK as this will give you an indication of whether you may be eligible to work in the UK. |
| **Police checks / DBS** | Police checks / Disclosure and Barring Service checks will also be undertaken for which employees / prospective employees are required to provide information and consent. **Candidates who have lived and worked abroad in the last five years will be required to seek good conduct references, or the equivalent, from the countries in which they worked, as a *pre-requisite* of employment.**  |
| **Health**  | Satisfactory completion of a health questionnaire. |
| **Prohibition order checks** | Prohibition order checks will be carried out for all teaching and activity roles, including a check of any EEA sanctions or restrictions, and for senior management positions as appropriate. |

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| **HOW TO APPLY** |
| **Applications** | Applications must be made using the College’s standard application form which can be found on the College website at [www.stclares.ac.uk/contact-us/summer-vacancies](http://www.stclares.ac.uk/contact-us/summer-vacancies). ***CVs will only be accepted if accompanied by a St Clare’s application form.*** |
| **Email** | Applications should be submitted by email to summer.recruitment@stclares.ac.uk  |
| **Post** | Alternatively, send applications to the Summer Operations Director, St Clare’s, Oxford, 139 Banbury Road, Oxford, OX2 7AL |
| **Contact us** | Email: summer.recruitment@stclares.ac.uk Tel: 01865 552031 |
| **Deadline for applications** | Open until position is filled |
| **Interviews** | Interviews are held by Skype or WhatsApp.The interview process includes some testing of key attributes so access to email and a computer is necessary. |