

JOB DESCRIPTION –WELFARE MANAGER FOR JUNIORS

Candidates are expected to look at the College website www.stclares.ac.uk as it provides information about St Clare's and the courses we offer.

JOB SPECIFICATION	
Title of Post	Welfare Manager 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 course at Rye St Antony, under the guidance of the Centre Manager.
Reporting Structure	You will report to the Director of Studies for contractual matters, and the Centre Manager on site for day-to-day duties.
Key Responsibilities	<ol style="list-style-type: none"> 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 Centre Manager. 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.); 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 Centre Manager; monitoring those who are feeling unwell; accompanying them to the doctor, hospital or chemist as required; recording accidents and incidents in the log book; 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).

	<p>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 meal times etc as necessary.</p> <p>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.</p> <p>10. Performs other duties as required to ensure a safe and enjoyable experience for the young students in their care.</p>
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TERMS AND CONDITIONS									
Terms of Employment	<ul style="list-style-type: none">6-week contract available from 2 July to 13 August 2023You will be required to attend orientation and inductions, as well as staff meetings on most days during the course								
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 Centre Manager. You will have one day off per week which is likely to be a weekday.								
Notice Period	1 week								
Salary / Pay	<table><tr><td>Weekly pay rate</td><td>Weekly holiday pay</td><td>Weekly total pay</td></tr><tr><td>£ 541.50</td><td>£ 65.36</td><td>£ 606.86</td></tr></table>			Weekly pay rate	Weekly holiday pay	Weekly total pay	£ 541.50	£ 65.36	£ 606.86
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Meal	All meals are provided in the school dining room.								
PERSON SPECIFICATION									
<i>The successful candidate will have demonstrated the following essential (E) or desirable (D) skills and experience:</i>									
Education and Qualifications	<ul style="list-style-type: none">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)								

Knowledge, skills and experience	<ul style="list-style-type: none"> Good numeracy skills, First-aid qualification, interest in working with children and younger teenagers and experience of working in a residential setting (E)
Personal skills and attributes	<ul style="list-style-type: none"> Enthusiasm, reliability, flexibility, always having the students' best interests in mind (E)
<p align="center">References and Pre-employment Checks</p> <p><i>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.</i></p> <p><i>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.</i></p>	
References	<p>Two 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.</p>
Identity, right to work and qualifications	<p>Original documents confirming proof of identity, right to work in the UK and relevant qualifications will be required.</p> <p>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.</p>
Police checks / DBS	<p>Police checks and Disclosure and Barring Service checks will be undertaken. Prospective employees are required to provide information and consent.</p> <p>Candidates who have lived and worked abroad in the last five years will be required to provide a certificate of good conduct from the countries in which they worked and lived, as a pre-requisite of employment.</p>

	Both the DBS and the certificate of good conduct can be initiated and paid for by the College.
Health questionnaire	Satisfactory completion of a health questionnaire.
HOW TO APPLY	
Applications	Applications must be made using the College's application form
Email	Applications should be submitted by email to summer.recruitment@stclares.ac.uk