



**Position:** Health Coordinator (Day Position)  
**Camp:** Mini Minors & XUK Day Camp  
**Location:** Brookland School, Hampstead Garden Suburb, NW11  
**Pay:** £300 – £370 per week  
**Reports to:** Camp Manager

## Overview

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- ✓ Your primary responsibility is to promote the safeguarding and welfare of the children in our care.
- ✓ Do what is needed to keep campers happy, healthy and wanting to return for more.
- ✓ The application process for this position may require a second interview stage.

## Responsibilities

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### Medical System

- ✓ Understand and implement the Medical System. Oversee a hygienic and safe environment.

### Medical Procedures

- ✓ Oversee key forms, first aid, accident reports, storage and RIDDOR.

### Medication and 1<sup>st</sup> Aid Administration

- ✓ Ensure all prescribed medication is administered correctly and respond to any first aid issues.

### Medical Concerns

- ✓ Liaise with the manager and contact parents when required.

### Hygiene & Cleanliness

- ✓ Monitor litter, toilets, showers, basins and school cleanliness.

### Healthy Campers & Staff

- ✓ Encourage staff and campers to have healthy habits, using water bottles in particular.

### First Aid Stocks

- ✓ Sun cream, first aid, plasters etc. are at suitable levels.

### Missing Medication

- ✓ Liaise with staff and parents regarding medication not brought onto site.

### Epi Pen Training

- ✓ Ensure all staff are trained on how to use an Epi-pen and the declaration is signed.

## Essential

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### Proven Experience

- ✓ Paediatric First Aid certificate – must be obtained prior to the start of contract / valid for full duration
- ✓ Experience working with children / young people
- ✓ Proficient user of Microsoft Excel, Word and other computer programmes

### Leadership Skills

- ✓ Communicator, organiser, decision maker, motivator and record keeper

### Personal Qualities

- ✓ Approachable, resilient, decisive, patient and flexible

## Desirable

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- ✓ Qualified / Trainee Nurse / Doctor / Paramedic
- ✓ Experienced School Matron / Nurse
- ✓ Safeguarding Training

