



Position: Health Coordinator
Camp: Residential Camps, Dauntsey's School, SN10 4HE
Pay: See separate list
Reports to: Pastoral Manager / Camp Manager

Overview

- ✓ 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.
- ✓ You should be willing to share accommodation with other staff members.
- ✓ The application process for this position may require a second interview stage.
- ✓ This role may be shared depending on the size of the camp.

Responsibilities *(for further details see 'Management Responsibilities')*

Medical Room

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

Medical

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

Trips & Transport

- ✓ Log, monitor and update paperwork on time. Ensure medication is stored and returned correctly.

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, water and fruit stocks are at suitable levels.

Missing Essentials

- ✓ Organise campers and staff with essentials and regular medication.

Epi-Pen & Asthma Inhaler Training

- ✓ Ensure all staff are trained on how to use an Epi-Pen & Asthma Inhaler and the declaration is signed.

Handover

- ✓ On days off ensure a thorough hand over to the relevant person.

Essential

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
- ✓ Qualified / Trainee Medical professional

Leadership Skills

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

Personal Qualities

- ✓ Approachable, resilient, decisive, patient and flexible

Desirable

- ✓ Safeguarding certificate / knowledge



Reviewed November 2022