



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

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### 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.

### Training : Epi-Pen, Asthma Inhaler & Health system

- ✓ You train all staff on XUK health policies as well as how to use an Epi-Pen & Asthma Inhaler.
- ✓ Declaration must be signed by all staff.

### Handover

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

## Essential

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### Proven Experience

- ✓ Paediatric First Aid certificate – must be obtained prior to start of contract / valid for full duration
- ✓ Administering Medication course – must be obtained prior to 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, eye for detail and flexible



## Desirable

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- ✓ Qualified / Trainee Medical professional
- ✓ Safeguarding certificate / knowledge

*Reviewed November 2024*