



Position: Health Coordinator (Day Position)
Camp: Mini Minors & XUK Day Camp
Location: Brookland School, Hampstead Garden Suburb, NW11
Pay: See separate list
Reports to: 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.
- ✓ The application process for this position may require a second interview stage.

Responsibilities

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 1st 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.

Auto Injector & Asthma Inhaler Training

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

Community Health Concerns

- ✓ Oversee any health procedures which may need to be implemented

Essential

Proven Experience

- ✓ Paediatric First Aid certificate – must be obtained prior to the start of contract / valid for full duration
- ✓ Qualified / Trainee Medical professional
- ✓ 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

- ✓ Safeguarding Training

