

exportise

SUMMER SCHOOLS

Recruitment Guidance

MEDICAL OFFICER



**JOIN
TEAM
ORANGE**

TEAM ORANGE

For over 35 years, we've been pioneers in our field, not defined by size but by excellence. Our philosophy goes beyond traditional Vision and Values; we immerse ourselves in the unique "**Team Orange**" way, the heart of our summer school magic. Our **goal** is crystal clear—to provide every young person—regardless of their talent levels—with language skills and overall confidence in their own abilities, fostering the self-belief needed to fulfil their potential. **We're a family that cares passionately, supports, challenges, and grows together.** At our core lies sports, the Orange Magic that moulds our summer school, imparting life skills alongside the English language.

Our motto is: "**Tell me and I forget. Teach me and I remember. Involve me and I learn.**"

Our **aim** is to be recognised as THE BRAND for an outstanding, progressive and complete summer school educational experience that creates lifelong memories and is built around:

- excellent English language learning
- top-class sports coaching
- varied and memorable social programme
- supported throughout by exceptional levels of customer service.

We are immensely proud that **a large majority of our staff returns year after year, while new additions are often former students or friends & family** of existing members. Together, they contribute to the vibrant atmosphere. Being on **Team Orange** is a responsibility we all take very seriously, as **we collectively uphold the standards** that make us fiercely proud of the way we operate and of the powerful summer school experience and memories we create for - and with - our students.



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2024 KEY INFORMATION: MEDICAL OFFICER

KEY JOB PURPOSE

To safeguard the health and well-being of students and staff. This involves providing medical care, managing health-related emergencies and administering medications.

REPORTING TO

Welfare Manager
Centre Manager

SALARY

from £760 per week
(including holiday pay)

LOCATIONS

- Clayesmore School
- Oundle School
- Seaford College
- Teikyo School
- Worth School

WORKING HOURS

Variable working hours with shifts including early mornings, late nights and weekends. 3 on call nights per week. One full 24 hour period off per week.

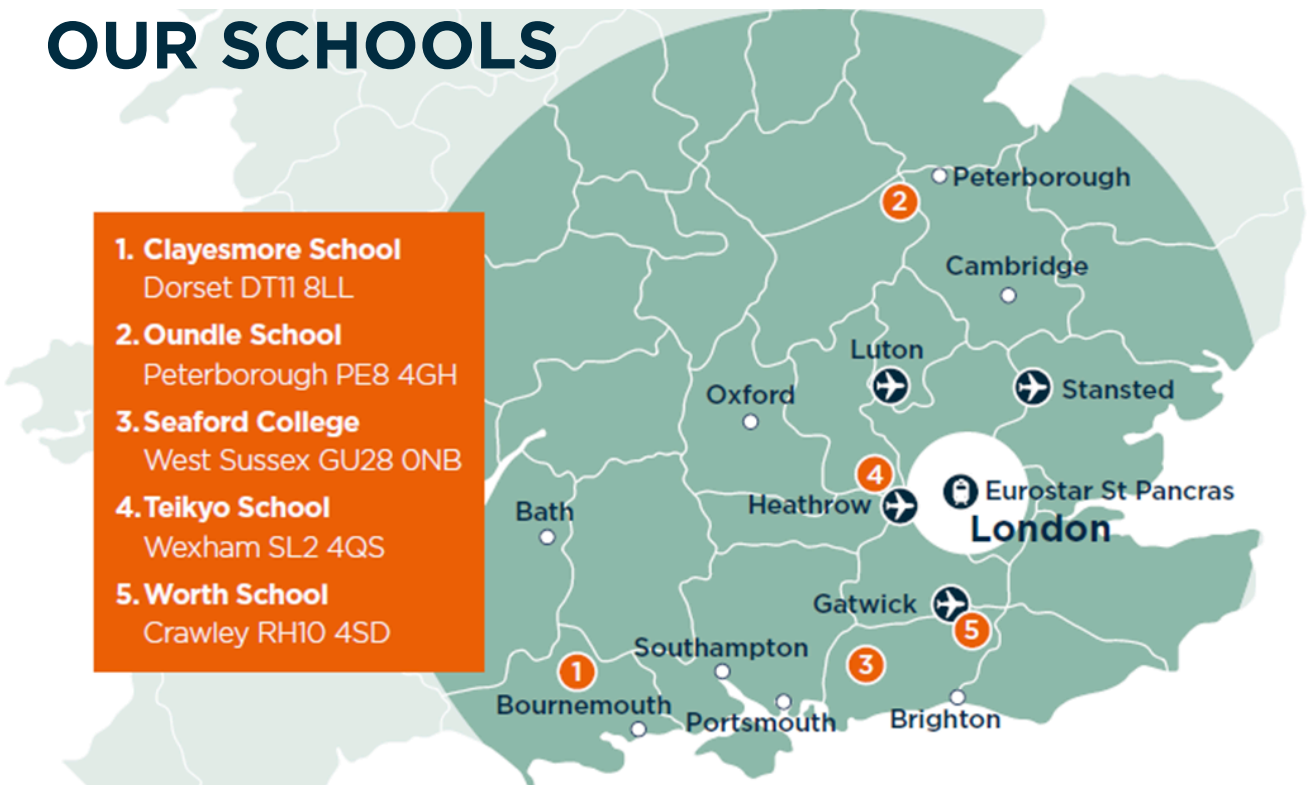
Clinic Hours (split between 2 staff):
7:45 - 8:15, 12:45-13:15, 17:45-18:15,
18:45-19:10 and 21:30-22:00

SAFEGUARDING

Exsportise is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment, whether on or off duty. All staff are subject to a Disclosure and Barring Service (DBS) check.

OUR SCHOOLS

- 1. Clayesmore School**
Dorset DT11 8LL
- 2. Oundle School**
Peterborough PE8 4GH
- 3. Seaford College**
West Sussex GU28 0NB
- 4. Teikyo School**
Wexham SL2 4QS
- 5. Worth School**
Crawley RH10 4SD



OVERVIEW

The Medical Officers will oversee the medical aspects of our residential courses, including providing First Aid and dealing with medical emergencies and storing, ordering, administering, and record-keeping all medication. The Medical Officers will collaborate with the broader Welfare Team (comprised of the Centre Manager, Welfare Manager, Events Manager, and House Parents) to monitor the well-being of both students and staff, particularly concerning injuries, illnesses, and pre-existing medical conditions, identifying any common occurrences or trends.

All staff are responsible for ensuring the efficient operation of the centre. Our top priority is the safety of children, and maintaining the highest standards. We require staff members to exhibit high personal standards and to be friendly, positive, and approachable while maintaining a professional and calm demeanour. Staff should be adept at handling sensitive situations, adhering to confidentiality and data protection guidelines, serving as good role models, maintaining proper professional boundaries and contributing to a positive summer school environment.

MEDICAL ACCOUNTABILITIES

- To be aware of all medical, diet and allergy information, including care plans for all students and staff and to disclose any relevant information to the appropriate staff members to ensure that the correct provisions are in place.
- To ensure relevant students always carry any lifesaving medical devices, like inhalers, epi-pens, etc, and medicines with them.
- To assess, treat and record minor injuries and illnesses such as cuts and grazes, colds, sore throats and headaches. More serious medical issues will be referred to local healthcare facilities and must be made known to the Welfare and Centre Managers.
- To be responsible for all medication at the centre and ensure that it is all stored/locked up in accordance with health and safety regulations.
- To supervise and record the dispensing of all medication.
- To assist with student check-in, especially concerning collecting medical information and medication and reminding students to contact home.
- To be thoroughly familiar with both the accident and emergency procedures.
- To ensure a constant adequate supply of medical equipment and medication and to restock this when necessary.

- To manage the stocking, collection and restocking of all First Aid bags and ensure that any missing items are accounted for.
- To take (or accompany with another staff member) students or staff to the local medical facilities / A&E as required.
- To ensure the catering department knows of any allergies and special diets.
- To liaise with parents, agents and Head Office regarding students' health, treatment and wellbeing where necessary and keep Head Office up to date with any issues by submitting a daily summary report.
- To supervise the weekly laundry service for staff and students. Staff uniform requires daily washing

WELFARE ACCOUNTABILITIES

- To provide compassionate support to all staff and students.
- To support the Welfare Manager and Centre Manager in overseeing the welfare of all students, group leaders and staff at your centre.
- To be part of the welcome meeting to ensure students and staff get to know you, understand and follow Exsportise rules and procedures.
- To assist with monitoring mealtimes to ensure students are in attendance, are eating well, and are integrating well with other students (this is also a responsibility of all staff).
- To oversee and set up lost property procedures and ensure items are returned to students

Additional Duties

- To assist the office team, at the direction of the Centre Manager, including answering phones during their absence.
- To liaise with Administrators and House Parents about setting up houses before students arrive
- To attend daily staff meetings and follow guidelines as outlined in the Staff Handbook
- To help set up / pack up camp as required and submit an end-of-camp inventory
- To carry out any other reasonable duties as requested by the Centre Manager

PERSONAL SPECIFICATIONS

REQUIRED

- Medical experience, ideally a qualified nurse, physiotherapist, house parents, matrons, graduate sports therapist, or trainee doctors. Someone with a first aid qualification
- Responsible nature and able to set high standards
- Excellent communication skills with people of all levels, as well as interpersonal skills
- Able to work as part of a team and independently
- Able to deal well with pressure and to multi-task
- Enthusiastic and friendly
- Excellent communication skills
- Possess a caring and compassionate nature
- Flexible and adaptable approach to working hours

DESIRED

- Experience of working in a residential environment, ideally with international students
- Pastoral / Welfare experience including safeguarding training and working knowledge of Boarding School minimum standards. GDPR training

WORKING CONDITIONS

- You are entitled to one 24-hour period off per week
- You will be asked to sign the 48-hour working week opt-out agreement.
- You will be provided on-site accommodation in single rooms with shared bathroom facilities.
- 3 buffet-style meals are provided by the schools' catering departments, and, by prior arrangement, most special dietary requirements can be catered for.
- As part of the onboarding process, you will be asked to attend an online meeting before our courses start.

EARN, LEARN, GROW

Oundle
Seaforth
Worth

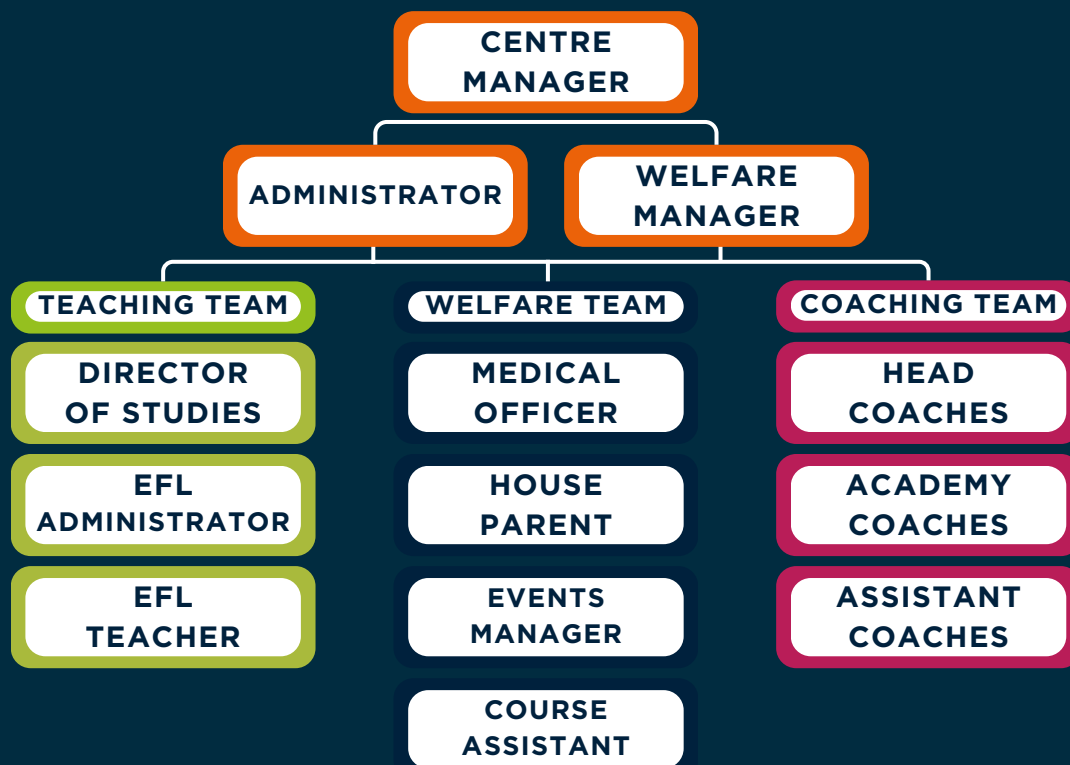
Clayesmore
Teikyo

£800 per week
(£713 + 12.07% holiday pay)

£760 per week
(£678 + 12.07% holiday pay)

- Full board accommodation is provided (worth £69.93 per week)
- Two-day in-person induction, paid pro rata
- Grow in a personal and professional capacity
- Work in an international environment
- Help make Exsportise an unforgettable and enriching experience for our students
- Help create a supportive, educational, and growth-oriented experience for young, first-time employees as they embark on their professional journeys.

CAMP STRUCTURE



SAMPLE WEEK

The weekly rota and days off are scheduled by the Centre Manager and, based on the camp requirements, may change on a weekly basis. Any days off requests must be approved by Head Office / Centre Manager.

The example below highlights what the daily routine of a Medical Officer who is working the morning shift may look like. Please note this is a sample only and may vary based on the requirements of the students and the camp.

MONDAY - FRIDAY the schedule is split between 2 Medical Officers



WEEKENDS



Saturdays - Student Departures

Assist with student check-outs, ensuring all medicine is returned



Sundays - Student Arrivals

Assist with student check-ins, ensuring:

1. every student knows who you are
2. all medical information held is correct
3. students with lifesaving medical devices (inhalers, epi-pens etc) have brought at least 2 with them
4. opportunity for any last-minute declarations
5. emergency contact details are correct
6. students are calling home

OUR POLICY ON ALCOHOL, SMOKING AND SUBSTANCE ABUSE

Given your role with children, the possession and consumption of alcohol and substance abuse is strictly prohibited on site or during working hours. Smoking, including the use of electronic nicotine delivery systems (ENDS) such as e-cigarettes, vapes etc. is only permitted in designated smoking areas and when off duty. Staff members are required to be in a condition that allows them to effectively supervise students at all times. Failure to adhere to these rules will be regarded as gross misconduct and may result in immediate dismissal.

**For more information or to apply visit:
www.exsportise.co.uk/summer-jobs**



Accredited by the
 **BRITISH
COUNCIL**
for the teaching
of English in the UK



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Centre of Excellence
2023-2024

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