Last updated: 25Feb2021

Job Description: Welfare and Covid Safety Compliance Manager 2021

Location: Pepperdine University, Malibu

Reports to: Center Manager

Role Description

The Welfare and Covid Safety Compliance Manager has responsibility for the wellbeing of students at center as well as ensuring that the Kings covid safety policy is carried out. The list of main duties below is not exhaustive, and the Welfare and Covid Safety Manager will work very closely alongside all other managers on many of the logistics of the center. The Welfare and Covid Safety Compliance Manager works a 6-day week.

Duties and Responsibilities:

- To act as designated safeguarding manager for all students at center. This includes ensuring the following areas are managed at center: student wellbeing and care, child protection, visitors the site, smoking, alcohol and substance abuse, student's medical + mental health needs, fire safety, e-safety and abusive behaviour
- To line manage any night supervisors, guardians and/or hall managers in terms of supervision and care of students
- Holding daily meetings with all guardians to ensure that individual student support is carried out
- Monitoring residential area signage and points systems
- To ensure covid safety policy is carried out with all procedures known and in place. This includes:
    - Inducting any new staff to center on covid safety procedures
    - Ensuring covid safety signage is present and up to date
    - Ensuring student and group leader induction procedure includes a covid safety element
    - Regular monitoring of social distancing in dining hall or other specific areas
    - Monitoring cleaning regimes to ensure regular cleaning of heavily used areas take place
    - Maintaining high levels of hand sanitiser everywhere
    - Ensuring all covid safety risk assessments for the site are up to dates
- To keep accurate records of any incidents, accidents or medical situations that occur at center

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- Ensuring covid 'isolation' area is always ready should there be a necessity to isolate a student or staff member.
- Maintaining records on NHS track and trace system as necessary
- Managing administration of any lateral tests
- To ensure all first aid kits are well stocked and all necessary PPE is at center
- To act as duty manager in Center Manager's absence
- To carry out the 24hr emergency duties on a rotation basis (1-2 nights a week)
- Any other duties as directed by the Line Manager

Person Specification

Kings is committed to safeguarding and promoting the welfare of children and young people and expects staff and volunteers to share this commitment. All staff will be required to undergo a background check. All staff must be eligible to work in the UK

Applicants must have

- University degree
- Specialist safeguarding level qualification (level 3)
- Current first aid certificate
- Previous junior summer camp experience
- Empathic and approachable nature
- Proven organizational/administrative skills
- Excellent multi–tasking ability
- Excellent communication and interpersonal skills
- Flexibility and adaptability regarding working hours and duties
- Energy, enthusiasm for working with children/teenagers
- Excellent attention to detail
- Excellent data processing skills
- Ability to work well within a team

Desirable attributes include:

- Covid safety training
- Previous residential junior camp welfare experience
- Valid clean driving licence

Remuneration Package:

- Salary is dependent on Experience
- Food and Accommodation: Accommodation and 3 meals per day are provided
- Staff at Kings are paid bi-weekly

Kings is an Equal Opportunities employer and we adhere to the principles of equal opportunity in all aspects of our recruitment.

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