



Summer 2024

## BAT (BLISS After-dark Team) Night Residential Assistant (1) Job Description

<b>Job Title:</b>	<b>Night Residential Assistant</b>
<b>Organisation Name:</b>	Brownlee Language International Summer Schools (BLISS)
<b>Location:</b>	Perthshire, Scotland
<b>Department/Section:</b>	Residential
<b>Availability:</b>	Must be available on 27 <sup>th</sup> & 28 <sup>th</sup> June 2024 for training. Start date: 30 <sup>th</sup> June for a duration of 2, 4 or 6 weeks, as agreed in advance.
<b>Working Hours:</b>	9.30pm – 5.30am 6 days per week.
<b>Reports to:</b>	Head of Residential & Welfare (HoRW)
<b>Salary:</b>	Competitive. Dependent on length of contract and candidate experience.
<b>Benefits:</b>	Staff uniform
<b>Training Provided:</b>	<ol style="list-style-type: none"><li>1. Child Protection Training.</li><li>2. Summer School Induction.</li><li>3. Continuous and regular development throughout the contract.</li><li>4. PVG/DBS provided.</li></ol>

<b>Background to the Role:</b>	<p>This position is non-residential. It is a key position to the smooth running of the Summer School. Students will engage directly with the post-holder, so it is very important that you feel comfortable working with Summer School participants ranging in age from 8-17 years.</p> <p>We are looking to fill this post with someone who is responsible, confident as a leader and has empathy with learners. The post-holder must have a full understanding of the requirements for Child Protection and Safeguarding (training will be provided), knowing and understanding the distance that staff and students must maintain is crucial to this role. There cannot be any social media contact or any behaviour that contravenes our Child Protection and Safeguarding Policy.</p>
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	<p>The post-holder will be assisting the Head of Residential &amp; Welfare (HoRW) in running the residential sector of the Summer School and be the first point of contact overnight. In addition, the post-holder will assist the HoRW with tasks including but not limited to administration and preparations for the following day. Ideally, we are looking to recruit a member of staff that will join us in future Summer Schools.</p>
<p><b>Purpose of the Role:</b></p>	<ol style="list-style-type: none"> <li>1. To safeguard students above all else.</li> <li>2. To be a main point of contact through the night for students.</li> <li>3. To ensure that the residential area is secure during the night.</li> <li>4. To assist the HoRW in compiling risk assessments and any other general administration.</li> <li>5. To assist the HoRW in ensuring that noticeboards are updated with information for the following day.</li> <li>6. To ensure that BLISS Health and Safety policies are adhered to.</li> <li>7. To ensure that all students have a home from home.</li> <li>8. To assist with students arriving and departing out of hours.</li> <li>9. To assist the HoRW in ensuring that all schedules are up-to-date and any amendments circulated to staff and students in a timely manner.</li> </ol>
<p><b>Key Tasks and Responsibilities:</b></p>	<p>This role is very versatile and will ask the holder to be flexible, a team player as well as patient and forward thinking. Key tasks include but are not exclusive to the following:</p> <ol style="list-style-type: none"> <li>1. To assist with the welcoming of new arrivals and ensure that they are settled into their accommodation.</li> <li>2. To assist the HoRW in ensuring that students are fully prepared for their departure and that they are aware of their transport arrangements.</li> </ol>



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	<ol style="list-style-type: none"><li>3. To be proactive in ensuring you have all up-to-date schedules and information you require to carry out your tasks.</li><li>4. To proactively assist with the running of some evening and social activities, when required.</li><li>5. To work in a team to ensure the students are fully informed of the schedule of events and activities including any amendments to the schedule.</li><li>6. To work to your own strengths.</li><li>7. To provide a handover to the HoRW each morning.</li><li>8. To participate fully in activity and residential meetings, as required.</li><li>9. To assist with the clear-up following evening social programmes, as and when required.</li><li>10. Additional duties, as required.</li></ol>
<b>Additional Responsibilities:</b>	<ol style="list-style-type: none"><li>1. To ensure that all mandatory training is completed before the Summer School begins.</li><li>2. Ensure that all pre-employment documents are completed and returned by the deadline given.</li></ol>
<b>Supervision of Staff (directly/indirectly)</b>	Not applicable for this post.



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## BAT (BLISS After-dark Team) Night Residential Assistant (1) Person Specification

Criteria	Essential/ Desirable	Evidence
<b>Education/Training/Qualifications</b>		
High standard of written and spoken English	E	Application/Interview
Previous Child Protection Training (although training will be provided).	D	Application/Interview
First Aid Qualification (although training will be provided)	D	Application/Interview
Lifeguarding Qualification	D	Application/Interview
Fire Safety Training	D	Application/Interview
Full UK Driving Licence (and access to transport)	D	Application/Interview
<b>Work Experience</b>		
Previous experience working with learners of English	E	Application/Interview
Previous Summer School Experience	E	Application/Interview
Previous experience working in a residential post	D	Application/Interview
<b>Knowledge/Skills/Attributes</b>		
A responsible and safe attitude to all activities	E	Interview
Be willing to complete the induction process and all mandatory and subsequent training provided	E	Interview
Ability to engage effectively with staff and students	E	Interview
Ability to adapt quickly to change and be flexible	E	Interview
Enjoy working with children and teenagers from different cultures	E	Application/Interview
Be a team player	E	Application/Interview
Ability to maintain long periods of physical activity	D	Interview
<b>Personal Qualities/Special Circumstances</b>		
Eligibility to work in the UK	E	Application/Interview
Pass Disclosure Scotland/DBS or equivalent background checking/vetting procedures	E	Original certificate to be provided
A leader and mentor approach to life	E	Application/Interview



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Approachability, patience and excellent inter-personal skills	E	Application/interview
Be flexible, outgoing, hardworking and sociable	E	Application/Interview
Ability to remain calm in an emergency situation	E	Interview
Maintain a smart personal appearance	E	Interview
Ability to remain positive and retain a sense of humour	D	Interview