



## JOB DESCRIPTION

### Section 1: General Information

<b>Position Title &amp; Salary</b>	Camp Manager (£15.00 - £16.00 p/h + holiday pay)	<b>Section/Department</b>	Day Camps
<b>Reports To</b>	Commercial Events Manager	<b>Date of Review</b>	
<b>Location/Site</b>		<b>Employment Status</b>	Zero Hours – between 40 – 50 hours per week anticipated

### Section 2: Job Description

<b>Position Purpose</b>	<p>The role of the Camp Manager is to ensure the smooth day-to-day running of the setting's Day Camp product for children aged 4 – 13. Remaining out of ratio unless covering staff absence or quieter days, the successful candidate will need to be organized, energetic and able to communicate effectively with parents, children and fellow staff members.</p> <p>The Camp Manager will assume overall responsibility for the camp, ensuring all campers are kept in a safe environment and engaged in a varied and exciting programme of activities each day.</p>
<b>Key Responsibilities</b>	<ul style="list-style-type: none"> <li>Signing children into and out of camp using the electronic booking system</li> <li>Conducting efficient daily briefings with the team to ensure each day at camp runs to a high standard</li> <li>Providing daily feedback to parents and guardians</li> <li>Making phone calls to parents and guardians where necessary, for example with accidents or behavioural issues</li> <li>Ensuring safeguarding and health &amp; safety standards are upheld at all times</li> </ul>

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|  | <ul style="list-style-type: none"><li>• Regularly reviewing and appropriately updating risk assessments, ensuring they remain relevant and useable</li><li>• Managing staff levels each day to ensure ratio and cost targets are met</li><li>• Supporting staff with their sessions, making sure they have the correct equipment required while providing constructive feedback on sessions delivered</li><li>• Maintaining brand standards, ensuring that the camp's branding and signage remains in good working order and is displayed to impress parents on arrival</li><li>• Seeking out opportunities to upsell to parents, for example through the sale of hot lunches, additional activities or merchandise</li><li>• Overseeing lunch duty safely while promoting healthy and hygienic eating</li><li>• Ensuring timesheets are submitted on time and with accuracy to ensure staff are paid correctly</li><li>• Maintaining an accurate camp inventory list at the end of each camp period, this includes notifying the Commercial Events Manager of any damaged, used or broken equipment which may need to be replaced</li><li>• Administering first aid as required</li><li>• Adhering to and actively promoting the camp's policies and procedures</li><li>• Adhering to and actively promoting the school's ethos and values</li><li>• Attending any required training sessions and leading the camp induction ahead of each holiday period</li><li>• Being the designated on-site safeguarding lead when camp is in operation</li></ul> |
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KEY CRITERIA	ESSENTIAL	DESIRABLE
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Paediatric First Aid (training can be provided)</li> <li>• Minimum level 2 safeguarding (training can be provided)</li> </ul>	<ul style="list-style-type: none"> <li>• Childcare-related qualification</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Working with children, ideally in an education or out of school hours setting</li> <li>• Delivering engaging activities to children</li> </ul>	<ul style="list-style-type: none"> <li>• Managing a team of staff, ideally in an education or out of school hours setting</li> <li>• Dealing with issues related to safeguarding</li> <li>• Leading inspections from external agencies such as Ofsted</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Maintain a good understanding of safeguarding and current safeguarding-related issues</li> </ul>	<ul style="list-style-type: none"> <li>• Understanding of the latest guidance from regulatory bodies such as Ofsted</li> </ul>
<b>Skills and Abilities</b>	<ul style="list-style-type: none"> <li>• Able to remain calm during busy times</li> <li>• Able to prioritise workload throughout the week to suit the needs of the camp</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>
<b>Work-related Personal Qualities/Behaviors</b>	<ul style="list-style-type: none"> <li>• Be an effective team player that works collaboratively and effectively with others</li> <li>• Excellent interpersonal skills, communicating (verbally and in-writing) effectively to a wide-range of audiences</li> <li>• Support, motivate and inspire both colleagues and pupils by leading through example</li> <li>• Suitability to work with children</li> <li>• Confidence, warmth, sensitivity, reliability and enthusiasm</li> </ul>	

<b>Equal Opportunities and Commitment</b>	<p>Commitment to equality of opportunity for all regardless of gender, disability, religion, and ethnic origin</p> <p><b>Demonstrate a commitment to:</b></p> <ul style="list-style-type: none"> <li>• safeguarding and child protection</li> <li>• equalities</li> <li>• promoting the school's vision, values and ethos</li> <li>• high quality, stimulating learning environment</li> <li>• relating positively to and showing respect for all members of the school and wider community</li> <li>• ongoing relevant professional self-development</li> </ul>
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The above is designed to help you in the understanding of your role and is not intended to be a definitive list of your duties, as flexibility in meeting company needs is required by all employees.

I confirm that I have read and agreed this Job Description explaining the main duties of my job.

Employee Name: \_\_\_\_\_

(Please print)

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Line Manager Name: \_\_\_\_\_

(Please print)

Line Manager Signature: \_\_\_\_\_ Date: \_\_\_\_\_