

Assistant Manager Job Description

Hours of work: Working hours will be between 08:30 and 18:00. Total hours worked will not exceed 45 hours per week

£420.00 - £500.00 salary per week 2019, (2020 salary TBC) dependent on age, qualifications and experience

Reportable to: Central Office, Area Manager and Camp Manager

Barracudas is committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment

DUTIES

1. Assist the Camp Manager with daily tasks e.g. site tours, equipment checks, staff management, financial records, stock control and communicating with parents and staff
2. Ensure Health & Safety regulations are being adhered to
3. Assist the Early Years Manager and Senior Sports Instructor when required
4. Assist with onsite Induction Training for general staff ahead of camp
5. Communicate with Central Office providing them with necessary information
6. Act as an additional management figure to ensure the needs of staff, parents and children are being met
7. Liaise with parents and guardians
8. Support staff in their sessions
9. Oversee the Camp Administrator and delegate tasks suitable to their skill set
10. Ensure high risk activities and paperwork are being completed in accordance with Barracudas Activity Codes of Practice
11. Maintain a tidy site/baserooms and ensure all equipment is packed away

REQUIREMENTS – YOU WILL:

1. Attend compulsory Senior Training Day – see contract letter for details
2. Be eligible to work in the UK
3. Obtain an enhanced DBS check through Barracudas
4. Provide satisfactory references
5. Have previous experience on camp/in a school setting/in a leadership role
6. Attend an Induction Training Day and at least 1 Set Up Day (these will be in the 7 day period prior to camp opening)
7. Complete relevant online training modules annually
8. Coordinate pack up at the end of camp

ADDITIONAL RESPONSIBILITIES

1. Ensure that the company fulfils all of its Health and Safety obligations by carefully following and enforcing procedures and safe systems as detailed in manuals and training
2. Demonstrate a proactive and diligent approach to all safety issues
3. Attend compulsory training days. Prepare and lead the on-site Induction Training as outlined in relevant manuals with assistance from your senior team
4. As part of the senior team, complete a staff evaluation for each staff member at the end of their contract



5. Report any concerns regarding child protection to the Designated Person at Central Office
6. Ensure that staff are aware of any children on camp who may have additional needs (including dietary needs) or a medical condition. Assist them in making reasonable adjustments to accommodate or understand children's requirements
7. Support senior team in ensuring necessary medication is administered and appropriate documentation completed
8. All staff may be required to support a swimming session. You'll need to bring swimwear and a spare Barracudas t-shirt daily

Barracudas is committed to equal opportunities in employment and this post does require an Enhanced Disclosure and Barring Service Check. This post is exempt from the Rehabilitation of Offenders Act (1974) and therefore you are required to disclose any convictions. The Code of Practice and policy on Employment of Ex-offenders is available upon request.

