

Area Manager Job Description

Hours of work: Working hours will be between 08:00 and 18:00. Total hours worked will not exceed 47.5 hours per week.

£475.00-£600.00 salary per week 2019 (2020 salary TBC), dependent on age, qualifications and experience

Reportable to: Central Office

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

DUTIES

1. Observe and provide feedback on: registration, collection and activities on camp, including swimming if the camp has a pool
2. Conduct audits – every camp will have audits throughout the season. The audits consist of recording both positive areas as well as areas for improvement
3. Feedback your findings from audits and provide support to camps afterwards in areas that require improvement
4. Assist the senior team during OFSTED inspections
5. Ensure all paperwork is up to date and filled out correctly. Provide guidance on admin tasks if being done incorrectly
6. Assist with staffing or training queries
7. Answer any Barracudas policy or Health and Safety questions from the senior or general staff
8. Communicate with Central Office and provide them with all necessary information on a daily and/or weekly basis
9. Make sure equipment is being used and demonstrated correctly
10. Monitor and oversee petty cash
11. Deal with confidential issues
12. Roam to camps as instructed by Recruitment Managers

REQUIREMENTS – YOU WILL:

1. Have previous experience working as a Camp Manager
2. Attend compulsory Senior Training Day and any additional Area Manager training days
3. Be eligible to work in the UK
4. Obtain an enhanced DBS check through Barracudas
5. Provide satisfactory references
6. Be available for Induction Training Day and at least 1 Set Up Day (these will be in the 7 days prior to camp opening)
7. Have a full UK driving licence
8. Complete relevant online training modules annually

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 and prepare and lead the Induction Training as required, to assist the senior team
4. Communicate your feedback on the senior teams you observed throughout the season with Central Office
5. Report any concerns regarding child protection to the Designated Person at Central Office
6. Ensure 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 their requirements
7. Cover senior staff absences

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.

