

## 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

£472.50-£562.50 salary per week, dependent on age, qualifications and experience (2021 salary comes into effect from April 1<sup>st</sup> – February Half Term contracts will be on 2020 wage level)

**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 or have an existing enhanced DBS on the Update Service
4. Provide satisfactory references
5. Have experience working on a camp/childcare setting or leading a team (ideally within a school or similar)
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 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 daily

### **COVID-19 RESPONSIBILITIES**

1. Monitoring that systems outlined as part of Barracudas System of Controls are being followed throughout the day
2. Ordering more stock of cleaning products and PPE with Equipment Team in a timely manner
3. Liaise with school staff regarding camp staff cleaning and school staff cleaning duties
4. Communicating with any parent or authorised visitor of the cleaning protocols
5. General tidiness of the camp's office
6. Twice daily cleaning of high touch points in and around the camp office
7. Ensure full understanding of the Barracudas protocols as detailed within the COVID-19 System of Controls for camp
8. Maintain and monitor the systems set are always being adhered to by all staff
9. Nominate and agree the camp COVID officer within the Senior Team and deputy within the general staff. Communicate this on camp and with the Central Office
10. Assign and communicate Bubble Leader and Bubble support roles to those contracted as 'Group Staff'
11. Ensure the camps general tidiness and cleanliness is to a high standard and the high footfall touch points are being cleaned frequently
12. Agree an appropriate room to be set up as the quarantine room during camp
13. Appropriate disposal of PPE and disposable resources used when supporting a child showing COVID-19 symptoms in quarantine room

*\*COVID-19 responsibilities specified above apply for February half term, Easter and May half term camps. Summer responsibilities will be outlined and communicated to staff in line with the most up to date government guidance. For more information on this please contact a Central Office COVID officer.*



*Barracudas is committed to equal opportunities in employment and this post does require an Enhanced Disclosure and Barring Service Check. The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the [Ministry of Justice](#) website.*

