

Camp Administrator Job Description

Hours of work: Working hours will be between 08:00 and 17:30. Total hours worked will not exceed 42.5 hours per week

£365.50-£467.50 salary per week, dependent on age, qualifications and experience (2021 salary comes into effect from April 1st – February Half Term contracts will be on 2020 wage level)

Reportable to: Central Office, Area Manager, Camp Manager and Assistant 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. Process bookings taken at camp
2. Liaise with parents and guardians
3. Complete staff attendance lists
4. Allocate Group Staff days off with guidance from your recruitment contact
5. Ensure high risk activities and paperwork are being completed in accordance with Barracudas Activity Codes of Practice
6. Ensure forms on camp relating to both staff and children are being completed correctly, efficiently and stored correctly
7. Communicate with Central Office to provide them with necessary information
8. Oversee children's Essential Information forms, ensuring that every child on camp has one
9. Ensure the BX+ course is being completed and assist the BX+ Coordinator when needed
10. Monitor petty cash and financial records at camp
11. Ensure Group Staff receive important information for children in their group such as any allergies or medical conditions
12. Act as an additional management figure to ensure the needs of staff, parents and children are being met (after completion of administrative responsibilities)
13. 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 further details
2. Be highly organised
3. Have experience using Microsoft Excel, Microsoft Word, and Google Drive
4. Have the ability to develop IT skills in new areas such as our in-house booking system
5. Be eligible to work in the UK
6. Obtain an enhanced DBS check through Barracudas or have an existing enhanced DBS on the Update Service
7. Provide satisfactory references
8. Be available for Induction Training Day and at least 1 Set Up Day (these will be in the 7 day period prior to camp opening)
9. Hold a Paediatric First Aid qualification (Barracudas offer nationally recognised PFA training courses free of charge)
10. Complete relevant Online Training annually
11. 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
4. Assist your Senior Team in ensuring that a staff evaluation is completed for every member of staff that works at your camp
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.

