

Group Staff Job Description

(Bubble Leader and Bubble Support)

Hours of work: 08.30 – 17:30

Salary: £312.38 - £488.33 salary per week dependent on age, qualifications and experience
2021 salary comes into effect from 1st April (February Half Term contracts will be on 2020 wage level)

Reportable to: Camp Senior Team and Central Office

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

When you are employed as Group Staff you will be assigned the role of either Bubble Leader or Bubble Support. Your specific role will be assigned during Induction Training and thereafter weekly by a member of the Camp Management Team.

BUBBLE LEADER DUTIES

1. Stay with the same group all day and in most cases all week and distance your bubble from others throughout the day
2. Set up and maintain a base room area that is suitable and inviting for the children
3. Follow policies and procedures to make sure the children in your care will have fun in a safe environment
4. Follow the prepared activity timetable each day to make sure we deliver the amazing variety of activity sessions we promise (using resources supplied/available)
5. Ensure that the needs of the children in your care are met with active supervision and attention throughout the day including breaks and lunch times
6. Be the child's Key Worker and manage the exchange of relevant information regarding their experiences at camp
7. Get to know the children in your group as individuals. Find out their likes and dislikes and incorporate these into their day at camp
8. Ensure the safe use of equipment provided for your sessions
9. Maintain a tidy site/base rooms and ensure all equipment is packed away and cleaned

COVID-19 SPECIFIC DUTIES

1. Upon arrival, open windows and doors to ventilate indoor areas, particularly around the baseroom
2. Ensure that the baseroom is kept tidy throughout the day and encourage children to be involved in this process
3. Ensure general hygiene protocols are being followed in your bubble
4. Monitor your bubble's health e.g. being aware if a child starts to show symptoms of COVID-19 and follow procedures
5. Encourage good respiratory hygiene through Catch it, Bin it, Kill it for those in your bubble
6. Discourage unnecessary handling/touching e.g. dragging hands through doorways or against walls
7. Monitor stock levels of cleaning products in your cleaning caddy



8. Ensure the cleaning protocols for equipment and resources is being followed

BUBBLE SUPPORT DUTIES

1. Assist the Bubble Leader as needed, e.g. toilet trips (before, during & after a session), First Aid incidents and staff break cover
2. Follow policies and procedures to ensure the children in your care will have fun in a safe environment
3. Ensure that the needs of the children in your care are met with active supervision and attention throughout the day including breaks and lunch times
4. Work with the Bubble Leader to help deliver sessions
5. Get to know the children as individuals. Find out their likes and dislikes and incorporate these into camp
6. Maintain a tidy site/base rooms
7. Be a key part of cleaning protocols (see COVID-19 specific responsibilities below)

COVID-19 SPECIFIC DUTIES

1. Prepare disinfectant containers at appropriate areas across the camp each morning then empty and store containers each evening
2. Monitor stock levels of cleaning products in activity areas
3. Clean assigned high touch areas twice a day
4. Clean assigned daily and weekly areas
5. If the camp has a swimming pool that is part of the sports centre building, communicate and agree with the Lifeguard which areas they are responsible for to avoid areas and high touch points being missed
6. Assist bubbles with cleaning resources and equipment where necessary
7. Appropriate disposal of PPE and disposable resources used when supporting a child showing COVID-19 symptoms in quarantine room
8. Clean the quarantine room and toilet following use by someone showing COVID-19 symptoms
9. Clean any touch points by someone showing COVID-19 symptoms
10. Ensure any bins in baserooms or activity areas are emptied regularly following school's procedures

REQUIREMENTS FOR BOTH ROLES - YOU WILL:

1. Have experience or qualifications working within a childcare setting
2. Be aged 18 or over by the time you start
3. Be eligible to work in the UK
4. Provide satisfactory references
5. Be enthusiastic, caring and organised with excellent communication skills and able to apply your initiative
6. Be able to adapt to effectively deal with unpredictable challenges within the childcare industry
7. Obtain an enhanced DBS check through Barracudas or have an existing enhanced DBS on the Update Service



8. Attend a Virtual Assessment Event if you're new to Barracudas. These take place over week nights/weekends online. This event will consist of a mixture of interactive and theory-based workshops
9. Complete relevant Online Training annually
10. Attend an Induction Training Day (this will most likely take place within the 7-day period before your camp opens)
11. Assist with pack up at the end of camp

ADDITIONAL RESPONSIBILITIES FOR BOTH ROLES

1. Ensure that the company fulfils all of its Health and Safety obligations by carefully following instructions and showing a proactive and diligent approach to all safety issues
2. Any activities that you organise or deliver must be appropriate for the children in your care within the scope of your qualifications, skills and knowledge. Encourage the children to take part in new activities and ensure the activity programme is as directed on the timetable
3. Ensure the children under your supervision behave in a safe manner. Always know the children's whereabouts, respect them as individuals and communicate with them daily about codes of behaviour
4. Carefully follow all camp systems, including registration and collection procedures, Health and Safety systems and all guidelines on good practice in child welfare whilst supporting your colleagues to do the same
5. Fulfil a specific additional duty that will be allocated to you during your contracted time at camp and assist the team with other additional duties from time to time
6. Be a positive role model to the children in your care, promote a healthy lifestyle, good hygiene precautions and generally consider their welfare at all times
7. Report any concerns regarding child protection to your Management Team or the Designated Persons at the Central Office
8. Make reasonable adjustments to accommodate and understand the requirements of children in your group who may have additional needs (including dietary needs) or a medical condition
9. Look after children's welfare and their happiness
10. Ensure the safe use of equipment provided for your sessions
11. All staff will be required to support swimming sessions to cover the pool ratios. You'll need to bring swimwear with you daily

Barracudas are 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](#).

