

## 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.

£546.25 - £665.00 salary per week, dependent on age, qualifications, experience & number of camps overseeing (2021 salary comes into effect April 1<sup>st</sup> – February Half term contract will be on the 2020 wage level).

**Reportable to:** Senior Leadership Team

**Day to day liaison:** Named contact within Senior Leadership Team, as well as Recruitment Managers

*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/support on: registration, collection, COVID procedures 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. Follow up these action points in person or via telephone to ensure they have been completed
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/provide overviews of your assigned camps to Central Office on a daily basis and with the whole Area Team on a weekly basis as part of the end of week debrief
9. Make sure equipment is being used and demonstrated correctly
10. Monitor and oversee petty cash
11. Deal with confidential issues
12. Assist and support Senior Teams with their complaints handling and advise on areas as and when required. This may involve speaking directly with customers and/or staff
13. Roam to camps as instructed by Senior Leadership Team contact/Recruitment Managers on occasions some of these may not be your assigned area due to staff absences, cover or factors that come up within the season

### 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. Be present daily at either registration or collection
6. Report any concerns regarding child protection to the Designated Person at Central Office
7. 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
8. Cover senior staff absences
9. In line with current guidance all roles will have to comply with COVID-19 policies and procedures. These duties may include the cleaning of indoor activity specific areas and the cleaning of resources and equipment. Further communication will be sent.

#### **COVID-19 RESPONSIBILITIES**

1. Monitoring that systems outlined as part of Barracudas System of Controls are being followed throughout the day
2. Camps are 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. Camps general tidiness of the camp's office is to a good standard when you're visiting site
6. Twice daily cleaning of high touch points in and around the camp office are happening
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. Ensure camps have nominated 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. Ensure camps have assigned and communicated 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.*