

## Assistant Camp Manager

**Hours of work:** 08:30-18:00, Monday-Friday (*Total hours will not exceed 45 hours per week*)

**Salary:** £472.50-£576 per week (*Age, qualifications and experience dependant*)

*(February Half Term Contracts to be issued on 2021 wage level. 2022 wage level effective from April 1<sup>st</sup>.)*

**Reportable to:** Central Office, Area Manager, Camp Manager

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

### Assistant Camp Manager Duties

- Assist Camp Manager with daily tasks such as site tours, equipment checks, staff management, financial records, stock control and communicating with parents and staff
- Adhere to Health and Safety regulations
- Assist Early Years Manager and Senior Sports Instructor when required
- Update and communicate with Central Office
- Acting additional management figure for staff, parent and children
- Liaise with parents and guardians
- Support staff in sessions when needed
- Oversee Camp Administrator and delegate suitable tasks to ensure completion
- Complete paperwork and high-risk activities in accordance with Barracudas Activity Codes of Practice
- Site and baserooms kept tidy and all equipment packed away

### Requirements

- Attend compulsory Senior Training Day (*see contract for details*)
- Eligible to work in the UK
- Enhanced DBS check on the Update Service
- Satisfactory references
- Experience in childcare, leading a team or working on a camp
- Attend Induction Training and at least 1 Set Up day
- Complete Online Training annually
- Coordinate pack up when camp finishes

## **Additional Responsibilities**

- Follow and enforce Health and Safety procedures and safe systems detailed in manuals and training
- Take a proactive and diligent approach to safety issues
- Complete staff evaluations for each member of staff at the end of their contract
- Report Child Protection concerns to Designated Person at Central Office
- Make staff aware of any children that may have additional needs including dietary and medical.  
*(May need to assist with making reasonable adjustments)*
- Support Senior Team administrating medication and completing documentation
- Bring daily swimwear *(All staff may be required to support swimming sessions)*
- Senior staff at Camp may be granted access to our social media platforms, but you'll need to liaise with the marketing team before posting content. You'll need read and comply with our GDPR policies.

**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 provided ahead of each season.**

*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.*