

Camp Administrator Job Description

Hours: 08:00-17:30, Monday-Friday. *(Total hours will not exceed 42.5 hours per week)*

Contract: £391-£495.13 per week *(age, qualifications and experience dependant)*

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

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.

Camp Administrator Duties

- Process bookings taken at camp
- Communicate with parents and guardians
- Complete staff attendance lists
- Allocate leave for Group Staff with guidance from your recruitment contact
- Complete high-risk activities and paperwork in accordance with Barracudas Activity Codes of Practice
- Complete forms relating to both staff and children correctly and efficiently, before storing correctly
- Update and communicate with Central Office
- Oversee children's Essential Information forms, ensuring every child on camp has one
- Ensure the BX+ course is being completed and assist BX+ Coordinator when needed
- Monitor the petty cash and financial records
- Make aware to Group Staff any children with medical or dietary needs
- Act as additional management figure to meet the needs of staff, parents and children *(once administration tasks are completed)*
- Keep site and baserooms tidy and ensure all equipment is packed away

Requirements

- Attend compulsory Senior Training Day *(see contract for further details)*
- Be highly organised
- Experience using Microsoft Excel, Microsoft Word and Google Drive
- Be able to obtain and develop IT skills such as our in-house booking system
- Eligible to work in the UK
- Enhanced DBS check on the Update Service
- Satisfactory references
- Be available for Induction Day and at least 1 Set-up Day
- Hold a Paediatric First Aid qualification *(Barracudas offer nationally recognised PFA training courses free of charge)*
- Complete Online Training annually
- Coordinate pack up at the end of camp

Additional Responsibilities

- Follow and enforce Health & Safety procedures and safe systems as detailed in manuals and training
- Take a proactive and diligent approach to safety issues
- Assist Senior Team in completing staff evaluations for every member of staff once they've reached the end of their contract
- Report Child Protection concerns to the Designated Person at Central Office
- Make staff aware of any children with additional needs, including dietary and medical
- Assist staff in making reasonable adjustments to accommodate additionally needed children
- Support Senior Team in ensuring necessary medication is administered and appropriate documentation completed
- Bring swimwear daily (*all staff may be required to support a swimming session*)
- 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.