

Camp Manager Job Description

Working Hours: 08:00-18:00, Monday-Friday (*Total hours will not exceed 47.5 per week*)

Salary: £555.75-£712.50+ 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 and Area Manager

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

Camp Manager Duties

- Maintain ultimate responsibility for all Health and Safety on camp as Health and Safety Manager
- Designated Person (DP)
- Daily tasks to ensure camp runs efficiently, including site tours, equipment checks, financial records, stock control, communicating with parents and managing your team.
- Delegate tasks to members of your team to ensure they're completed
- Communicate and support your team to ensure camp runs smoothly
- Organise staff meetings regularly
- Lead Induction Training ahead of camp
- Update and communicate with Central Office
- Assess and review staff performance for end of season evaluation
- Liaise with parents and guardians
- Point of contact for school liaison
- Oversee the Set-Up days
- Complete paperwork and high-risk activities in accordance with Barracudas Activity Codes of Practice
- Keep site/baserooms tidy and pack away equipment

Requirements

- To attend compulsory Senior Training Day (*see contract for further details*)
- Childcare setting experience/camp experience/experience in leading a team
- Eligible to work in the UK
- Enhanced DBS on the Update Service
- Satisfactory references
- Attend Training Day and at least 1 Set-Up day
- Complete Online Training annually
- Coordinate pack up at the end of camp

Additional Responsibilities

- Enforce Health and Safety regulations to ensure a safe environment
- Fulfil Health and Safety obligations by following procedures and safe systems as detailed in manuals and training
- Be proactive and diligent when approaching safety issues
- Maintain ultimate responsibility for all Health and Safety on camp
- Complete a staff evaluation for each member of staff at the end of their contract
- Report Child Protection concerns to the DP at Central Office
- Ensure staff are aware of any children who have additional, medical or dietary needs
- Assist staff in making reasonable adjustments for above
- Ensure necessary medication is administered correctly following EI forms and complete appropriate documentation
- Bring swimwear daily as 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.