

Area Manager Job Description

Hours: 08:00-18:00, Monday-Friday (*total hours will not exceed 47.5 hours 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: 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.

Area Manager Duties

- Monitor the registration, collection, COVID procedures and activities on camp, including swimming if the camp has a pool
- Provide feedback once observed above
- Conduct audits- camps will have audits throughout every season. This will consist of recording both positive areas and areas for improvement
- Feedback your findings from audits and provide support to camps that need improvement. Follow up these action points in person or via telephone to ensure they have been completed
- Assist Senior Team during OFSTED inspections
- Complete paperwork correctly and efficiently. Provide guidance on admin tasks if completed incorrectly
- Assist with staffing or training queries
- Have knowledge of Barracudas policies or Health & Safety and be ready to answer questions from the senior or general staff
- Communicate and provide overviews of assigned camps to Central Office on a daily basis and with the whole Area Team on a weekly basis as part of an end of week debrief
- Monitor equipment is being used correctly
- Oversee petty cash
- Deal with confidential issues
- Assist and support Senior Team with complaints handling and advise on areas as and when required (*this may involve speaking directly with customers and staff*)
- Roam to allocated camps instructed by SLT or Recruitment managers. (*On occasion these camps may not be your assigned area due to staff absences, cover or factors that come up within the season*)

Requirements

- Experience working as a Camp Manager
- Attend compulsory Senior Training Day and any additional Area Manager training days
- 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
- Full UK driving licence
- Complete Online Training modules annually

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
- Communicate feedback on the Senior Teams from observations to Central Office
- Ensure all staff are aware of any children with additional needs including dietary and medical. Assist staff with making reasonable adjustments to accommodate these children.
- Cover senior staff absences

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.