



Assistant Camp Manager Job Description

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

Salary: £537.10 - £630.39 salary per week dependant on age, internal/external experience, and qualifications

(February Half Term Contracts to be issued on 2022 wage level. 2023 wage level effective from 1st April.)

Reportable to: Camp Manager, Area Manager and Central Office

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

1. Support/Deliver Induction Training and oversee the Set-Up days ahead of Camp
2. Enforce Health and Safety regulations to ensure a safe environment
3. Complete paperwork and high-risk activities in accordance with Barracudas Activity Codes of Practice
4. Update and communicate with Area Managers and Central Office on a daily/weekly basis
5. Assist Camp Manager with daily tasks such as site tours, equipment checks, staff management, financial records, stock control and communicating with parents and staff
6. Oversee Camp Administrator and delegate suitable tasks to ensure completion
7. Support staff in sessions when needed
8. Liaise with parents and guardians
9. Deputy management figure for staff, parents, guardians, and children
10. Site and Baserooms kept tidy, and all equipment packed away
11. Assess and review staff performance for end of season evaluation

Requirements

1. To attend compulsory Senior Training events (see contract for further details)
2. Childcare setting experience/camp experience/experience in supporting a team
3. Eligible to work in the UK
4. Obtain an enhanced DBS check through Barracudas or have an existing enhanced DBS on the Update Service
5. Provide satisfactory professional/academic references
6. Attend and deliver Induction training Day (this will most likely take place within the 7-day period before your camp opens)
7. Complete Online Training annually
8. Coordinate pack up when camp finishes



Additional Responsibilities

1. Fulfil Health and Safety obligations by following procedures and safe systems as detailed in manuals and training
2. Be proactive and diligent when approaching safety issues
3. Complete staff evaluations for each member of staff at the end of their contract
4. Report Child Protection concerns to a Designated Person at Central Office
5. Ensure staff are aware of any children who have additional, medical, or dietary needs (*May need to assist with making reasonable adjustments*)
6. Ensure necessary medication is administered correctly following EI forms and complete appropriate documentation
7. Bring swimwear daily as may be required to support a swimming session

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.