



Camp Administrator Job Description

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

Contract: £452.48 - £547.74 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.

Camp Administrator Duties

1. Aid in Induction Training and oversee the Set-Up days ahead of Camp
2. Update and communicate with Area Managers and Central Office on a daily/weekly basis
3. Complete high-risk activities and paperwork in accordance with Barracudas Activity Codes of Practice
4. Process bookings taken at camp
5. Complete forms relating to both staff and children correctly and efficiently, before storing correctly
6. Act as additional management figure to meet the needs of staff, parents and children *(once administration tasks are completed)*
7. Oversee children's Essential Information forms, ensuring every child on camp has one
8. Make General Staff aware of any children with medical or dietary needs
9. Allocate leave for General Staff members with guidance from your recruitment contact
10. Ensure the BX+ course is being completed and assist BX+ Coordinator when needed
11. Monitor the petty cash and financial records
12. Site and Baserooms kept tidy, and all equipment packed away

Requirements

1. To attend compulsory Senior Training events *(see contract for further details)*
2. Be highly organised and time efficient
3. Experience using Microsoft Excel/Word and have knowledge of Office 365
4. Be able to obtain and develop IT skills such as our in-house booking system
5. Eligible to work in the UK



6. Obtain an enhanced DBS check through Barracudas or have an existing enhanced DBS on the Update Service
7. Provide satisfactory professional/academic references
8. Attend and deliver Induction Training Day (s) (this will most likely take place within the 7-day period before your camp opens)
9. Barracudas aim for a minimum of 1/2 seniors to be Paediatric First Aid trained, this is variable dependent on the size of the camp
10. Complete Online Training annually
11. Coordinate pack up at the end of camp

Additional Responsibilities

1. Fulfil Health and Safety obligations by following procedures and safe systems as detailed in manuals and training
2. Take a proactive and diligent approach to safety issues
3. Assist Senior Team in completing staff evaluations for every member of staff once they've reached 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. Support Senior Team in ensuring necessary medication is administered and appropriate documentation completed
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.