



Early Years Manager Job Description

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

Contract Type: Seasonal Fixed-Term

Salary: £606.86- £785.19 salary per week *(dependant on age, experience, qualifications, and camp size).
(February Half Term Contracts to be issued on 2025 wage level. 2026 wage level effective from 1st April).*

Reportable to: Camp Manager, Area Manager and Central Office

Barracudas is fully committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and act in the best interests of children at all times. Adhering to our safeguarding policies and procedures including safer recruitment practices, staff should play an active role in creating a supportive, safe and protective environment for all children and young people.

About us

Barracudas is the UK's leading provider of children's holiday camps, helping young people build confidence, develop new skills, and make new friends through a wide range of activities. With 45+ camp locations across the UK, we offer exciting programmes including Sports, Arts & Crafts, Drama and more. We are committed to creating an inclusive environment where every child feels supported and valued. Safeguarding and wellbeing are at the heart of everything we do.

Role Purpose

The Early Years Manager oversees the planning, delivery, and quality of the Early Years provision, ensuring all activities align with the EYFS and meet Barracudas' high standards. They lead, support, and develop the Early Years team, ensuring safe practice, strong supervision and a nurturing environment for every child. Through effective organisation, communication and leadership, they ensure smooth daily operations, uphold safeguarding responsibilities and create an inclusive, engaging space where children can learn, play and thrive.

Key Responsibilities

Leadership & Daily Operations

- Lead the Early Years provision, including Induction Training, Set Up Days and the daily running of Explore and Play and Active Play sessions to ensure effective EYFS implementation.
- Support sessions when required, stepping in to assist staff, supervise children or lead activities to maintain smooth operations.
- Carry out additional duties as required, in line with the needs of the camp and organisational objectives.

Curriculum, Planning & Quality Assurance

- Plan, review and quality-assure Explore and Play and Active Play sessions, ensuring they are age-appropriate, engaging and aligned with the EYFS.
- Monitor staff practice through observations, coaching and regular check-ins to ensure high standards of supervision, behaviour management and EYFS delivery.

This role involves working with children and is exempt from the Rehabilitation of Offenders act 1974. A successful applicant will be required to undergo an Enhanced Disclosure and Barring Service (DBS) check, including a check of the children's barred list. Applicants are not required to disclose convictions or cautions that are considered "protected" under the Rehabilitation of Offenders act 1974 (Exceptions) order 1975 (amended in 2013 & 2020). This information will not be taken into account. Guidance on protected convictions and cautions is available from the Ministry of Justice.



Health & Safety

- Maintain a safe, well-organised environment by ensuring base rooms and activity spaces are tidy, hazard-free and appropriately equipped.
- Enforce Health & Safety procedures, following all safe systems of work and addressing safety concerns proactively.

Safeguarding & Welfare

- Act as the Designated Safeguarding Lead, responding to child protection concerns and supporting staff with safeguarding queries.
- Ensure individual needs are met, including medical, dietary and additional needs, making reasonable adjustments and ensuring medication is administered correctly with full documentation.

Staff Management & Development

- Support staff development by providing guidance, feedback and end-of-season performance evaluations for all Early Years team members.

Parent & Stakeholder Communication

- Communicate effectively with parents and guardians, providing updates, addressing concerns and ensuring a positive, professional experience for families.
- Act as a main point of contact for OFSTED Inspectors, ensuring compliance, documentation and practice are inspection-ready.
- Work collaboratively with Area Managers and Central Office, providing updates, escalating concerns and ensuring consistent delivery across the Early Years provision.

Administration & Other

- Maintain accurate paperwork and administrative records, including high-risk activity forms, registers, incident reports and staff documentation.
- Support additional camp activities, including Skills Builder sessions (where required) and swimming sessions – you'll need to bring swimwear, and a spare t-shirt will be available at camp.

REQUIREMENTS

Essentials

- Strong experience working with Early Years children in an educational or childcare setting.
- Confident leading a team and overseeing daily operations.
- Solid understanding of the Early Years Foundation Stage (EYFS)
- Ability to plan, organise and evaluate Early Years activities.
- Strong communication, leadership and problem-solving skills.
- Ability to manage safeguarding, behaviour and welfare concerns appropriately.

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Desirables

- Primary QTS or equivalent teaching qualification
- CACHE Level 3 or above
- Experience planning early years sessions.
- Experience supervising or developing staff.
- Paediatric First Aid qualification
- Safeguarding training or certificate

Employment in this role is subject to completing all pre-employment requirements, including being aged 18 or over by the start date, providing proof of eligibility to work in the UK, supplying satisfactory references, and holding or obtaining an Enhanced DBS check through Barracudas or the Update Service. Before starting work on camp, all Seniors are required to complete our mandatory training, which includes annual online training modules, an in-person Induction Training Day, and any additional role-specific briefings delivered by the Central Office.

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