



Assistant Camp Manager Job Description

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

Contract Type: Seasonal Fixed-Term

Salary: £572.40 - £718.65 salary per week (dependant on age, experience, and 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 Assistant Camp Manager supports the Camp Manager in the leadership, organisation, and daily running of the camp. They help ensure the delivery of safe, high-quality activities, maintain strong safeguarding and Health & Safety standards, and provide guidance and support to staff. Through effective communication, teamwork and proactive problem-solving, the Assistant Camp Manager contributes to smooth operations, positive relationships with families and a safe, engaging environment for every child.

Key Responsibilities

Leadership & Daily Operations

- Support and/or deliver Induction Training and assist with Set Up Days to ensure camp is fully prepared.
- Assist the Camp Manager with daily operational tasks, including site tours, equipment checks, stock control, financial records, and general organisation.
- Oversee the Camp Administrator and delegate appropriate tasks to ensure efficient completion.
- Act as a deputy management figure for staff, parents, guardians, and children.
- Ensure base rooms and activity spaces are tidy, hazard-free and well-organised.

Safeguarding & Welfare

- Report child protection concerns to the Designated Person at Central Office.
- Ensure staff are aware of children's medical, dietary, and additional needs, supporting reasonable adjustments where required.
- Oversee the safe administration of medication, ensuring EI forms and documentation are completed accurately.

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

- Enforce Health & Safety procedures, ensuring safe systems of work are followed at all times.
- Be proactive and diligent in identifying and addressing safety concerns.
- Complete required paperwork, including high-risk activity forms and daily checks.

Staff Support & Development

- Support staff in sessions when needed, ensuring high standards of supervision and delivery.
- Assist with staff management and communication throughout the day.
- Contribute to end-of-season performance evaluations for staff members.

Parent & Stakeholder Communication

- Liaise professionally with parents and guardians, addressing queries and concerns.
- Provide updates to Area Managers and Central Office as required.

Admin & Other

- Maintain accurate administrative records in line with Barracudas procedures.
- Prepare for Induction Training using relevant manuals and resources.
- Coordinate end-of-camp pack-up, ensuring the site is left clean, organised, and secure.
- 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.
- Carry out additional duties as required in line with camp needs and organisational objectives.

Requirements

Essentials

- Experience working in childcare, education, holiday camps, or similar settings.
- Confident supporting a team and assisting with daily operations.
- Ability to manage safeguarding, behaviour and welfare concerns appropriately.
- Strong communication, organisational and problem-solving skills.

Desirables

- Experience supervising or supporting staff.
- Paediatric First Aid qualification.
- Experience delivering or supporting activity programmes.
- Safeguarding training or certificate.
- Experience working with Health & Safety procedures in a childcare or activity setting.

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. All Senior staff must complete mandatory training, including online modules, an in-person Induction Training Day and any additional role-specific briefings delivered by Head Office.

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