



Camp Administrator Job Description

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

Contract Type: Seasonal Fixed term

Salary: £538.22 - £657.29 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 Camp Administrator supports the smooth running of camp by managing essential administrative processes, maintaining accurate records, and providing operational support to the Senior Team. They act as a key point of contact for parents, ensure all documentation is completed correctly and help maintain a safe, organised, and welcoming environment. Through strong organisation, communication and attention to detail, the Camp Administrator contributes to efficient camp operations and a positive experience for children, families and staff

Key Responsibilities

Leadership & Daily Operations

- Support and/or deliver Induction Training and assist with Set Up Days to ensure camp is fully prepared.
- Act as an additional management figure to support staff, parents and children once administrative tasks are completed.
- Support staff in sessions when required to maintain smooth operations.
- Ensure base rooms and activity spaces are tidy, hazard-free and well-organised.

Administration & Record Keeping

- Process bookings taken at camp and maintain accurate records.
- Complete and correctly store all forms relating to staff and children.
- Oversee children's Essential Information forms, ensuring every child has a completed and up-to-date record.
- Monitor petty cash and maintain financial records in line with procedures.
- Ensure the BX+ course is being completed and support the BX+ Coordinator when needed.

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.



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.
- Support the Senior Team in ensuring medication is administered safely and documentation is completed accurately.

Health & Safety

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

Parent & Stakeholder Communication

- Liaise professionally with parents and guardians, addressing queries and concerns.
- Communicate relevant information to staff to ensure children's needs are met.

Admin & Other Duties

- 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

- Highly organised, efficient, and confident managing administrative tasks.
- Experience using Microsoft Excel, Word, and general Office 365 tools.
- Ability to learn and use IT systems, including the in-house booking system.
- Strong communication and customer-service skills.
- Ability to support staff and contribute to smooth daily operations.

Desirables

- Experience working in childcare, education, or holiday camp settings.
- Experience handling financial records or administrative processes.
- Paediatric First Aid qualification.
- Safeguarding training or certificate.
- Experience supporting teams or working in a fast-paced environment.

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 Central Office.

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