



## Early Years Group Assistant Job Description

**Hours of work:** 08:30 – 17:30

**Contract type:** Seasonal Fixed Term

**Salary:** £516.78 – £663.48 salary per week (*dependant on age, experience, and qualifications*).

*(February Half Term Contracts to be issued on 2025 wage level. 2026 wage level effective from 1st April).*

**Reportable to:** Early Years Manager, 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.*

### **Working Pattern**

Early Years Group Assistant contracts are seasonal roles based on a minimum of 4 days per week, with **one allocated day off** each week. Due to booking numbers and staffing needs, there may be occasions where you are required to work **all 5 days**. Your weekly schedule will be confirmed by your Recruiter or Camp Manager.

### **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**

Early Years Group Assistants support the delivery of high-quality sessions such as Explore & Play and Active Play as well as helping maintain a safe, welcoming, and stimulating environment for 4-5 year old children. They assist with supervision, behaviour support, and daily routines, ensuring children feel secure and included. Working closely with the Early Years Group Leader and Early Years Manager, they contribute to smooth operations, positive relationships, and an Early Years experience where every child can grow, explore and enjoy their time at camp.

### **Key Responsibilities**

1. Support the delivery of Explore & Play and Active Play sessions, helping to set up activities, prepare resources and assist the Early Years Group Leader in facilitating children's development in line with the EYFS.
2. Maintain a safe, clean, and inviting environment by helping to set up the base room, keeping play areas tidy and hazard-free, and ensuring equipment is used safely and packed away appropriately.
3. Assist with high-quality activity delivery by supporting the Early Years Group Leader to run structured, age-appropriate, and engaging sessions that follow the daily timetable.
4. Provide active supervision at all times, helping monitor children closely throughout the day, including during transitions, breaks and lunch.
5. Promote positive behaviour and participation by modelling appropriate behaviour, offering encouragement, and helping children follow routines and expectations.

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.



6. Build positive relationships with children, offering reassurance, support and guidance to help them feel confident, included, and ready to participate.
7. Support individual needs, including toileting, dressing, hygiene routines and assisting children with additional needs under the direction of senior staff.
8. Uphold safeguarding responsibilities by following all safeguarding procedures and immediately reporting any concerns to the Early Years Group Leader, Early Years Manager or Designated Safeguarding Lead.
9. Follow all Health & Safety procedures, including hygiene expectations, safe movement around camp and supporting registration and collection processes.
10. Work collaboratively with the Early Years team, communicating effectively and supporting colleagues to ensure smooth delivery of the daily timetable and camp operations.
11. Act as a positive role model, demonstrating professionalism, enthusiasm, and a commitment to high-quality childcare, promoting healthy lifestyles and good hygiene practices.
12. Assist with additional camp activities, including Skills Builder sessions (where required) and swimming sessions, supporting children in and out of the water.
13. Carry out additional duties as required, in line with the needs of the Early Years team and wider camp operations.
14. 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**

- Ability to support children's age specific needs.
- Understanding of child's welfare, safety, and behaviour expectations

### **Desirables**

- Experience working with Early Years children (ages 4–5) in any setting.
- Experience supporting toileting routines or personal care.
- Awareness of Early Years, routines, and safety
- Interest in developing Early Years skills but no qualification required.
- Experience in nurseries, preschools, or reception aged groups
- Paediatric First Aid Qualification
- Safeguarding training or certificates.

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 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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