



Area Manager Job Description

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

Contract Type: Seasonal Fixed-term

Salary: £734.62 - £838.42 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: Named contact within Senior Leadership Team at Central Office & Lead Area Managers

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 Area Manager is responsible for overseeing multiple camp locations, ensuring high standards of safeguarding, Health & Safety, operational delivery and staff performance. Through regular camp visits, audits, communication and support, the Area Manager ensures each camp operates smoothly, safely and in line with Barracudas' policies, procedures and values.

Key Responsibilities

Leadership & Operational Oversight

- Oversee Induction Training and Set-Up Days to ensure all assigned camps are fully prepared.
- Monitor registration, collection procedures and daily activities on camp, including swimming where applicable.
- Provide in-the-moment feedback to Senior Teams and staff during regular camp visits.
- Conduct camp audits throughout the season, recording strengths and areas for improvement.
- Report audit findings, support camps requiring improvement, and follow up with Senior Teams and Central Office to ensure actions are completed.
- Assist Senior Teams during OFSTED inspections.
- Cover Senior Team absences when required, including liaising with parents, school contacts and staff.
- Oversee petty cash processes across assigned camps.
- Manage your own time effectively to complete administrative tasks throughout the working day.

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 & Compliance

- Complete required paperwork and high-risk activity documentation in line with Barracudas Activity Codes of Practice.
- Support staff in correcting administrative errors and maintaining accurate records.
- Enforce Health & Safety regulations, ensuring safe systems of work and correct use of equipment.
- Maintain a strong presence across camps, proactively identifying and addressing safety concerns.
- Ensure all sites and base rooms remain tidy, organised and hazard-free.
- Maintain overall responsibility for Health & Safety across all assigned camps.

Staff Management & Development

- Communicate effectively with camp teams to ensure smooth operations, organising briefings when required.
- Conduct investigations as directed by Central Office, ensuring findings are accurately documented and submitted within required timelines.
- Deliver performance feedback meetings and issue disciplinary actions to Senior and General staff when necessary, ensuring fair and consistent processes.
- Assess and review Senior Staff performance throughout the season and complete evaluations.

Safeguarding & Welfare

- Report Child Protection concerns to a Designated Person at Central Office.
- Ensure staff are aware of children with additional, medical or dietary needs, supporting reasonable adjustments where required.
- Oversee the correct administration of medication, ensuring EI forms and documentation are completed accurately.

End of Season Responsibilities

- Coordinate end-of-camp pack down, ensuring all equipment is stored correctly and sites are left clean, organised and secure.

Additional Duties

- Fulfil Health & Safety obligations by following procedures and safe systems of work as detailed in manuals and training.
- Carry out additional duties as required in line with organisational needs and objectives.

Requirements

Essentials

- Significant experience working in childcare, education, holiday camps or similar activity-based environments.
- Proven experience leading, coaching or managing staff teams, ideally across multiple sites or in fast-paced settings.
- Strong understanding of safeguarding, welfare and behaviour management, with the ability to respond appropriately to concerns.
- Excellent knowledge of Health & Safety procedures, safe systems of work and risk management in childcare or activity environments.
- Highly organised, with the ability to prioritise, manage time effectively and oversee multiple responsibilities across different locations.
- Strong communication and interpersonal skills, with the ability to liaise professionally with staff, parents, schools and Central Office.

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.



- Ability to remain calm, proactive and solution focused when dealing with challenges or incidents.
- Competent in completing audits, documentation and compliance tasks accurately and within required timelines.

Desirables

- Experience supervising or developing staff in a multi-site or regional role.
- Previous experience conducting audits, inspections or compliance checks.
- Paediatric First Aid qualification.
- Safeguarding training or certification.
- Experience managing Health & Safety procedures in a childcare or activity setting.
- Experience delivering or overseeing activity programmes.
- Strong understanding of OFSTED requirements for childcare or activity provision.

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 Area staff must complete mandatory training, which includes annual online training modules, an in-person Induction Training Day, and any additional role-specific briefings delivered by Central Office.

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.