

Job Title	Camp Manager (Residential Position)	
Camp	Various	
Location	Nationwide	
Reports To	Company Director	
<p>XUK</p> <p>Run by Xkeys Ltd, who have run safe & fun school holiday day & residential camps for nearly 20 years, XUK Camps and English Schools offer diverse activities, English lessons and trips for kids & teens.</p>		
<p>Job Overview</p> <p>Ensure that XUK are providing an exciting and fulfilling camp experience in a safe environment. Has overall responsibility for the day to day running of camp.</p>		
<p>Main Duties and Responsibilities</p> <ul style="list-style-type: none"> ▪ Your primary responsibility is to promote the safeguarding and welfare of the children in our care. Full safeguarding training will be provided. You must advise only your Designated Safeguarding Officer (DSO) of any safeguarding concerns. If acting as the Deputy Safeguarding Officer (DDSO) you must ensure that the correct procedures are followed. ▪ Ensure that that all company policies, including health & safety, equal opportunities and safeguarding are continuously implemented. ▪ Authorise petty cash spending ▪ Provide supportive and effective leadership to ensure camp is being run to a high standard ▪ Liaise with your Management Team and Team Leaders to check the camp is running fun and fulfilling activity sessions, and to establish any significant issues. You should also ensure that any formal English lessons are of a high quality. ▪ Chair daily team meetings, providing feedback on key strengths and areas to improve ▪ Act as a final disciplinary layer and discuss with parents/carers where appropriate ▪ Oversee the planning of trips and excursions, and changeover days ▪ Meet regularly with school staff ensuring a close, strong working relationship 		
<p>Person Specification and Skills</p> <p><u>Essential</u></p> <ul style="list-style-type: none"> ▪ Strong interpersonal and leadership skills ▪ Proven supervisory / managerial experience ▪ Proven experience in working with children/young people ▪ Ability to work with a diverse range of individuals ▪ Approachable, resilient, patient and flexible, and maintaining these traits in a pressured environment ▪ Ability to make the right decision at the right time ▪ Strong organisational and interpersonal skills ▪ Excellent record keeping, time management and planning skills <p><u>Desirable</u></p> <ul style="list-style-type: none"> ▪ First aid certificate ▪ Safeguarding certificate 		

Reviewed November 2016