

Job Title	Camp Manager	
Camp	Mini Minors & XUK Day Camp	
Location	Brookland School, Hill Top, Hampstead Garden Suburb, NW11	
Reports To	Company Director	
<p>Mini Minors & XUK Day Camp</p> <p>Run by Xkeys Ltd, who have run safe & fun school holiday day & residential camps for nearly 20 years, Mini Minors & XUK Day Camp provide the perfect environment for children aged 3 - 13 to thrive, doing activities they love most!</p>		
<p>Job Overview</p> <p>Ensure that Mini Minors & XUK are providing a fun and fulfilling day at camp 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, behavioural and safeguarding policies are continuously implemented. ▪ Provide supportive and effective leadership to ensure camp is being run to a high standard ▪ Liaise with your Supervisors and check the camp is running varied activity timetables. Establish and address any significant issues ▪ Meet with your supervisors daily, and whole staffing team weekly, providing feedback on key strengths and areas to improve. Refresher training should be provided. ▪ Act as a final disciplinary layer and discuss with parents/carers where appropriate ▪ Make sure that the EYFS is being incorporated into the timetable where children aged 5 and under are present. Training can be provided. 		
<p>Person Specification and Skills</p> <p><u>Essential</u></p> <ul style="list-style-type: none"> ▪ Strong interpersonal and leadership skills ▪ Management or Supervisory experience ▪ Proven experience in working with children/young people ▪ Ability to work with a diverse range of individuals ▪ Approachable, patient and flexible ▪ Can stay calm under pressure ▪ Ability to make the right decision at the right time ▪ Strong organisational and interpersonal skills ▪ Excellent record keeping, management and planning skills ▪ NVQ / CACHE (level 3 minimum) or equivalent in childcare. Level 6 would be a distinct advantage <p><u>Desirable</u></p> <ul style="list-style-type: none"> ▪ First aid Certificate ▪ EYFS knowledge & experience 		

Reviewed November 2016