

Job Title	Office Coordinator (Residential Position)
Camp	Various
Location	Nationwide
Reports To	Camp Manager



XUK

Run by Xkeys Ltd, who have organised safe and fun school holiday day and residential camps for over 20 years. XUK Camps and English Schools offer diverse activities, English lessons and trips for kids & teens.

Job Overview

- To run the XUK office and provide administrative support to the management team.
- There is scope for progression and promotion throughout the school holiday and future camps.

Main Duties and Responsibilities

- Your primary responsibility is to promote the safeguarding and welfare of the children in our care.
- Act as a first of point of contact for parents and head office, actioning any resulting tasks quickly, professionally and efficiently.
- Maintain communication so that all staff, parents etc. are aware of any necessary information, including keeping the school kitchen updated of the following weeks' numbers / dietary requirements.
- Manage camp bank / petty cash / campers valuables and tickets / documentation.
- Manage camp tuck shop, including staffing and stock levels.
- Log how many children and adults are on site, including visitors.
- Assist staff with any administration requests, e.g. phoning home, photocopier.
- You must complete our full safeguarding training that will be provided.
- You must advise **only** your Designated Safeguarding Officer (DSO) of any safeguarding concerns.
- Challenge or report people you don't recognise.
- Ensure that staff paperwork folder is stocked with relevant blank forms e.g. Incident/Accident forms.
- Perform all job duties in compliance with established policies.
- Be flexible within working practices of the setting, undertaking other duties where needed, such as, premises supervision, domestic tasks, managing equipment.

Person Specification and Skills

Essential

- Able to work as a crucial element of the management team and independently
- Motivated and energetic
- Interested in working with children/young people
- Approachable, patient, resilient and flexible
- Can stay calm under pressure
- Ability to make the right decision at the right time
- Always maintain a professional approach to all duties
- Strong organisational, interpersonal, record keeping and planning skills
- Strong time management skills
- Confident telephone / general speaking manner, and ability to draft complex correspondence
- Ability to seek help when required
- An effective communicator, including the ability to compose eloquent emails
- Proficient user of Microsoft Excel, Word and other computer programmes

Desirable

- Proven experience in a similar role
- First Aid certificate
- Proven experience working with children