

Job Title	Camp Manager (Residential Position)
Camp	Various
Location	Nationwide
Reports To	Company Director



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

- Ensure that XUK is providing an exciting and fulfilling camp experience in a safe environment.
- The Manager has overall responsibility for the day-to-day running of camp.

Main Duties and Responsibilities

- Your primary responsibility is to promote the safeguarding and welfare of the children in our care.
- Oversee an effective training program to integrate and prepare all staff for camp.
- You must complete our full safeguarding training that will be provided.
- You must advise **only** your Designated Safeguarding Officer (DSO) of any safeguarding concerns.
- 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.
- Visually risk assess areas and activities. Challenge or report people you don't recognise.
- 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.

Person Specification and Skills

Essential

- 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
- An effective communicator, including the ability to compose eloquent emails
- Proficient user of Microsoft Excel, Word and other computer programmes

Desirable

- First Aid certificate
- Safeguarding certificate