

Job Title	Camp Manager
Camp	Mini Minors & XUK Day Camp
Location	Brookland School, Hampstead Garden Suburb, NW11
Reports To	Company Director



Mini Minors & XUK Day Camp

Run by Xkeys Ltd, who have organised safe and fun school holiday day and residential camps for over 20 years. Mini Minors & XUK Day Camp provides the perfect environment for children aged 3 - 13 to thrive, doing activities they love most.

Job Overview

- Ensure that Mini Minors & XUK Day are providing an exciting and fulfilling day at camp 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, behavioural and safeguarding procedures are continuously implemented.
- 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 Supervisors and check the camp is running varied activity timetables. Identify 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 consult 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.

Person Specification and Skills

Essential

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

Desirable

- First Aid Certificate
- EYFS knowledge & experience