



Position: Office Coordinator
Camp: Mini Minors & XUK Day Camp
Location: Brookland School, Hampstead Garden Suburb, NW11
Pay: £280 - £350 per week
Reports to: Camp Manager

Overview

- ✓ Your primary responsibility is to promote the safeguarding and welfare of the children in our care.
- ✓ Do what is needed to keep campers happy, healthy and wanting to return for more.

Responsibilities

Training

- ✓ Complete our full training programme and implement effectively all policies and procedures.

Communication with Parents and Staff

- ✓ Take phone calls and relay information to the Manager for action.

Communication with Head Office

- ✓ Record and action correspondence with Head Office, informing the Manager/Supervisors.

Clothing and Uniform

- ✓ Oversee the distribution of spare clothing to children and the staff uniform log.

Social Media and Photographs

- ✓ Organise daily posts on social media and photographs of activities throughout each day.

Financial

- ✓ Authorise petty cash and process claims in conjunction with Head Office.

Manage On-Site Numbers and Security

- ✓ Operate the entry system. Log how many children and adults are on site, including visitors.

Fire Emergency Procedure

- ✓ Run fire evacuations and drills in accordance with our policies and procedures.

Administrative Support

- ✓ Assist staff with requests such as phoning home, photocopying, replenishing stationery and resources.

Manage Daily and Weekly Paperwork

- ✓ Monitor and file all paperwork. Liaise with the Manager with issues arising.

Swimming Reports and Certificates (summer only)

- ✓ Liaise with swim teachers to complete and distribute laminated certificates & reports.

Lates

- ✓ Ensure the Lates rota is organised and staff are prepared.

Essential

Proven Experience

- ✓ Office/administration experience
- ✓ Proficient user of Microsoft Excel, Word and other computer programmes

Leadership Skills

- ✓ Communicator, organiser, decision maker, motivator and record keeper

Personal Qualities

- ✓ Approachable, resilient, decisive, patient and flexible



Desirable

- ✓ Qualified or student teachers
- ✓ First Aid certificate
- ✓ EYFS knowledge & experience
- ✓ NVQ / CACHE (level 2 or higher) or equivalent in childcare / play work

Reviewed October 2018