



Position:	Age Group Manager
Camp:	Mini Minors & XUK Day Camp
Location:	Brookland School, Hampstead Garden Suburb, NW11
Pay:	£375 - £425 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.
- ✓ The application process for this position may require a second interview stage.

Responsibilities

Training

- ✓ Deliver our training programme to your team and implement effectively all policies and procedures.

Activities

- ✓ Monitor activities, equipment, timetabling and standards to maintain a consistently high level of delivery.

Pastoral Childcare

- ✓ Oversee your team's pastoral needs, discussing issues with parents and staff when necessary.

Behaviour Management

- ✓ Oversee children's behavioural / emotional issues, liaise with the Manager and be proactive.

Team Meetings

- ✓ Lead age group meetings and attend management meetings with other Age Group Managers.

Observations and Feedback

- ✓ Observe, support and develop your staff team, providing guidance and help when required.

Team Organisation

- ✓ Organise your team's day including breaks, meetings, lunch time supervision and collection.

Health, Hygiene & Safety

- ✓ Monitor, assess and promote a healthy and safe camp (e.g. regular toilet runs and hand washing).

Early Years Foundation Stage

- ✓ With our guidance and training, for campers aged 5 and under, you must have regard for how the EYFS can be incorporated into your timetable.

Other Duties

- ✓ When required this may include: changing age groups, break supervision and managing lost property.

Paperwork

- ✓ Ensure your team's forms such as Risk Assessments and Planning Sheets are completed correctly.

Essential

Proven Experience

- ✓ Supervisory / managerial experience
- ✓ Experience working with children / young people

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
- ✓ Any specialist qualifications/ interests (e.g. drama, art, sport etc.)
- ✓ NVQ / CACHE (level 2 or higher) or equivalent in childcare / play work

