



**Position:** Office Coordinator  
**Camp:** Mini Minors & XUK Day Camp  
**Location:** Brookland School, Hampstead Garden Suburb, NW11  
**Pay:** See separate list  
**Reports to:** Camp Manager

## Overview

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- ✓ 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

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### 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 all staff with requests such as phoning home, photocopying, replenishing stationery and resources.

### Manage Daily and Weekly Paperwork

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

### Lates

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

## Essential

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### 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

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- ✓ Paediatric First Aid certificate
- ✓ EYFS knowledge & experience
- ✓ Experience in childcare setting