



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

## Overview

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- ✓ Your primary responsibility is to promote the safeguarding and welfare of the children in our care.
- ✓ Ensure Camp is run in accordance with the wishes of the Directors and Head Office.
- ✓ 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 & Set Up

- ✓ Oversee an effective training & set up program to integrate and prepare all staff for camp.

### Staff Financial

- ✓ Authorise and monitor petty cash spending. Only reasonable and fair expenses are handed out.

### Initial Risk Assessment

- ✓ Complete and action an initial assessment before the start of camp.

### Staff Organisation, Staff Discipline & Pastoral Childcare

- ✓ Liaise with your team, monitor activity quality, respond to problems, oversee Lates, drop off & pick up.

### Lead Meetings

- ✓ Meet with your Age Group Managers daily and whole staff team weekly.

### School

- ✓ Meet regularly with school staff and ensure a hygienic site.

### Maintenance

- ✓ Record, assess and respond to damage before, during and after camp.

### Regulations Co-ordinator

- ✓ Ensure we comply with Ofsted standards and staff are well informed.

### Incidents & Parent Complaints

- ✓ Take action, liaise with parents and children, take charge of serious cases.

### Early Years Foundation Stage

- ✓ Make sure that the EYFS is being incorporated into the timetable where children aged 5 and under are present. Training can be provided.

### SEND Support

- ✓ Take the lead in overseeing additional support to campers, liaising with parents and staff as required.

### Pack Up

- ✓ Manage the pack up of site, liaise with the school and resolve any arising problems before departure.

## Essential

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### Proven Experience

- ✓ Supervisory / managerial experience
- ✓ NVQ / CACHE (Level 3 minimum) or equivalent in childcare. Level 6 would be a distinct advantage
- ✓ Experience working with children / young people
- ✓ 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
- ✓ Safeguarding certificate with DSL responsibility

