



**Position:** Age Group Manager (3-4s, 5-6s or 7-12s)  
**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

- ✓ 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

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### Proven Experience

- ✓ Supervisory / managerial experience
- ✓ Experience working with children / young people
- ✓ Suitably qualified (teacher or childcare / playwork)

### 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
- ✓ Any specialist qualifications/ interests (e.g. drama, art, sport, dance)