



**Position:** Office Coordinator  
**Camp:** Residential Camps, Dauntsey's School, SN10 4HE  
**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.
- ✓ You should be willing to share accommodation with other staff members.
- ✓ The application process for this position may require a second interview stage.

## Responsibilities *(for further details see 'Management Responsibilities')*

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### Camp Office, Assisting Management Team & Head Office

- ✓ Keep working rooms organised, collate and check paperwork, coordinate jobs with management.
- ✓ Assist the management team as necessary to maximise efficiency.

### Managing Communications

- ✓ Answer, check and action all telephone messages and conversations.
- ✓ Monitor and action all emails.

### Managing Phoning Home Register

- ✓ Create register, ensure staff are logging calls and liaise with the Pastoral Manager.

### Post

- ✓ Sort post, print out e-mails and give both out at breakfast every morning.

### Camper Leaver Questionnaires

- ✓ Ensure they distributed, completed, checked, actioned and stored each week.

### Facebook, Twitter & Blog

- ✓ Post regularly on social media.

### Camp Kits

- ✓ Store, record and distribute Camp Kits, liaising with Head Office when needed.

### Handover

- ✓ On days off ensure a thorough hand over to the relevant person.

## Essential

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### Proven Experience

- ✓ Experience in communicating professionally by telephone and email
- ✓ Proficient user of Microsoft Excel, Word and other computer programmes

### Leadership Skills

- ✓ Communicator, organiser, decision maker and record keeper

### Personal Qualities

- ✓ Approachable, resilient, decisive, patient and flexible



## Desirable

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- ✓ First Aid certificate
- ✓ Experience working with children