



Position: Camp Manager
Camp: Residential Camps, Dauntsey's School, SN10 4HE
Pay: See separate list
Reports to: Company Director

Overview

- ✓ 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.
- ✓ 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')*

Training

- ✓ Oversee an effective training 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 quality of activities / care, be proactive, respond to problems, oversee trips & changeovers.

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 / BAC standards and staff are well informed.

Incidents & Parent Complaints

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

Photographs

- ✓ Ensure quality photographs are taken daily, organised and accessible for HQ.

Handover

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

Essential

Proven Experience

- ✓ Minimum 'Level 2' in work relevant to childcare
- ✓ 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

- ✓ First Aid certificate
- ✓ Safeguarding certificate with DSL responsibility

