



**Position:** Camp Manager  
**Camp:** Residential Camps, Dauntsey's School, SN10 4HE  
**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.
- ✓ 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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### 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

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### 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

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

