



**Position:** Schedule Manager  
**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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### Fire Drill/Evacuation

- ✓ Lead evacuation procedure, recording the process and outcomes on the correct forms.

### Timetables & Staffing

- ✓ Create, communicate, organise and distribute effectively all timetables.

### Activity Groups

- ✓ Organise activity groups in advance, ready for publication.

### Dorms

- ✓ Create dorm lists and staffing, liaising with the Pastoral Manager.

### Trips/Optional Extras

- ✓ Organise paperwork, resources, bookings and staff, liaising with key members of management.

### Numbers

- ✓ Maintain accurate records of staff and camper on/off site, providing regular updates.

### Staff Clothes & Footwear

- ✓ Ensure staff are clothed appropriately (e.g. on trips and Sundays)

### Handover

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

### Campers' Finances & Bank

- ✓ Oversee provision of merchandise, additional snacks and bank / spreadsheets.

## Essential

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### Proven Experience

- ✓ Supervisory / managerial experience
- ✓ 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, eye for minute detail & flexible



## Desirable

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- ✓ First Aid certificate
- ✓ Safeguarding certificate
- ✓ Experience working with children / young people

*Reviewed November 2024*