



Position: Camp Manager
Camp: Mini Minors & XUK Day Camp
Location: Brookland School, Hampstead Garden Suburb, NW11
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.
- ✓ The application process for this position may require a second interview stage.

Responsibilities

Training & Set Up

- ✓ Oversee an effective training & set up 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 activity quality, respond to problems, oversee Lates, drop off & pick up.

Lead Meetings

- ✓ Meet with your Age Group Managers daily and whole staff team weekly.

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 standards and staff are well informed.

Incidents & Parent Complaints

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

Early Years Foundation Stage

- ✓ Make sure that the EYFS is being incorporated into the timetable where children aged 5 and under are present. Training can be provided.

SEND Support

- ✓ Take the lead in overseeing additional support to campers, liaising with parents and staff as required.

Pack Up

- ✓ Manage the pack up of site, liaise with the school and resolve any arising problems before departure.

Essential

Proven Experience

- ✓ Supervisory / managerial experience
- ✓ NVQ / CACHE (Level 3 minimum) or equivalent in childcare. Level 6 would be a distinct advantage
- ✓ Experience working with children / young people
- ✓ 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 and flexible

Desirable

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

