



**Position:** Scheduling  
**Camp:** Mini Minors & XUK Day  
**Location:** Brookland School, Hampstead Garden Suburb, NW11  
**Reports to:** Directors & Manager

## Overview

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- ✓ Your primary responsibility is to promote the safeguarding and welfare of the children in our care
- ✓ This role is in addition to your main role on camp
- ✓ Create a fun, balanced & realistic schedule / timetable for each group

## Responsibilities

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### Events

- ✓ Each group must have a balanced timetable
  - Each day must have a physical, creative and communication element
  - See EYFS for how to balance for 3-4s and 5-6s
- ✓ The 3-4s & 5-6s have a set timetable
- ✓ XUK Day (7-12s) have a choice of activities each session
  - Within this you will include any outside entertainers (such as Mr Tickle)
- ✓ Consideration needs to be given to joint spaces such as:
  - Artificial Grass
  - Halls x 2
  - Library
- ✓ Throughout camp, discuss with staff, particularly AGM's as to their requirements so each week we can tailor our provision and improve it
- ✓ Discuss with Manager before finalising

## Essential

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### Skills

- ✓ Communicator, organiser, decision maker, team player, understand children

### Qualities

- ✓ Computer literate (esp Excel), decisive, flexible, fun, finisher, organised

