



Early Years Manager Job Description

Hours: 08:00-18:00, Monday – Friday. *(Total hours will not exceed 47.5 hours per week)*

Salary: £590.89 - £731.96 salary per week dependant on age, internal/external experience, qualifications, and camp size

(February Half Term Contracts to be issued on 2024 wage level. 2025 wage level effective from 1st April.)

Reportable to: Camp Manager, Area Manager and Central Office

Barracudas is committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment.

EARLY YEARS MANAGER DUTIES

1. Support/deliver Induction Training and oversee the Set-Up days ahead of Camp
2. Complete paperwork and high-risk activities in accordance with Barracudas Activity Codes of Practice
3. Enforce Health and Safety regulations to ensure a safe environment
4. Responsible for ensuring Early Years Foundation Stage is implemented by planning Explore and Play sessions
5. Designated Person (DP) for Safeguarding *(dealing with Child Protection and safeguarding issues)*
6. Update and communicate with Area Managers and Central Office on a daily/weekly basis
7. Carry out observations and participate in high-risk activities with Early Years staff whilst getting to know the children
8. Regularly check staff's understanding of safeguarding procedures
9. Main contact on camp for OFSTED Inspectors
10. Communicate with parents, complete administration tasks and manage Early Years staff
11. Liaise with parents and guardians
12. Ensure site and Baserooms are kept tidy, and all equipment packed away
13. Assess and review staff performance for end of season evaluations
14. Support staff in sessions when needed

REQUIREMENTS

1. Attend compulsory Senior Training events *(see contract for further details)*
2. Early Years qualified *(Primary qualified, CACHE L3, Primary PGCE, BA Primary Education)*
3. Early Years' experience within a childcare setting
4. Be eligible to work in the UK
5. Obtain an enhanced DBS check through Barracudas or have an existing enhanced DBS on the Update Service
6. Provide satisfactory professional/academic references
7. Attend and deliver Induction Training Day(s) (this will most likely take place within the 7-day period before your camp opens)
8. Complete Online Training annually
9. Coordinate pack up at the end of camp
10. Barracudas aim for a minimum of 1/2 seniors to be Paediatric First Aid trained, this is variable dependent on the size of the camp



ADDITIONAL RESPONSIBILITIES

1. Fulfil Health and Safety obligations by following procedures and safe systems as detailed in manuals and training
2. Be proactive and diligent when approaching safety issues
3. Prepare for Induction training using relevant manuals
4. Complete a staff evaluation for each staff member who reaches the end of their contract
5. Report Child Protection concerns to a Designated Person at Central Office
6. Ensure staff are aware of any children who have additional, medical, or dietary needs (*may need to assist with making reasonable adjustments*)
7. Ensure necessary medication is administered correctly following EI forms and complete appropriate documentation
8. Bring swimwear daily as may be required to support a swimming session
9. The above is not an exhaustive list of duties and you will be expected to perform different tasks as necessitated by your changing role within the organisation and the overall business objectives of the organisation

Barracudas is committed to equal opportunities in employment and this post does require an Enhanced Disclosure and Barring Service Check. The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website.