



### **Area Manager Job Description**

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

**Salary:** £625.49 - £806.48 salary per week dependant on age, internal/external experience and qualifications

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

**Reportable to:** Named contact within Senior Leadership Team at Central Office

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

### **AREA MANAGER DUTIES**

1. Oversee the Induction Training & Set-Up Days ahead of Camp
2. Monitor the registration, collection, and activities on camp, including swimming if the camp has a pool
3. Provide feedback following observations on the above
4. Conduct audits - camps will have audits throughout every season. This will consist of recording both positive areas and areas for improvement
5. Feedback your findings from audits and provide support to camps that need improvement. Follow up these action points in person or via telephone to Senior Teams direct to ensure they have been completed, as well as sharing communication with Management Teams at Central Office
6. Assist Senior Team during OFSTED inspections
7. Complete paperwork and high-risk activities in accordance with Barracudas Activity Codes of Practice. Provide guidance on admin tasks if completed incorrectly
8. Enforce Health and Safety regulations to ensure a safe environment and be ready to answer questions from the senior or general staff
9. Update and communicate overviews of assigned camps to Central Office and other Area Managers on a daily/weekly basis
10. Monitor equipment is being used correctly
11. Cover senior absence and ad hoc responsibilities such as liaising with parents, school contacts & staff
12. Oversee petty cash
13. Organise staff briefings to ensure communication is shared amongst the team (within the staff's working day)
14. Communicate and support the team to ensure camp runs smoothly
15. Ensure site and Baserooms are kept tidy, and all equipment packed away
16. Assess and review senior staff performance throughout the season & complete evaluations
17. Manage your own time to complete administrative tasks throughout the working day

### **REQUIRMENTS**

1. Attend compulsory Senior Training events (*see contract for further details*)
2. Have experience in childcare settings, holiday camps, and/or leading a team
3. Be eligible to work in the UK
4. Obtain an enhanced DBS check through Barracudas or have an existing enhanced DBS on the Update Service



5. Provide satisfactory professional/academic references
6. Attend and deliver Induction Training Day (s) (this will most likely take place within the 7-day period before your camp opens)
7. Complete Online Training annually
8. Coordinate pack up at the end of camp
9. 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. Maintain ultimate responsibility for all Health and Safety on camp
5. Complete a staff evaluation for each member of staff at the end of their contract
6. Report Child Protection concerns to a Designated Person at Central Office
7. Ensure staff are aware of any children who have additional, medical, or dietary needs (*May need to assist with making reasonable adjustments*)
8. Ensure necessary medication is administered correctly following EI forms and complete appropriate documentation
9. Bring swimwear daily as may be required to support a swimming session
10. 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.*