



Bishop's Stortford College

Co-educational Day and Boarding 4 – 18 years

CAMP ASSISTANT – COLLEGE CAMP

£421.29 - £486.00 per week, dependent on age, qualifications and experience



JOB DESCRIPTION

Camp Assistant

Job Title:
CAMP ASSISTANT

Terms:
08:30 – 15:30

THIS ROLE WILL ALSO
REQUIRE ONE EARLY OR
LATE STAY DURING THE
WEEK.

Reports to:
CAMP LEADER

Salary:
£421.29 - £486.00 per week,
dependent on age,
qualifications and experience

When you are employed as Camp Assistant, your specific role will be assigned during Induction Training and thereafter weekly by a member of the Camp Management Team.

DUTIES:

1. Stay with the same group all day and in most cases all week
2. Set up and maintain a base room and/or outside area that is suitable and inviting for the children
3. Follow policies and procedures to make sure the children in your care will have fun in a safe environment
4. Follow the prepared activity timetable each day to make sure we deliver the amazing variety of activity sessions we promise (using resources supplied/available)
5. Ensure that the needs of the children in your care are met with active supervision and attention throughout the day including breaks and lunch times
6. Be the child's Key Worker and manage the exchange of relevant information regarding their experiences at camp
7. Get to know the children in your group as individuals. Find out their likes and dislikes and incorporate these into their day at camp
8. Assist the Camp Leader as needed, e.g. toilet trips (before, during & after a session), First Aid incidents and staff break cover
9. Ensure the safe use of equipment provided for your sessions
10. Ensure all equipment is packed away, cleaned and in good order, ready for the next camp

REQUIREMENTS – YOU WILL:

- Have experience or qualifications working within a childcare setting
- Be aged 18 or over by the time you start
- Be eligible to work in the UK
- Provide satisfactory references
- Be enthusiastic, caring and organised with excellent communication skills and able to apply your initiative
- Be able to adapt to effectively deal with unpredictable challenges within the childcare industry
- Obtain an enhanced DBS check through Bishop's Stortford Colleges or have an existing enhanced DBS on the Update Service

- Attend an Assessment Event if you are new to Bishop's Stortford College. These take place over weeknights/weekends. This event will consist of a mixture of interactive and theory-based workshops
- Complete relevant Online Training annually
- Attend an Induction Training Day (this will most likely take place within the 7-day period before your camp opens)
- Assist with pack up at the end of camp

ADDITIONAL RESPONSIBILITIES

1. Ensure that the company fulfils all of its Health and Safety obligations by carefully following instructions and showing a proactive and diligent approach to all safety issues
2. Any activities that you organise or deliver must be appropriate for the children in your care within the scope of your qualifications, skills and knowledge. Encourage the children to take part in new activities and ensure the activity programme is as directed on the timetable
3. Ensure the children under your supervision behave in a safe manner. Always know the children's whereabouts, respect them as individuals and communicate with them daily about codes of behaviour
4. Carefully follow all camp systems, including registration and collection procedures, Health and Safety systems and all guidelines on good practice in child welfare whilst supporting your colleagues to do the same
5. Fulfil a specific additional duty that will be allocated to you during your contracted time at camp and assist the team with other additional duties from time to time
6. Be a positive role model to the children in your care, promote a healthy lifestyle, good hygiene precautions and generally consider their welfare at all times
7. Report any concerns regarding child protection to your Management Team or the Designated Persons at the Central Office
8. Make reasonable adjustments to accommodate and understand the requirements of children in your group who may have additional needs (including dietary needs) or a medical condition
9. Look after children's welfare and their happiness
10. Ensure the safe use of equipment provided for your sessions
11. All staff will be required to support swimming sessions to cover the pool ratios. You'll need to bring swimwear with you daily

JOB DESCRIPTION

Camp Assistant

SAFEGUARDING

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom they are responsible, or with whom they come into contact will be to adhere to and ensure compliance with the College's Safeguarding Policy at all times. If, in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, they must report any concerns to their Line Manager or the College's relevant Safeguarding Lead.

EQUALITY AND DIVERSITY

The College strives to be diverse and inclusive. It encourages applications from people who identify as Black, Asian or from a Minority Ethnic background, who are underrepresented at the school.

The College is committed to providing equal opportunity to all employees and pupils. This means that employees are treated fairly, irrespective of sexual orientation, ethnic origin, religion, disability, age, gender, marital status or other reason. The post holder is expected to always comply with the provisions set out in law and the College policies on equality and diversity.

SAFETY, HEALTH, ENVIRONMENT AND FIRE

The post holder has a duty to take reasonable care to avoid injury to themselves and to others by their work activity, and to co-operate with the College and others in meeting the statutory requirement of the HASAW Act 1974. Report all accidents and near misses to the Line Manager on the day they occur.

The post holder is not to interfere with or misuse any equipment provided, in accordance with the Act, to protect their health, safety or welfare. Ensure your working environment is safe and comply with all College risk assessments and policy directives.

DATA PROTECTION

The post holder is required to comply with all College policies and procedures for the safe custody and handling of Personal Data that is stored and used by the College.

EMPLOYMENT TERMS AND CONDITIONS

Full details of the terms and conditions are set out in the employment contract and the employment manual. The booklet is reviewed at regular intervals to ensure the College operates within current legislation and to take into account the introduction of new equipment, working practices and techniques. You will be sent amendments to the terms and conditions booklet when they are issued.

The College reserves the right to alter the content of this document, after consultation, to reflect changes to the job or services provided, without altering the general character or level of responsibility.



Bishop's Stortford College

Co-educational Day and Boarding 4 - 18 years



Bishop's Stortford College,
School House, Maze Green Road,
Bishop's Stortford, Hertfordshire, CM23 2PQ

Telephone: +44 (0)1279 838575

Email: general.enquiry@bishopsstortfordcollege.org

www.bishopsstortfordcollege.org