



Planet Education is proud to invite applications to join our team to help deliver our growing School Holiday Programme which includes enrichment activities along with sport and creative play!

Job Title: Holiday Camp Co-Ordinator

Work dates: School Holidays

Contract: Fixed term contract

Working hours: Between 8am and 5.30pm

Locations: Andover, Basingstoke, Bournemouth, Eastleigh, Fareham, Gosport, Havant, Kingston-Upon-Thames, New Forest, Southampton (only required at the one location you apply)

Planet Education, which incorporates **Planet Active** Holiday Camps are looking to recruit passionate and motivated individuals to manage and lead our OFSTED registered active childcare holiday programmes. The ideal candidate will have experience of working with Primary or Secondary aged school children aged 5 – 12 year and leading a team. ****Applicants must be 18+****

Our Holiday Camp Co-Ordinator will ideally have:

- Degree level or equivalent, or with significant managerial experience within the camp or childcare industry.
- Ideally qualified in sport, art, childcare or teaching, with significant experience of working with children.
- Natural leader, management experience, ideally within teaching/coaching sector.
- A valid Paediatric First Aid
- A valid safeguarding qualification and valid DBS
- A knowledge of the OFSTED policies and procedures for childcare

What we are looking for:

- Excellent communicator, with confident face to face customer service skills.

- Good working knowledge of camp activities.
- Good decision maker, able to quickly assess and make informed judgements.
- Pro-active and conscientious, able to adapt to situations when required.
- Someone looking for a challenging, different but hugely rewarding and fun job in the holidays, and looking to further their career in the childcare, teaching or coaching industry.
- Enthusiastic and energetic personalities
- Team players
- Good timekeepers
- An understanding of the importance of safeguarding

The Job Role:

- Directly manage a team of staff selected for you, to ensure they deliver the quality of care and standard of activity expected
- Inspire your staff to deliver quality activities by leading by example with energy and fun and enthusiasm.
- Ensure all policies and procedures on camp are adhered to by yourself, your staff and the children in your care, including all health and safety, and safeguarding procedures.
- Implement new procedures to ensure the camp is a safe environment for staff and children.
- Continuously promote the welfare of the children in your care
- Ensure Ofsted requirements are met at all times on camp, liaising directly with an inspector in the event of an inspection.
- Liaising with Settings Manager with updates and queries.
- Manage all administrative duties on camp, including Sign-in and out procedures, registration, etc.
- Manage any other challenges that come with running a holiday camp.

Planet Education is committed to safe practice in recruitment and selection that includes consideration of issues regarding child protection, safeguarding and

promoting the welfare of young people. All staff will be expected to complete a DBS check if they are not already on the DBS Update Service and supply us with references.

At Planet Education we strongly believe in respect and equal treatment for all persons regardless of race, religion or belief, ethnic origin, marital status, civil partnership status, colour, nationality, gender, age, sex, sexual orientation, or physical ability. We insist that this respect is applied in every aspect of our business and in how we conduct ourselves.

If you feel you have the necessary background, experience and skills to undertake this role we would like to hear from you.

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