



Holiday Camp & Activity Course Coordinator

Job Description

Monkton Leisure is seeking to appoint a motivated, enthusiastic and well organised individual to join a busy and supportive team coordinating all aspects of our popular and highly rated Monkton Minis & Muckers children's holiday camps and our increasing programme of additional activity courses such as our Easter Revision and Summer Rowing camps.

A new post at Monkton Leisure, the successful candidate will have excellent customer service skills, be flexible and adaptable to changing demands and priorities and will be willing to get involved in all aspects of a busy department and be a strong team player, providing support to the whole department.

Monkton Leisure is a developing and growing enterprise and there are significant training and development and career progression opportunities for the right candidate who is looking to start and pursue a career in the leisure industry.

Terms and conditions of employment include:

- The salary will be paid at £20,791.68 for 40 hours per week on a 52-week contract – plus top up pay for Holiday Camp Leader duties (subject to T&Cs)
- 33 days including bank holidays (pro rata for part time). When a bank holiday occurs during term time this will be considered as a normal working day and the normal rules regarding holiday will apply
- Free school meals during working hours

Please refer to the job description for further information and terms and conditions of employment which can be found on Monkton Combe School's website.

Monkton Combe School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post including checks with past employers and Disclosure and Barring Service.

Applicants should complete and return the school application form, along with a covering letter outlining their suitability for the position to the Assistant Commercial Manager, at lynno@monkton.org.uk.

Please note Monkton Combe School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post including checks with past employers and Disclosure and Barring Service



Monkton Leisure and Sports Club Overview

Monkton Sports Club is situated just 2 miles from the centre of Bath. Located in the grounds of the Monkton Combe Prep School in Combe Down, the Club enjoys spectacular views of the surrounding Midford Valley.

As part of Monkton Combe School our aim is to offer an accessible Leisure facility which offers competitive fully inclusive membership packages to the local community and have developed an outstanding and highly acclaimed programme of childcare and activity courses during the school holidays.

As part of Monkton Combe School we support the School's vision, mission and values as well as the School's Christian ethos.

Monkton Vision: Monkton inspires young people to become confident, kind and ambitious adults who live fulfilling lives.

Monkton Mission: Monkton thinks differently. We start with a proactive pastoral environment to develop academically strong enthusiastic learners within a living Christian ethos.

Monkton Values: Confidence, Integrity, Humility, Service



Holiday Camp & Activity Course Coordinator Job Description

Post: Holiday Camp and Activity Course Coordinator

Relationships: Commercial Manager & Monkton Leisure Leadership Team

Fundamental Task: The primary responsibilities of this post are to provide a leading role in the operation and delivery of Monkton's Holiday Camp Activities, ensuring the safe and efficient operation of Commercial Activities

Specific Duties:

- Take the lead in delivering a fun and engaging sports, drama and arts and crafts daily programme to children aged between 4-14 years of age, in a caring and nurturing environment.
- Liaising with parents on a day to day basis ensuring the particular needs of each and every child can be met as best we can.
- Planning and preparing fun activities in advance of each holiday to offer variety, inspiration and exciting activities for the children on camp each day from sports to arts and crafts, drama and outdoor adventure.
- Communicate effectively at all levels, with staff, children and parents.
- Give direction to the team, motivating them, inspiring them ensuring that they are ready to offer the highest quality care, ensuring the smooth and safe running of the holiday camp.
- Liaising with our bank of holiday staff to check their availability for each holiday, thereby ensuring staffing ratios are met, and the correct skill sets are in place for the programme offered.
- Identifying areas of weakness and look at our recruitment needs.
- Be prepared to take the lead whilst on camp from the start, providing guidance and support for the team members around you.
- Keep Holiday Camp Policies and procedures up to date and in line School Policies and with Early Years and BANES requirements.
- Prepare Risk Assessments as and when required, review on an annual basis.
- Ensuring that children are kept safe at all times by following the camp's policies and procedures relating to safeguarding, risk assessment and other health and safety issues.
- Work hard as a part of a friendly team, displaying empathy, patience and enthusiasm to ensure that each child gets the most from their day on our holiday camp.
- Take a Safeguarding lead role for the Holiday Clubs, attending courses as required, and ensuring that you are up to date with current legal requirements.
- Look into additional revenue sources with a view to expand the business moving forwards. Liaise with the Commercial Manager regarding growth and development opportunities.
- Be willing to learn and get involved in other areas of the schools commercial business, as and when required.



Operational Tasks

- During the holidays take a lead role with holiday club offering, demonstrate an enthusiastic and positive attitude to work.
- Listen to the children's requests and needs, building the programme around the children to ensure that each and every child is heard and goes home with lots of positive comments on their day.
- Monitor the bookings database ensuring that maximum numbers are set each day based on staffing ratios.
- Prepare daily registers for Activity courses and childcare.
- Provide an excellent level of customer service, making sure that all prospective clients are taken on the tour of the facilities, provided with booking forms and numbers to call to book.
- Plan each holiday's activities to fit with the demand and themes, organise the staffing accordingly.
- Facilitate the design and production of brochures, posters and fliers as and when required.
- Be the main point of contact at parents sign in at the start of the day and collection at the end of the day.
- Offer flexibility when dealing with operational challenges, be proactive and ready to think on your feet to achieve a resolution.
- Take holiday camp bookings over the phone when required, answering parents queries, giving an insight into our holiday camp, in a day in a professional manner.
- Deal with complaints and feedback that may arise, always trying to ensure that expectations are met and disruptions or conflicts are quickly rectified.
- Ensure the safe condition of premises and equipment on site, identifying faults and reporting them immediately using the maintenance tracking system.
- Attending training and development sessions, on occasion out-with your normal hours of work to ensure your qualifications are keep up to date.
- Plan for summer and easter activity courses, including easter revision courses with the Commercial Manager, liaising with external companies to provide a varied programme of weekly activities in addition to Minis and Muckers.
- Encouraging feedback and responding positively to issues of conflict or disruption.
- Ensure that the appropriate policies and procedures are in place to deliver a program of daycare activities in accordance with ISI and Ofsteds recommendations.
- Customer's perceptions are of paramount importance; monitor staff and provide direction, lead by example, there are always jobs to be done, and staff should be kept busy at all times.
- Place orders for art and crafts materials, stationary and other items as required.

Note: The post holder may be reasonably required to perform duties other than those given in the job description for the post. The particular duties and responsibilities attached to posts may vary from time to time without changing the character of the duties or the level of the responsibility entailed.

Coaching Ethos: Monkton staff are committed to continuing to hone and improve our practice in different areas. We intentionally reflect on our professional development throughout the year. As part of this, and to support it, we train staff in coaching skills, and staff coach each other, as well as gaining valuable skills to use day to day. Over the next three years, our aim is to train all staff in coaching.



Holiday Camp & Activity Course Coordinator Person Specification

		Essential	Desirable
Qualifications	NVQ 3 or the equivalent in play work, childcare, or sports coaching	√	
	Pediatric first aid qualification (or willing to undertake one)	√	
	Food Hygiene qualification (or willing to undertake one)	√	
	Early years awareness	√	
Experience	Experience in the Childcare sector (or committed to developing in this area)	√	
Knowledge And Understanding	Able to demonstrate good Health and Safety knowledge and experience	√	
	Good understanding of sports coaching, rules and game plays	√	
	High level of customer service awareness	√	
	Basic knowledge and understanding of the needs of children	√	
Skills	Good IT skills	√	
	Strong organisational skills	√	
	Willingness to take responsibility and learn new skills	√	
	Strong communication skills		√
	Ability to build and maintain relationships with parents, customers and children		√
	Able to make informed decisions		√



Personal Attributes	Motivated and enthusiastic	√	
	Demonstrates the schools' Vision, Mission and Values	√	
	Committed to self-development	√	
	Approachable, friendly and calm	√	
	Patience	√	
	Problem solving skills and initiative	√	



Holiday Camp & Activity Course Co-ordinator Terms and Conditions

Salary	The salary will be paid at scale point 12 of the Support Staff Salary Scale currently £20,791.68 per annum. The School's Support Staff salaries will normally be reviewed annually in April. In addition, when stepping up to a Holiday Camp Leader £3.52 per hour top up rate can be claimed on salary claim approved by the line manager.
Hours of Work	Full time position - 40 hours per week for 52 weeks per annum. A flexible approach and availability is essential and hours of work will include regular weekends, school holiday periods and evenings, specific patterns to be discussed and agreed with management.
Pension	Monkton provides access to a stakeholder pension scheme as required by law. The School will comply with its obligations under the Government's auto-enrolment scheme at the relevant time. You will be provided with details of the scheme and your right to opt out in due course.
Holiday	33 days including bank holidays (pro rata for part time/part year). When a bank holiday occurs during term time this will be considered as a normal working day and the normal rules regarding holiday will apply.
Sick Pay	Membership of the School's Support Staff Sickness Scheme.
Lunch	Provided while catering facilities are functioning. You are entitled to a 30 minute unpaid break for lunch.
Notice	This position is subject to a six month probation period during which one month's notice from either party applies. Following successful completion of the probation period 3 months written notice applies.
Retirement	The normal retirement age for this employment is 65. However, the mechanics for compulsorily retiring employees have now been abolished so employees are required to provide notice in line with their contractual obligations, above, when they wish to retire.
Medical	All employees are subject to a medical report and to undergo a medical examination, if required.
Security	Monkton Combe School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post including checks with past employers and Disclosure and Barring Service.



Child Protection (Safeguarding) and Staff Code of Conduct and Behaviour Policy, including EYFS

Monkton takes safeguarding very seriously. To this end, all appointments are made subject to satisfactory DBS clearance. The interview will include questions about safeguarding children. Monkton's Child Protection (Safeguarding) Policy includes the following information:

The framework provided is an ordered, purposeful, happy and caring community. Pupils are encouraged to develop moral discernment. High standards of behaviour are expected and young people are asked to treat others with courtesy and respect. The School sets out to create a secure basis for living in community and to achieve a balance between thoughtfulness towards others and freedom for the individual to develop his or her own personality. Good pastoral care is central to the life of the School, through the Principal/Heads, Houseparents, Tutors, the Chaplain, the Medical Centre Sister and other members of staff.

Specific Objectives

1. To foster pupils' educational development through all areas of the curriculum so that their self-esteem is raised, enabling them to acquire skills, attitudes and coping strategies which will help them to make reasoned decisions based upon sound judgement and valid information.
2. To provide a variety of opportunities for discussion with their peers and teachers in which the ground rules of confidentiality, tolerance and trust are observed.
3. To teach problem-solving techniques, assertiveness skills and respect for themselves and for other people. To encourage them to be responsible members of the school community, who will develop into caring adults with regard to their families and to society.
4. To maintain links with parents and representatives of outside agencies.
5. To view seriously any instances of bullying and to deal with them effectively.
6. To ensure that all members of the school staff understand Child Protection procedures and are alert to signs of potential or actual abuse in the categories of physical injury, neglect, emotional or sexual abuse.
7. To have in place effective reporting and action procedures, as required by the Children Act 1989 (Pupil > Member of Staff > Designated Teacher > Principal/Head > School Medical Officer (where appropriate) > Social Services). These are set out in more detail in the policy 'Child Abuse/Protection' in this section of the Staff Handbook.

The full Child Protection document can be found [here](#)
If you are unable to access the internet, please request a hard copy.



Equal Opportunities Policy, including EYFS

The Equal Opportunities Policy Statement and Policy Statement on Harassment at Work are designed to implement the commitment of the School to Equal Opportunities. It is the responsibility of every employee to ensure his or her own conduct conforms to the expected standards and reflects these Policy Statements.

The aim of the Policies is to encourage harmony and mutual respect between individuals in order to promote good working practices with a view to maximising performance.

If these Policies are not implemented, then valuable talent and potential are wasted. Moreover, when unfair discrimination, harassment, bullying or victimisation take place they bring about a climate of fear, insecurity and poor work performance. As well as being unlawful, this affects morale. The School aims to comply with all relevant UK and European legislation.

Monkton Combe School has been registered as a school with a religious character by the DfES. As such the School is able to advertise for and appoint teaching staff who have specific Evangelical Christian faith that is central to the ethos and tradition of the School. In specific circumstances this authority enables positive discrimination in favour of Evangelical Christians.

It is vital that every employee understands his or her responsibilities. Equal Opportunities are taken very seriously by the School and wilful failure to apply the Policies or evidence of discrimination, harassment, bullying or victimisation will result in disciplinary action which may include dismissal.

The Equal Opportunities Policy Statement

1. The School values the individual contribution of people irrespective of sex, age, marital or civil partnership status, disability, sexual orientation, gender reassignment, race, colour, religion or belief, ethnic or national origin. The School is committed to ensuring that no applicant for employment or member of staff is disadvantaged by conditions or requirements which cannot be shown to be justifiable. This applies in particular but not only in relation to recruitment and selection, promotion, transfer and training opportunities, benefits, terms and conditions of employment, grievance and disciplinary procedures, termination of employment including redundancies, and conduct at work.
2. All employees should be treated equally with dignity and respect. The School will use its best endeavours to provide a working environment free from unlawful discrimination, harassment or victimisation on the grounds of sex, age, marital or civil partnership status, disability, sexual orientation, gender reassignment, race, colour, religion or belief, ethnic or national origin, pregnancy or maternity.
3. The School recognises its legal obligations, including those under the Race Relations Act, Sex Discrimination Act, The Equal Pay Act, the Equality Act and the Part Time Workers legislation.



4. The School is designated as a School with a religious character by the DfES. This may be taken into account when recruiting staff when appropriate to do so. Notwithstanding this, the School undertakes to review periodically its selection criteria and procedures to maintain a system where individuals are selected, promoted and treated on the basis of their merits and abilities.
5. The principles of non-discrimination and equality of opportunity also apply to the way in which staff must treat visitors, pupils, parents, suppliers and former members of staff.
6. The School will not tolerate acts which breach this Policy and all instances of such behaviour or alleged behaviour will be taken seriously, fully investigated and will be subject to disciplinary procedures if found to be discriminatory. The School further seeks to give all employees equal opportunity and encouragement to progress within the School.
7. The School promotes tolerance of each other and respect for each other's position within the School community, and provides positive images and role models, whilst seeking to avoid prejudices and raise awareness of related issues.
8. If an existing employee becomes disabled the School will make every effort to retain him or her within the workforce whenever reasonable and practicable with reasonable adjustments to assist in overcoming or minimising the difficulties. This may need to be in conjunction with a medical advisor.
9. Whenever reasonably practicable to do so, the School will install in existing premises facilities for people with disabilities. Whenever the School invests capital in new or refurbished premises, every practicable effort will be made to provide for the needs of staff and pupils with disabilities.
10. The School undertakes to distribute and publicise this Policy Statement to all employees and elsewhere as from time to time appropriate.
11. Any employee who believes that he or she may have been subjected to treatment which breaches this Policy may raise the matter through the grievance procedure.

Policy Statement on Harassment at Work

1. The School believes that the dignity of every person must be respected. Harassment of colleagues or pupils is unlawful and unacceptable and will be regarded as a disciplinary offence, which in serious cases, may be classed as gross misconduct, resulting in instant dismissal. The highest standards of conduct are required of everyone, regardless of seniority.
2. The School recognises that harassment may take many forms. It may be directed towards persons of either sex. It may relate to a person's ethnic origin, religion, age, sex, sexual orientation, physical or mental attributes or some other personal characteristic.
3. Harassment may involve action or inaction, behaviour, exclusion, comment or physical contact that the recipient finds objectionable or offensive. It may result in the recipient feeling threatened, humiliated, intimidated, patronised, demoralised or less confident in their ability. Condoning such conduct may be harassment in itself. The test of harassment is, at least in part, subjective.



4. Examples of unacceptable conduct include:-
 - verbal abuse, or insulting behaviour
 - sexist or racist jokes, jokes about an individual's sexual orientation or jokes about an individual's physical or mental attributes
 - the display or circulation of sexually suggestive or racially abusive material
 - bullying, coercive, intimidating or threatening behaviour
 - the ridicule or exclusion of an individual for cultural or religious differences, on the grounds of sex or sexual orientation or on the grounds of disability or other protected characteristic
 - persistent teasing or constant unfounded criticism of the performance of work tasks
 - unsolicited or unwelcome sexual advances, including touching, staring or commenting
 - comments of a sexual nature about a person's appearance or dress
 - bribery or attempted bribery.
5. An allegation of harassment must not be made lightly. If it is found that an allegation of harassment has been made without foundation and maliciously, then this will also be regarded as a disciplinary offence and in serious cases may be regarded as gross misconduct leading to instant dismissal.
6. All complaints of harassment should be made to the appropriate manager unless the complaint is regarding this person, in which case the complaint should be to that person's superior. Reference should be made to the Grievance procedure in the Personnel and Payroll Policies.

Statement to Prospective Parents

We do not discriminate in any way regarding entry and the School does not treat disabled or prospective pupils less favourably for any reason related to their disabilities than it treats those to whom that disability does not apply. We welcome pupils with physical disabilities provided that our site can cope with them. However, the Senior School in particular is situated on a steep hill and whilst every effort has been made to make it as accessible as possible for wheelchair users, there are some areas where this is not feasible due to the topography. The School will always consider reasonable adjustments to admission arrangements to ensure that disabled pupils or prospective pupils are not placed at a substantial disadvantage in comparison with non-disabled pupils. We welcome pupils with special educational needs, providing that our Learning Support Department can offer them the support that they require. However, we advise parents of children with special education needs or physical disabilities to discuss their child's requirements with the Principal/Head before he or she sits the entrance exam so that we can ensure that we can make adequate provision for him/her. Parents should provide a copy of an Educational Psychologist's report or a medical report to support their request, for example for extra time or other special arrangements.

See also Special Educational Needs policy for policy relating to pupils.