



Position: Earlies & Lates
Camp: Mini Minors & XUK Day
Location: Brookland School, Hampstead Garden Suburb, NW11
Reports to: Directors & Manager

Overview

- ✓ Your primary responsibility is to promote the safeguarding and welfare of the children in our care
- ✓ This role is in addition to your main role on camp
- ✓ Organise Earlies and / or Lates at camp so they are safe, fun and organised

Responsibilities

Events

- ✓ Understand the process before the start of day 1 at camp (see guide)
- ✓ Set up the Early room prior to leaving work the previous day
- ✓ Set up the Lates room prior to children finishing camp & arriving to lates
 - You would leave your main group at approx. 15:05 to get ready
- ✓ Understand the register and register children in (by time arrived) carefully and correctly.
- ✓ Manage the staff to ensure children are safe and having fun
- ✓ Organise safe collection of kids
 - Forms signed
 - Children timed out
 - Any relevant accident & Incident forms signed and dated
- ✓ Clean up room, ready for the next session

Essential

Skills

- ✓ Communicator, organiser, Parent facing

Qualities

- ✓ Organised, attention to detail, Kind, Child focused

