

## JOB DESCRIPTION



<b>Role:</b>	Data Analyst and Operations Systems Support
<b>Basis:</b>	Fixed Term Contract from March until September 2018 (Full Time)
<b>Hours:</b>	9am to 5pm weekdays (8am-6pm during Summer/Easter school holidays)
<b>Location:</b>	Farmoor, Oxfordshire (OX2 9LU)
<b>Pay:</b>	£18-19,000 pro rata plus £1,000 staying bonus paid in September
<b>Holiday:</b>	Up to 35 days per annum (pro rata) plus bank holidays

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### The Opportunity...

Ultimate Activity Camps provides outstanding holiday activity programmes for children across the UK, and we are offering an exciting opportunity to be part of our growing business just outside Oxford.

We are looking for a diligent, highly numerate, and versatile individual to support our business operations as a junior Data Analyst – a great first step for someone with aspirations in this field! You will use your meticulous approach, love of everything tech, and attention to detail to work across operational projects, including reporting and data analysis, whilst also ensuring the business systems we use are up to date and accurate.

We offer a fun and fast paced working environment with a great team ethos. For the right candidate, this is an outstanding opportunity to work across different areas of a successful and growing business, where everyone lives up to our commitment to provide the ultimate in activity-based holiday childcare.

### Duties and Responsibilities:

- Analyse bookings using our bespoke system to group children, helping to ensure staff to child ratios are met and measured
- With full training given, maintain internal information systems (including Customer Booking Portal and HR database) ensuring it is up to date and accurate
- Produce weekly reports to support business data across all areas of the business (bookings, finance, operations, HR & Recruitment, marketing)
- Support finance department with analysis and other tasks
- Support operations team with ad hoc tasks, including amending online training system, supporting logistics, assisting with operations admin, etc
- Assist in maintenance of company IT equipment
- Support on other projects as required

### Requirements:

- Graduate, preferably economics, business, IT, or mathematical based subjects
- Highly proficient in Excel
- Outstanding attention to detail
- Numeracy, logic and organisational skills

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- Experiencing using IT systems
- Analytical skills
- Responsible, trustworthy and approachable
- Able to commute daily to our Farmoor office just outside Oxford

### **Other Benefits:**

- Free onsite parking
- Regular company socials and monthly lunches

To apply for this position please email your CV and a cover letter to Luke Hayward via [luke@activeeducationgroup.co.uk](mailto:luke@activeeducationgroup.co.uk) – applications close 31<sup>st</sup> January 2019

For more information about the company please visit [www.ultimateactivity.co.uk](http://www.ultimateactivity.co.uk)