

JOB DESCRIPTION



Title: Activity Programme Administrator
Basis: Full Time, fixed term. March 2019 – September 2019. (Possible extension to November 2019)
Hours: Monday to Friday 9am-5pm, except during Easter, Summer and October school holidays when hours will be 8am – 6pm.
Reporting to: Programme Manager
Salary: £18000 - £19000 (pro rata)

Summary of Position:

Ultimate Activity Camps (part of Active Education Group) run fun and inspiring activity camps for children during the school holiday at approximately 30 independent schools across the country. At Ultimate Activity Camps the most important part of a child's experience is the quality of activity programme they enjoy. As part of the Operations Team you will be responsible for supporting the Activity Programme Manager in the preparation and delivery of the weekly timetables, activity resources and paperwork for our children's activity camps, ensuring that our camps live up to our mission of "*Inspiring Children Every Day*".

Duties and Responsibilities:

Primary

- Create the weekly timetables for each camp ensuring they give each child the very best experience whilst ensuring they are accurate for staffing levels and school facilities.
- Liaising with the operations and recruitment teams on the timetables.
- Support the Activity Programme Manager in ensuring weekly camp paperwork is prepared accurately, on time.
- Working with other operations departments to ensure all weekly paperwork and reports are ready in time for deliveries.
- Support the Activity Programme Manager in creating and preparing all camp activity resources.

Secondary

- Where requested, support with other business projects.

Requirements:

Essential

- Be highly organised with an excellent attention to detail and methodical approach to work
- Able to effectively manage your time to meet deadlines.
- Be highly computer literate, with good experience using Microsoft Excel.
- Be an enthusiastic team player, happy to work as part of a busy and fast-moving operations team
- Able to commute daily to our Head Office just outside Oxford

Desirable

- Previous experience in administrative role
- Experience working with children in a similar setting

To Apply:

Send a CV and covering letter to Dave, Activity Programme Manager at dave@ultimateactivity.co.uk