

ULTIMATE ACTIVITY CAMPS

Inspiring children every day!

Role: Data Analyst and Systems Support

Basis: Fixed term contract from February until October 2021 (full time)

Hours: 9am to 5pm weekdays (8am-6pm during Easter/Summer school holidays)

Location: Farmoor, Oxfordshire (OX2 9LU)

Pay: £19,000 - 21,000 per annum (pro rata)

Holiday: Up to 35 days per annum (pro rata) plus bank holidays

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 Training Hub) 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.

The Ultimate Activity Company is committed to safeguarding and ensuring the welfare of children, young people and vulnerable adults and expects all employees and volunteers to share this commitment. All appointments are subject relevant check in line with safe recruitment guidelines, including, but not limited to, DBS Disclosure checks, identity checks, employment history and reference checks, and international criminal record checks where required.

Requirements:

- Graduate, preferably in economics, business, IT, or mathematical based subject.
- Highly proficient in Excel.
- Outstanding attention to detail.
- Numeracy, logic and organisational skills.
- Experiencing using IT systems.
- Analytical skills.
- Responsible, trustworthy and approachable.
- Able to commute daily to our office in Farmoor, just outside Oxford.

The Benefits:

- Company lunches once a month and company socials - Covid restrictions allowing!
- Parking on site.
- Work as part of a supportive, fun and vibrant team.
- Annual bonus that isn't performance-related.

To apply please send your CV and covering letter to luke@activeeducationgroup.co.uk.

The logo for Ultimate Activity Camps is a light green rounded rectangle containing the words "ULTIMATE" and "ACTIVITY CAMPS" in a white, bold, sans-serif font, stacked vertically.

ULTIMATE
ACTIVITY CAMPS