

# ULTIMATE ACTIVITY CAMPS

Inspiring children every day!

**Title:** Operations and Warehouse Coordinator

**Reporting to:** Logistics Manager

**Basis:** Full Time, permanent

**Hours:** Monday to Friday 9am-5pm, except during camp operating weeks when longer hours (8am – 6pm) will be expected. Some weekend work also required in the run up to and during camp seasons.

**Location:** Split between our Head Office in Farmoor, and our Warehouse in Stanton Harcourt, Oxfordshire

**Salary:** £19 - £22.5k per annum (pro rata) plus up to £1500 loyalty bonus annually (pro rata)

**Start Date:** January 2022

**Closing date for applications:** 1<sup>st</sup> December 2021

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## Summary of Position:

Ultimate Activity Company is a leading provider of holiday childcare in the UK. Our trusted holiday camps operate at venues across the country offering outstanding childcare & activity provision to children whilst providing peace of mind to parents.

A rapidly growing business, we are looking for an Operations and Warehouse Coordinator to join our full-time Operations team in the preparation and delivery of our holiday programmes. Working with our Logistics Manager, and primarily based in our warehouse, you will be responsible for preparing the equipment for these programmes, from Archery to Zorbs! You will then help to deliver the equipment out to our schools ahead of the holiday seasons. In the lead up to the season, and whilst our Camps are running you will then deliver equipment between the camps, and support company operations, acting as a point of contact between our onsite Camp Managers and Head Office.

## Duties and Responsibilities:

### Warehouse Kit Preparation

- Collate and prepare our equipment (including sport, art, play etc.) ready to go out to each venue.
- Repair and maintain larger equipment such as pedal karts and zorbs.
- Coordinate the loading/departure and return of vans from the warehouse.
- Monitor of warehouse stock levels and working with the Logistics Manager to maintain appropriate levels.
- Communicate closely with onsite Camp Managers regarding kit levels and respond to their needs.

- Coordinate temporary staff at the warehouse in equipment preparation and breakdown when needed.

#### Head Office & On Camp

- Print and prepare paperwork.
- Organise equipment ready for camp, (mobile phones, walkie talkies etc.)
- Collate marketing literature (flyers etc.) to be delivered to schools.
- As part of the wider Operations Team, monitor and support our onsite teams to ensure all camps are living up to the Ultimate reputation of 'Inspiring Children Every Day'
- As required, help to deliver activities (sports, arts, play etc) on camp to children aged between 4 – 14 years and assist in the running of camp.

#### Driving (using company or hired vehicles)

- Deliver equipment to venues ahead of the start of camp.
- Assist and coordinate staff in setting up camp on induction days.
- Deliver marketing materials.
- Rotation of equipment between camps.
- Deliver additional equipment, paperwork and resources where necessary.
- On Camp support and work when necessary.

#### Events

- Prepare equipment for and work on school events (some weekend work) to help spread the work about Ultimate Activity Camps.

#### Essential Requirements:

- Full, clean driving licence with car.
- Be highly organised with an excellent attention to detail.
- Good time management skills.
- Be an enthusiastic team player.
- Good level of physical fitness as this is a physically demanding role
- Have experience and ability to perform under pressure and meet deadlines.
- Able to commute daily to our office/warehouse just outside Oxford

#### Desirable Requirements:

- Aged 25 or over for vehicle hire regulations.
- Previous camp or holiday programme experience.
- Experience coaching or teaching children
- Hold a Paediatric First Aid (12 hour or 6 hour) or First Aid at Work qualification.

#### Benefits

- **Generous Holiday Allowance:** Up to 35 days plus bank holidays annually, plus time in lieu for weekend work
- **Free onsite parking**

*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 Safer Recruitment guidelines, including, but not limited to, DBS Disclosure checks, identity checks, employment history and reference checks, and international criminal record checks where required.*

- **Regular Company Socials**
- **Company Pension Scheme**
- **Part of a Highly Respected Organisation:** As part of Dukes Education Ltd, Ultimate Activity Company Ltd staff reap the benefits of being part of a highly successful and respected educational group.

Apply with your CV and Cover Letter via our Careers Page by 1<sup>st</sup> December 2021.