

# ULTIMATE ACTIVITY CAMPS

*Inspiring children every day!*

<b>Role:</b>	Activity Programme Administrator
<b>Reporting To:</b>	Activity Programme Manager
<b>Salary:</b>	£18,000 to £20,000 per annum
<b>Contract:</b>	Full time, fixed term. March 2021 to September 2021 (possible extension to November 2021)
<b>Hours:</b>	Monday to Friday 9am-5pm, except during Easter and Summer school holidays when hours will be 8am – 6pm.
<b>Location:</b>	Farmoor, Oxfordshire (OX2 9LU)

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 the 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 to 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 camp activity resources.

### Secondary

- Between operating seasons, additional responsibilities may include supporting the marketing and recruitment departments.

## 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 an administrative role.
- Experience working with children in a similar setting.

To apply, send your CV and covering letter to our Activity Programme Manager:  
[dave@ultimateactivity.co.uk](mailto:dave@ultimateactivity.co.uk)

