



Job Description

Job title Summer Camp Administrator

Hours: 8.00am – 12.30pm

Line manager: Summer Camp Leaders

Line Management: n/a

Salary: Daily rate £75.00 Pro-rata

Title	Summer Camp Administrator
Job Purpose	Provide support on a broad range of routine administrative activities to enable the Lumen Summer Camp to function efficiently.

Key Responsibilities

- First response to all incoming phone calls answering promptly and professionally.
- Send text messages to parents using the Camp’s online booking portal where required.
- Monitor the Camp Google mail account ensuring all emails received are responded to in a timely and professional manner.
- Ensure messages from parents, especially regarding attendance and issues at Camp, are communicated promptly with Camp Leaders.
- Lost property sorting and disposal.
- Be prepared to assist colleagues when required, including administering first aid for both children and staff when required.
- Ensure all deadlines in relation to areas of responsibility are met.
- Act as an integral member of summer camp staff team, taking the initiative to offer support to Camp Leaders as required with general admin tasks i.e. updating the Camp website with information for parents.
- Communicate clearly, honestly and respectfully with staff, children and parents whilst establishing a positive rapport with stakeholders at all times.
- Recording and monitoring daily attendance, reviewing child absences and contacting home for unreported absences.
- Full and effective knowledge of the Camp online booking and payment portal to lead on the management of all aspects of bookings, refunds, the sending of communications and the response to any other parent query whilst Camp is live.
- Working knowledge of the Camp website and social media channel in order to respond to requests from Camp Leaders.
- Maintain regular contact with the Summer Camp email account prior to go live to understand time sensitive priorities.
- Commitment to attend regular training sessions (typically 2 x 1.5hrs per week) with the Lumen Communications, Policies and Data Protection Lead during Term 6 to ensure readiness for go live of Camp.
- Support Camp Leaders in ordering resources prior to the start of Camp, and during Camp.
- Gather invoices for Camp resources to support expenditure review and appropriate use of Camp funds.

General

- Work as a positive team player, demonstrating mutual respect and integrity.
- Able to work at a fast pace, multi-task and prioritise on a daily basis.
- Participate in all required training both before the commencement of Camp and during.
- Excellent interpersonal communication skills with a demonstrated history of responsibility, dependability, and maturity.
- Ability to be flexible, creative and adaptable to situations.
- Capacity to work under pressure to meet deadlines and organisational priorities.
- Positively support Camp Leaders and contribute to new ideas and areas for improvement to the overall Camp experience for children.
- Fully understands, respects and works within the expectations regarding professional confidentiality and safeguarding procedures.

LLT is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.

Terms of Employment

All offers of employment are subject to Lumen Learning Trust normal policies and procedures.