



CATERHAM  
SCHOOL

## Crafty Kids Camp Leader

**Location:** Holiday Camp Venues (as agreed)

**Contract Type:** Seasonal / Casual (School Holidays Only)

**Hours:** Variable, during school holidays on agreed select dates

**Reporting To:** Commercial Manager

**Remuneration:** £17.85 per hour plus holiday pay

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### Role Overview

The Crafty Kids Camp Leader is responsible for the planning, organisation, and delivery of engaging creative holiday camps for children aged 5–12 years. The role involves designing age-appropriate craft themes, sourcing and managing equipment, leading camp delivery, and ensuring the highest standards of safety, welfare, and fun.

The Camp Leader will manage a small team of assistants, oversee daily operations, and act as the primary point of contact for parents during drop-off and pick-up.

Camps take place from 9.30am – 3.30pm

Hours of work: 8.30am – 4.30pm (30 min lunch break)

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### Key Responsibilities

#### Camp Planning & Programme Design

- Plan and develop creative, engaging, and age-appropriate craft themes for each holiday camp
- Design structured daily timetables that balance creativity, breaks, and child wellbeing
- Source, order, and manage all craft materials and equipment within budget
- Ensure activities are inclusive, accessible, and suitable for children aged 5–12

#### Camp Delivery & Child Engagement

- Lead and deliver creative craft sessions, ensuring a positive and enjoyable experience for all children
- Adapt activities to meet the needs, abilities, and interests of different age groups

- Encourage creativity, teamwork, and confidence in all participants
- Maintain appropriate behaviour management in line with company policies
- Ensure lunch times are supervised and staff get breaks
- Ensure the classrooms are left in a clean manner at the end of the camp
- Ensure any late pick ups are dropped off at the late wraparound after the camp and booked in correctly ensuring any notes about the child are passed on to the wraparound staff.

### **Staff Leadership & Management**

- Supervise and support camp helpers and assistants during delivery
- Allocate duties clearly and ensure staff understand daily expectations
- Act as a role model for best practice in safeguarding, behaviour, and professionalism
- Address minor staff issues during camp sessions and escalate where required

### **Child Welfare & Safeguarding**

- Take overall responsibility for the welfare and safety of all children attending the camp
- Ensure safeguarding policies and procedures are followed at all times
- Be First Aid trained and respond appropriately to accidents or incidents
- Maintain accurate accident and incident records

### **Health, Safety & Risk Management**

- Adhere to all existing risk assessments and safety procedures
- Review and evaluate risk assessments prior to each camp, updating them where necessary
- Ensure a safe working environment for children and staff at all times
- Carry out daily safety checks of equipment and activity areas

### **Registration & Parent Liaison**

- Manage daily child registration at drop-off, ensuring accurate attendance records
- Oversee safe and secure collection of children at pick-up, ensuring children are released only to authorised adults
- Communicate professionally and warmly with parents and carers
- Address any parent queries or concerns in line with company guidance

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### **Essential Requirements**

- Experience working with children aged 5–12 in a childcare, education, or camp setting
- Proven ability to lead, organise, and engage groups of children
- Strong creative and craft skills with the ability to plan themed activities
- Experience supervising or leading other staff members

- First Aid qualification (or willingness to obtain prior to camp delivery)
  - Strong understanding of safeguarding and child protection practices
  - Ability to manage risk assessments and follow health and safety procedures
  - Excellent organisational and communication skills
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## **Desirable Qualifications & Experience**

- Relevant childcare, education, or playwork qualification
  - Previous holiday camp leadership experience
  - Knowledge of inclusive practice and supporting children with additional needs
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## **Other Requirements**

- Enhanced DBS check (or willingness to obtain)
- Availability to work during school holidays on agreed dates
- Reliable, enthusiastic, and professional approach
- Ability to remain calm and organised in a busy environment