



Recruitment Coordinator

Making school holidays extraordinary

The Details

- **Title:** Recruitment Coordinator
- **Location:** Wootton, Oxford, OX13 6FD
- **Reporting to:** Recruitment Manager
- **Contract:** Permanent | Full Time
- **Start Date:** January 2027
- **Hours:** Monday to Friday 9am-5pm, except during camp operating weeks when longer hours (8am – 6pm) will be expected. Some weekend work is required in the run up to and during camp seasons.
- **Pay:** £25,500 to £28,000 per annum (pro-rata) plus £1,500 loyalty bonus annually (pro rata)

About Us

Ultimate Activity Camps is a leading UK provider of holiday childcare, delivering outstanding activity programmes for children aged 4 to 14 at 40 first-class schools. From multi-activity programmes and bushcraft to cookery, sports, performance, technology and creative activities, our varied programmes offer something for every child. We give parents peace of mind while creating fun, memorable experiences where children can learn new skills, build confidence and make lasting memories.

The quality of our programmes relies on the quality of our people. The Recruitment Coordinator plays a pivotal role in our success by managing end-to-end seasonal staff recruitment for all of our programmes and ensuring our high standards are delivered consistently. We empower our staff to build positive relationships, collaborate effectively, and inspire children every day.

Duties and Responsibilities

Selection & Interviewing:

- Application screening, selecting the best candidates for interview
- Conduct interviews via phone and video call
- Ensure required ratios of staff:children are met
- Source emergency cover in the event of absence
- Ensure staff levels and qualifications meet OFSTED and regulatory requirements
- Ensure the on-camp teams have a suitable balance of skills and experiences, reflecting the core values of the company and the schools at which they are employed

Compliance & Onboarding:

- Complete necessary background checks, including obtaining references and DBS checks to ensure staff are suitable for a childcare role

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, internet search, employment history and reference checks, and international criminal record checks where required.



- Ensure staff complete necessary pre-camp training
- Update internal systems to ensure information held on candidates is up to date
- Provide accurate staff records/timesheets for payroll

Outreach & Initiatives:

- Research and implement new recruitment sourcing opportunities
- Take an active approach in the recruitment of new candidates, attending job fairs/events and contacting recruiters and advertisers, etc.
- Utilise LinkedIn to find suitable candidates
- Manage adverts on external job boards
- Be committed to implementing and maintaining an attractive employer value proposition

Candidate & Staff Engagement:

- Respond to general employment queries via telephone, email and through social media
- Follow up on candidate leads generated through marketing campaigns
- Play an active role to assist the smooth running of our camp training and assessment days
- According to a rota, assist with cover of out of office phone line, reacting to any staffing emergencies and ensuring any correspondence received is communicated to the relevant team members (during school holidays only)

Please note that due to the seasonal nature of the business and the requirements of the role, candidates must be available to work in school holidays and only limited annual leave days will be considered during these peak periods.

Essential Requirements

- Experience and/or understanding of working in a childcare or educational setting
- Previous experience within recruitment or a similar field, preferably in a multi-site environment
- Confident and tenacious problem solver
- Highly organised with an excellent attention to detail
- Confident communication skills, both written and spoken with a great telephone manner
- Enthusiastic team player, with the drive to complete tasks to a high standard
- Experience and ability to perform under pressure and meet deadlines in a busy environment



- Highly computer literate with experience using Word, Excel and Outlook
- Able to commute daily to our office just outside Oxford

Desirable Requirements

- An understanding of UK Child Safeguarding practices and regulations and Safer Recruitment guidelines
- Have a full and Valid UK driving licence with access to a car

Benefits

- Generous Leave: Up to 37 days annual leave plus bank holidays, plus TOIL for weekend work
- Professional Growth: Free CPD training (First Aid, Safe Recruitment, Leadership, Mental Health, GDPR, ER)
- Childcare & Family Perks: Free places for your children on Ultimate holiday camps
- Work Flexibility: Flexible working options outside of peak camp operating periods
- Financial & Workplace Benefits: Company pension, discounted gym membership, health and wellbeing support, company medical plans and regular social events
- Part of Dukes Education Ltd, offering strong group support, CPD and network benefits

Please send your CV and a covering letter to Shcoma at shcoma@ultimateactivity.co.uk or apply via our [Careers Page](#).

For more information about our host schools and programmes, please visit our website www.ultimateactivity.co.uk