Title: Operations Coordinator

Location: Split between Head Office (Wooton) and Warehouse (Stanton Harcourt)

Basis: Fixed-term contract (January - October, 2027)

Reporting to: Programme Manager

Start Date: January, 2027

Hours: Monday to Friday 9 am -5 pm, except during Easter, Summer and October school holidays, when hours will be 8 am – 6 pm

Salary: £25,000 per annum

About Us:

Ultimate Activity Camps are a leading provider of holiday childcare in the UK, creating lifelong memories through positive experiences. Our trusted holiday camps operate at over 40 independent schools across southern England, offering outstanding and safe childcare and activity experiences for children aged 4 to 14. From sports-specific and language programmes, to bushcraft, cookery, tech and multi-activity, our programmes are premium, high-quality and engaging.

Summary of Position:

The Operations Coordinator will be a key part of our Operations team, assisting in the preparation and delivery of our quality holiday programmes. Working closely with our Programme Manager, your role will include resource development, paperwork and equipment preparation, input into staff training, preparation of resources and general support to get our camps ready to run.

This role also plays a key part in the quality control and operational support of our camps, to ensure that they are running successfully and that we are delivering the outstanding experiences we promise parents, children and host schools.

Duties and Responsibilities:

Activity Programme

- Plan and create sport, play and creative activity resources for our programmes, ensuring fun activities are on offer every day at every location.
- Assist with the creation of bespoke, site-specific weekly timetables.
- Support the development of activity training resources.
- Support with kit preparation and maintenance across all programmes.
- Work with the Operations Team to prepare essential on-camp documents for all activity programmes.

Camp Operations

- Support the Warehouse & Equipment Manager with the preparation, packing and counting of kit for all programmes.
- Prepare and update camp paperwork.
- Support with camp inductions and pack downs.
- Support with the delivery of our staff training and assessment days.
- Prepare resources and equipment ahead of staff training.
- Provide operational and logistical support to other ultimate programmes as required.
- Visit, monitor and support our on-campteams to ensure high standards of both pastoral care and quality activities are being met.
- During seasons, act as a Regional Operations Contact for camp managers, providing support where necessary.
- Ensure all policies and procedures on camp are adhered to by yourself, the staff and the children in your care, including all health and safety and safeguarding procedures.
- Ensure the Operations Team are informed of any problems on camp involving any aspect of camp, staff and our host schools.
- Post-season, support with the organisation of camp paperwork, archiving and shredding.

Secondary Duties

- Stepping in to act as the Camp Manager/Leader/Coach or an Activity Instructor if necessary
- Attend and support marketing activities including event work.
- Support the other areas of the business where necessary/requested

Driving (using company or hired vehicles):

- Deliver equipment, paperwork and resources to camps, using both hired cars and vans (if age appropriate).

Essential Requirements:

- Strong organisation and communication skills; candidates must be confident in their ability to support staff, lead activities, communicate with children, and host schools and parents.
- Good time management and planning skills.
- Be highly organised with excellent attention to detail
- A proactive team player, able to adapt to dynamic situations and challenges on camp.
- Full, clean driving licence with access to a car (hire cars provided during holiday periods)
- Experience working with children
- A proactive and conscientious team player, able to adapt to dynamic situations and challenges on camp.
- Someone looking for a sometimes challenging but hugely rewarding and enjoyable job in the childcare and education industry

Desirable Requirements:

- Previous Camp or Holiday Programme experience
- An understanding of Ofsted and Safeguarding Regulations
- Up to date Paediatric First Aid Certificate and safeguarding awareness/training

Benefits

- Generous holiday allowance plus time in lieu for occasional weekend work
- CPD and training opportunities through the company and Dukes Education
- Regular company socials
- 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.
- Free Employee Assistance Programme
- Company medical benefits plan
- Health and Fitness support plan

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 to relevant checks 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.