



Recruitment Coordinator

Making school holidays extraordinary

The Details

- **Title:** Recruitment Coordinator
- **Reporting to:** Recruitment Manager
- **Contract:** Permanent | Full Time
- **Start Date:** January 2026 (Flexible)
- **Hours:** Monday to Friday, 9:00 to 17:00, except during camp operating weeks when extended hours (8:00 to 18:00) will be required. Some weekend work will be necessary in preparation for and during camp seasons.
- **Pay:** £25,500 - £28,000 per annum (pro-rata) with a pro-rata £1,500 annual loyalty bonus

Summary of Position

At Ultimate Activity Company, we believe that the quality of our staff directly determines the success of our programmes. Therefore, the role of Recruitment Coordinator is central to achieving our high standards. Working as a valued member of our supportive Recruitment Team, you will receive comprehensive training to manage the complete recruitment process for our temporary staff. These individuals are key to delivering the exceptional quality we promise to parents, children, and schools. If you are an enthusiastic team player with a passion for recruiting outstanding staff who can inspire children every day, we are keen to hear from you.

The Company

Ultimate Activity Company Ltd is a renowned provider of holiday childcare across the UK. Our reputable holiday camps are held at various venues nationwide, offering exceptional childcare and activities for children while ensuring peace of mind for parents.

Duties and Responsibilities

Following safer recruitment guidelines, select and appoint suitable staff for our programmes:

- Application screening, selecting the best candidates for interview
- Conduct interviews via phone, video call, and in person
- Ensure required ratios of staff:children are met based on booking numbers
- Source emergency cover in the event of sickness
- Ensure staff levels and qualifications meet OFSTED & Health & Safety 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

Oversee new starter induction:

- Prepare, send and track required employment paperwork to staff
- 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.

Updated 11/2024



- 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

Assist with the development and management of recruitment initiatives:

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

Act as a key point of contact for staff and potential candidates:

- Respond to general employment queries via telephone, email and through social media
- 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 (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 the 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 setting
- Previous experience within recruitment or a similar field, preferably in a multi-site environment
- Highly computer literate with experience using in Word, Excel and Outlook
- 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
- 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

- Holiday Allowance: Up to 37 days plus bank holidays annually, plus time in lieu for weekend work
- Free CPD opportunities in, but not limited to, employee relations, first aid, safe recruitment, leadership & management, managing difficult conversations, GDPR, mental health first aid.
- Flexible working outside of busy periods
- Company pension
- Regular social events
- Free on-site parking
- Free places for children on our Ultimate holiday camps
- 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.

How to Apply

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

For further details about our host schools and programmes, please visit our website: www.ultimateactivity.co.uk.