



JOB DESCRIPTION

Title:	Admin Coordinator
Location:	Farmoor - 2 miles from Oxford
Basis:	Fixed Term Contract from June until 16 th August 2024 (Full Time)
Start Date:	late May / early June 2024
Hours:	Monday to Friday 9am-5pm, except during school holidays when hours will be 8am – 6pm
Reporting to:	Oliver Mayo (Data Analyst) / Dave Matthews (Operations & Training Manager)
Salary:	£20-22k per annum (pro rata)

About Us:

Ultimate Activity Camps provides exciting holiday activity camps for children across the UK during the school holidays. From elite sports coaching and language schools, to bush craft courses and multi-activity day camps, our brands are high quality and engaging.

Summary of Position

We are looking for a diligent and versatile individual to support our business operations as Admin Coordinator, a great first step for someone with aspirations in this field! You will use your meticulous approach, love of everything tech, and attention to detail to work across operational projects, including preparation and delivery of the weekly timetables, activity resources and paperwork for our children's activity camps, ensuring that our camps live up to our mission of "Inspiring Children Every Day".

We offer a fun and fast-paced working environment with a great team ethos. For the right candidate, this is an outstanding opportunity to work across different areas of a successful and growing business, where everyone lives up to our commitment to provide the ultimate in activity-based holiday childcare.

Responsibilities:

- Analyse bookings using our cloud-based system to group children, helping to ensure staff to child ratios are met and measured.
- Create weekly timetables using our unique timetable builder programme.
- Ensure each timetable gives each child the very best experience whilst ensuring they are accurate for staffing levels and school facilities.
- Liaising with the operations and recruitment teams on the timetables.
- Support the Programme Manager and Data Analyst in ensuring weekly camp paperwork is prepared accurately, on time.
- Support the Programme Manager in creating and preparing camp activity resources.
- Support operations team with ad hoc tasks, including amending online training system, supporting logistics, assisting with operations admin, etc.
- Assist in maintenance of company IT equipment.
- Support on other projects as required.



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Requirements

- Graduate, preferably economics, business, IT, or mathematical based subjects
- Proficient in Excel
- Able to effectively manage your time to meet deadlines.
- Be highly organised with an excellent attention to detail and methodical approach to work
- Logic and organisational skills
- Experiencing using IT systems
- Analytical skills
- Responsible, trustworthy and approachable
- Able to commute daily to our Farmoor office just outside Oxford

Benefits

- **Free onsite parking**
- **Regular Company Socials**
- **Company Pension Scheme**
- **Employee Assistance Programme**
- **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.