CHELTENHAM
COLLEGE

CHELTENHAM ACTIVITY CAMPS

Early Years Group Coach and NVQ Level 3 Keyworker

Cheltenham Activity Camps:

Cheltenham Activity Camps are set in the Cheltenham College Sports Centre and sports grounds, run by highly qualified and experienced staff. The Camps provide a fun filled environment for children to develop their interest, understanding and enjoyment of a variety of games and sports, from multi-activity camps to sports-specific training camps.

Purpose of Role:

To take responsibility for various sport activities for a group of 16 age-specific children, planning, preparing and delivering structured coaching sessions. You will coach up to 40 different sports across a range of disciplines.

Key Duties and Responsibilities:

- To be a Key Worker for a group of Nursery age children and to maintain the safety of the children during directed hours.
- Keep up to date with the Government guidelines on Early Years Foundation Stage and work with the camp Manager on updates.
- Focus on the children at all times. Welcome and get to know the children in your group, ensuring that their enjoyment is your prime concern. Care for and encourage children, integrating unhappy children.
- Ensure the Health and Safety of children. Be fully aware of Health and Safety policies and inform the Site Manager of any contravention of policy. Ensure the children in your group are aware of all risks and relevant safety policies.
- Organise, manage and facilitate Arts and crafts and the timetable during morning registration.
- Plan, prepare and deliver quality, fun, coaching sessions for each sport activity that you are timetabled for. Familiarise yourself with the timetable and sporting sessions and ensure that each child is able to participate.

- Supervise lunch, breaks and related activities providing adequate supervision to ensure children are safe and happy. Carry out lunchtime activities to keep the supervision tight and keep the children interested.

- Ensure the safe and effective use of venue facilities and equipment. Respect the venue facilities and ensure they are treated with care and left clean and tidy at the end of each day. Check the equipment daily to prevent loss of equipment and identify damaged items.

- Take the role of a 'Responsible Adult' in the pool sessions. Participate in the swimming sessions, actively watching and encouraging children. Observe the children at all times, watching for any children in difficulty, and alerting the lifeguards immediately.

Person Specification:

- Qualified to NVQ Level 3 is essential
- A Paediatric First Aid (PFA) Qualification is essential
- Must be over 18 years of age
- Must have previous experience working with children. (Experience in EYFS Foundation Stage 1)
- Ideally qualified or studying towards a sports, coaching, creative, teaching or childcare qualification
- Baking level 2 recommended but not required
- Experience and interest in sports and/or arts
- Enthusiastic and organised with excellent communication skills and good sense of initiative
- Flexible team player willing to take on various tasks as required

Hours:

Normal Camp hours will be 8am to 4:30pm. Extended hours will be 8am to 5.30pm. Hours will be worked on a rota-basis and will be a combination of normal and extended hours.

Salary:

£13.24 per hour, plus an additional £1.60 in accrued holiday pay.

Nov 2026