

Activity Staff - Cokethorpe Camps

8.30am - 5.30pm Monday to Friday, 21 July - 29 August 2025

Reporting to: Head of Outdoor Education

About Cokethorpe School

Cokethorpe is an HMC and IAPS, independent day school providing a liberal education to boys and girls from the age of four to eighteen. Situated in 150 acres of beautiful parkland just ten miles outside Oxford, the School has a strong reputation for providing a rigorous, broad curriculum underpinned by a firm belief in the principles of a liberal education, and a knowledge that all pupils have the capacity for excellence if encouraged to be ambitious and take responsibility for their learning. The School benefits from its own golf course, climbing wall, shooting ranges, bushcraft area, two astroturf pitches and multiple sports pitches around the site.

Job Description

Cokethorpe Camps offers an exciting opportunity to join a dynamic team delivering unforgettable experiences for children aged 5 to 13. Operating during six weeks of summer holidays and across Easter, our camps provide a safe, fun, and engaging environment with around 100 children on-site daily. Activities include outdoor games, performing arts, sports, bushcraft, and arts and crafts, led by a professional and supportive team.

We are seeking enthusiastic, proactive, and reliable individuals for the following roles:

Activity Lead (£16.80 per hour, inclusive of holiday pay)

- Responsibilities: Plan and deliver a variety of activities, including sports, arts, and outdoor adventures. You'll work closely with children to ensure they are engaged and having fun while maintaining a safe environment
- Requirements: Previous experience leading activities for children is essential, with qualifications or experience in specific areas such as climbing, archery, bushcraft, performing arts, or multi-sports considered an advantage.

Camps Staff (£11.21 - £13.56 per hour (depending on age), inclusive of holiday pay)

- Responsibilities: Provide essential support by preparing resources, assisting with activity delivery, and ensuring the wellbeing of all children in your care
- Requirements: Enthusiasm for working with children and a commitment to creating a fun and safe environment. No formal qualifications are required, but prior experience is highly valued.

General Responsibilities for All Roles

- Ensure children's safety and wellbeing at all times
- Deliver and support engaging, age-appropriate activities
- Exhibit energy, professionalism, and teamwork
- Adhere to relevant policies and maintain activity equipment and areas.

Skills and Qualifications

Essential Skills and Experience

- Experience working with children, ensuring their safety and wellbeing
- Enthusiasm for delivering engaging, structured activities
- Strong communication, adaptability, and teamwork skills.

Additional Skills and Qualifications

- Qualifications in coaching, outdoor instruction, arts or childcare
- Paediatric First Aid certification
- Ability to lead groups and manage activities confidently.

Why Join Us?

- Competitive pay rates for all roles
- A fun and dynamic workplace with a supportive team
- Enjoy staff socials, complimentary teas, coffees, and snacks.

Appointment of Staff

To apply

Applications must be submitted on the official application form and sent to Mrs Sophie Crossley, Head of Human Resources, Cokethorpe School, Witney, Oxon OX29 7PU or by email to recruitment@cokethorpe.org. Application forms can be sent to applicants by post on request or can be downloaded from the School website www.cokethorpe.org. Please email recruitment@cokethorpe.org with your name and address and the position you are interested in or call the school office on 01993 703921.

Fixed Term Contract: 21 July - 29 August 2025

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Terms of Appointment

Shortlisted candidates will be interviewed and written documentation recorded. Any gaps in employment history will be fully investigated. Safer recruitment procedures are followed and members of the Senior Management Team are accredited by the Oxfordshire Safeguarding Children Partnership/NSPCC for recruitment. Child protection awareness is an integral part of the induction programme for new members of staff. Following acceptance of an offer of appointment, a formal contract of employment will be drawn up. The following notes provide guidance, without prejudice, on the likely main provisions of the agreement.

Recruitment Checks

The School is committed to safeguarding and promoting the welfare of children. It is a condition of employment that the employee should not have been convicted of a criminal offence against children, nor have been dismissed from or resigned from a previous employer for misconduct of a similar nature. Having a criminal record is not necessarily a bar to employment; it will depend on the nature, circumstances and background of the offence. Our policy on the employment of ex-offenders is available on the vacancies section of the School's website.

All employees are expected to undergo child protection screening and appointments are subject to a satisfactory enhanced Disclosure and Barring Service check and other pre-employment screening. This includes receipt of at least two references satisfactory to the School, medical fitness, qualifications check where relevant for the post, the right to work in the UK, an identity check, online searches and an overseas police check if the applicant has worked abroad within ten years from the date of appointment.



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