



Group Leaders - Cokethorpe Camps

8.15am - 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:

Group Leader (£22.45 per hour, inclusive of holiday pay)

Responsibilities:

As a Group Leader, you will be passionate about providing unforgettable experiences for children. You will lead a small team, ensuring the camp runs to a high standard in line with school policies. Your role will involve delivering a wide range of activities, managing daily schedules, and troubleshooting issues as they arise. Liaising with other Group Leaders and the Camps Manager will be a key part to the role to ensure each day can maximise its potential. You will need to think on your feet to solve problems, communicate effectively with parents, and foster a supportive and

collaborative team environment. Ensuring children's safety and wellbeing at all times, you will deliver and support engaging, age-appropriate activities.

Requirements:

- Level 3 qualification or above in childcare, sports coaching, or a related field
- Strong leadership experience in managing children's programmes or camps
- Exceptional organisational and problem-solving skills
- First Aid certification and previous experience supervising groups in dynamic environments
- Experience working with children, ensuring their safety and wellbeing
- Enthusiasm for delivering engaging, structured activities
- Strong communication, adaptability, and teamwork skills.

Early Years Leader (£22.45 per hour, inclusive of holiday pay)

Responsibilities:

As an Early Years Group Leader, you will be dedicated to creating a nurturing and stimulating environment for young children. You will oversee and manage the Early Years group (ages 5 to 7), ensuring the camp runs smoothly and adheres to school policies. Your role will involve planning and delivering a variety of age-appropriate activities that are fun, inclusive, and engaging, while ensuring children's safety and wellbeing. Liaising with other Group Leaders and the Camps Manager will be essential to maximise each day's potential. You will have experience with the EYFS and understand how to apply it in an activity camp setting. Effective communication with parents and guardians during handover is crucial, as you will provide updates on the children's day and address any concerns. You will also be responsible for adhering to supervision ratios and ensuring compliance with safeguarding and welfare requirements. Your ability to think on your feet, solve problems, and lead a team will be key to delivering a high-quality camp experience.

Requirements:

- Level 3 Early Years qualification or equivalent
- Knowledge of the EYFS framework and its application in activity-based settings
- Experience managing young children in an educational, childcare, or camp environment
- Strong communication and interpersonal skills, with the ability to engage with children, staff, and parents
- Paediatric First Aid certification and a proactive, nurturing approach
- Experience working with children, ensuring their safety and wellbeing
- Enthusiasm for delivering engaging, structured activities.

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

Hours: 8.15am to 5.30pm Monday to Friday.

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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