



## JOB DESCRIPTION

**Job Title:** Camp Operations Director  
**Grade:** PO3 Fixed SCP 35  
**Reporting to:** Maths Camp Director, Leeds Mathematics School  
Senior Project Manager, Future Foundations (TBD)

### Job Purpose:

To lead the smooth, safe, and effective delivery of the Axiom LMaS Maths Camp (22-24 July 2026) by overseeing all operational planning, on-site logistics, and team coordination. This includes ensuring safeguarding and pastoral care to support the onsite Designated Safeguarding Lead, ensuring staff and pupils are well supported, and maintaining strong communication with parents and carers, venue partners, and external providers. The role ensures that all camp activities run efficiently, inclusively, and in full compliance with safeguarding, health and safety, and organisational policies, creating a positive and secure environment for all participants.

### Responsibilities and duties

#### Operations Management

- Develop and implement operations plan and risk assessments to enable exceptional curriculum delivery at the Axiom LMaS Maths Camp.
- Coordinate logistics: registration, timetables, classroom allocation, equipment, materials and resources, and pupil, visitors and guest arrivals and departures.
- Create operations plans and deliver logistics and safety briefings for staff and pupils as appropriate.
- Manage closely all spending to ensure the Maths Camp is delivered to an exceptional standard within budget.
- Lead site visits with Maths Camps central team to confirm setup and requirements.
- Lead venue liaison for AV, health and safety, and safeguarding.
- Identify and lead liaison with external catering provider to serve agreed meals during camp including catering for range of dietary requirements.
- Ensure staff are onboarded onto payroll and HR systems.
- Ensure staff are well-briefed and in position, escalating issues where needed.
- Lead and manage parent and carer liaison before the camp dates, supported by Maths Camps central team.
- Prepare pupil-specific plans for attendees with additional needs and hold pre-camp calls with parents and carers to ensure full comprehension of those needs.
- Troubleshoot operational challenges quickly and calmly.
- Support collection and collation of participant and staff feedback.
- Review and be onsite owner for Maths Camps Policies and Procedures.

#### Safeguarding, Pastoral Care & Compliance

- Support, or serve as, the on-site Designated Safeguarding Lead (DSL).
- Respond to and manage safeguarding concerns, or support the DSL to, escalating to the Maths Camps central team DSL (on call 24/7) and / or to GORSE Academies Trust Lead for Safeguarding when needed.
- Ensure all staff follow safeguarding, behaviour, health and safety, and risk assessment protocols.
- Maintain accurate safeguarding records.

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- Ensure emergency procedures are followed.
- Ensure inclusive and accessible provision for all pupils.
- Manage communication with parents and carers as required.

## **Team Leadership**

- Line-manage the LMaStudent Ambassadors, ensuring joined-up care and communication, supporting welfare and behaviour issues where necessary.
- Liaise professionally with guests, venue staff, and external visitors.
- Brief and support the LMaStudent Ambassadors.

## **Planning & Preparation**

- Attend Camp Leadership training with the Camp Director.
- Pack and prepare programme materials as needed.
- Support the Camp Director to host Parent and Carers pre-camp webinar.
- Ensure Maths Camps central team have access to, and review, The GORSE Academies Trust Safeguarding, Health & Safety and other relevant policies.

## **Personal Responsibilities:**

- Hold positive values and attitudes and adopt high standards of professional conduct in line with the Seven Principles of Public Life (selflessness, integrity, objectivity, accountability, openness, honesty, leadership) and GORSE trust values of Diligence, Integrity, Rectitude and Kindness.
- Carry out the duties and responsibilities of the post, in accordance with GORSE's Health and Safety Policy and relevant Health and Safety Guidance and Legislation.
- Form positive professional relationships and work in partnership with colleagues throughout GORSE.
- Willingly engage with training as required.
- Treat all aspects of the role with the strictest confidentiality.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality, equality and diversity and data protection, reporting all concerns to an appropriate person.

## **Any Special Conditions of Service:**

- The post is subject to a satisfactory enhanced DBS background check, relevant right to work documentation, and suitable references.
- There will be a requirement to work off-site and undertake work outside normal office hours to meet the variable nature of workloads and deadlines to support this event.
- The post holder must contribute to the overall ethos/work/aims of GORSE.
- GORSE operates a No Smoking/Vaping Policy.

## PERSON SPECIFICATION

Criteria	Essential/ Desirable
<b>Qualifications</b>	<b>E/D</b>
<ul style="list-style-type: none"> <li>Level 3 Safeguarding Children training (or equivalent), completed within the past 2 years, or a commitment to completing training once appointed</li> </ul>	<b>E</b>
<ul style="list-style-type: none"> <li>First Aid Certificate, or a commitment to completing training once appointed</li> </ul>	<b>E</b>
<b>Knowledge and Skills</b>	<b>E/D</b>
<ul style="list-style-type: none"> <li>Excellent working knowledge of Safeguarding, Health &amp; Safety, behaviour management</li> </ul>	<b>E</b>
<ul style="list-style-type: none"> <li>Excellent organisational and logistical skills</li> </ul>	<b>E</b>
<ul style="list-style-type: none"> <li>Successful development, management and motivation of a team</li> </ul>	<b>E</b>
<ul style="list-style-type: none"> <li>Excellent communication and interpersonal skills</li> </ul>	<b>E</b>
<ul style="list-style-type: none"> <li>Confident liaising with professional stakeholders, venues, and guests</li> </ul>	<b>E</b>
<ul style="list-style-type: none"> <li>Uncompromising commitment to Safeguarding, Inclusion and pupil wellbeing</li> </ul>	<b>E</b>
<b>Experience</b>	<b>E/D</b>
<ul style="list-style-type: none"> <li>Experience leading operations for education programmes</li> </ul>	<b>E</b>
<ul style="list-style-type: none"> <li>Experience working with young people from diverse backgrounds</li> </ul>	<b>E</b>
<ul style="list-style-type: none"> <li>Experience acting as a Designated Safeguarding Lead (DSL) or in a lead safeguarding role (training will be provided)</li> </ul>	<b>D</b>
<b>Continuous Professional Development</b>	<b>E/D</b>
<ul style="list-style-type: none"> <li>Evidence of commitment to Continuing Professional Development</li> </ul>	<b>E</b>
<b>Other Conditions</b>	<b>E/D</b>
<ul style="list-style-type: none"> <li>Enhanced DBS Clearance</li> </ul>	<b>E</b>

*We are committed to safeguarding the welfare of children and expect all staff and volunteers to share this commitment. The successful candidate will be subject to full employment checks, including an enhanced DBS disclosure and barring service check. We promote diversity and aim to establish a workforce that reflects the population of Leeds.*

**Employment is conditional on confirmation of the right to work in the UK: either as a UK or Irish citizen, under the EU Settlement scheme or having secured any other relevant work visa.**

**Please note that, as a sponsor licence holder, we only provide sponsorship for teacher vacancies.**



### Timeline of key activities (subject to change)

April 2026	Start Date
April 2026	Camp Leadership training (1 day)
May & June 2026	Development of operations plan and all risk assessments
Before 1 July 2026	Finalise camp logistics and operations planning, including catering
21 July 2026	Onsite for camp setup (1 day)
22-24 July 2026	Pupils onsite (3 days)

#### About Maths Camps

Maths Camps is a joint venture between Purposeful Ventures and Axiom Maths, with support on camp delivery from Future Foundations.

The Axiom LMaS Maths Camp is a joint venture between Maths Camps and The GORSE Academies Trust.

#### About Axiom Maths

Axiom Maths is a charity focusing on helping every child with the heart and head for maths realise the potential of their power. Half of disadvantaged children who are high attainers in maths at 11 are no longer high attainers by age 16. That is a huge loss of human potential that affects both those children as individuals and us as a wider society. We are focused on stopping that loss.

We partner with schools to identify children with the heart and head for maths. We stick with them on a five-year journey, from the first term of secondary school to the end of GCSEs.

We craft curricula that inspire and challenge young minds, with problems that excite them, where they lose themselves in maths.

We create social groups that nurture mathematical aptitude and enthusiasm, where pupils feel at home and valued.

#### About The GORSE Academies Trust

GORSE has a well-known reputation for changing the deal for children and young adults who come from some of the most impoverished parts of the country.

Our central mission is to ensure that we play a significant role in removing the stubborn link between poverty and academic underperformance. Consequently, our pupils and our professionals are in the vanguard of the national drive which seeks to prove that where teaching is excellent, leadership inspiring and behaviour standards exemplary all children excel regardless of background.

#### About Purposeful Ventures

Our vision is of a fairer society where all young people thrive.

Purposeful Ventures partners with social entrepreneurs and philanthropists to improve the education and well-being of young people from their earliest years. We do this by selecting, accelerating and, where we find a gap, incubating organisations which tackle particular issues. Together, we test and scale effective solutions and influence system change.

Purposeful Ventures setup and is incubating the Maths Camps programme. Our Maths portfolio seeks to help all young people engage with and excel at mathematics at every stage through high-quality enrichment and educational innovation.

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## About Future Foundations

Our vision is a society where every young person makes the transition into adulthood with the foundations they need for their future. Our mission is to equip young people to thrive.

Founded in 2004, Future Foundations designs and delivers award-winning educational and social action programmes. We have partnered with mission driven organisations reaching over 100,000 young people (aged 7 to 18) in 100 countries.

FF was the delivery partner for Maths Camps in 2025.