



Job Specification – Admin Manager

Contract: Full time, permanent contract

- £25k annual salary
- 24 days annual holiday
- Start date: ASAP
- Recruitment process: 1st meeting with Managing Director, 2nd with CEO

We began in 2012 as a small enterprise introducing small children to rugby at a single school, we now challenge major players in the holiday camp and childcare sector. We operate in 20 schools, running over 30 after school clubs, many PE lessons, ten weekend locations and an ever-growing portfolio of holiday camp locations (summer 2021 we operated camps at eight venues).

We currently employ 18 full time members of staff and over 80-part timers. During holiday camps this number rises to well over 100 People.

Each week we work with over 4,000 children, gently introducing them to sport and providing each child with the opportunity to develop their fitness, agility, balance, skills and spatial awareness and above all else, have fun! It is our intention that every child attending one of our classes or camps goes away with a sense of fulfilment and loves physical activity and/or sport!

We currently offer the following services:

- Holiday camps for children aged 3-11
- Weekend classes for children aged 2-7 (Rugby, Football, Netball and Multi-Sport)
- After school clubs
- PPA cover and PE lessons including lessons in SEN units
- Birthday parties

THIS ROLE

At Munchkin Sports, we are currently experiencing a very exciting period of growth, going from a small local business to a rapidly expanding company that is branching out into neighbouring towns. We are looking for somebody to join our team, who can help us take things to the next level.

We are looking for a person who can steer our admin team as well as managing our offices. This person must have previous experience in customer services, have good communications skills. They need to be highly organised, proactive and methodical in their approach and be able to think clearly under pressure. Ability to use Microsoft Office products to a reasonable level is also a must.



The responsibilities this role will cover:

Line management	Overseeing Admin assistant and Operations assistant Manage head coach workload and weekly schedule
Office	Office Manager - Running the office
HR	All HR responsibilities Staff contracts Expiring DBS, first aid and monthly safeguarding checks Work experience placement liaison Work experience risk assessments Online induction pack for all new full-time staff International Visas Book first aid and e-training for head coaches Manage staff probation periods for new staff Manage holiday and sick leave
Legal	Update company policies and procedures and risk assessments annually Liaise with our HR company for any HR legal advice Insurance renewals Insurance claims

This is a fantastic opportunity for someone who likes a challenge, is very proactive and wants to build a career within a fast growing and exciting young Company.

Contact:

Nick Ting
Managing Director
recruitment@munchkinsports.com

www.munchkinsports.com