



Job Description – Early Years Key Person

Reports to: Early Years Lead/Camp Manager

Overall Purpose:

The Early Years Key Person supports the Early Years Lead in delivering a safe, nurturing, and engaging environment for children aged 4–5. You will lead and support activities tailored to Early Years development, ensuring sessions are fun, age-appropriate, and aligned with Mega Camps’ activity guides.

In this role, you will help create a warm and supportive atmosphere where children feel secure, confident, and excited to take part. You must demonstrate professionalism, patience, and initiative while ensuring all safeguarding and health & safety procedures are followed.

Key Responsibilities

Activity Delivery & Child Support

- Support the Early Years Lead in planning and delivering fun, safe, and age-appropriate sessions.
- Lead small groups in sports, play-based learning, and arts & crafts activities.
- Adapt activities to meet the varied developmental stages and needs of Early Years children.
- Build positive relationships with children to help them feel comfortable, included, and engaged.
- Provide clear safety instructions, demonstrations, and expectations during all activities.
- Monitor children’s participation, wellbeing, and behaviour throughout the day.

Operational Support

- Assist with the setup and pack-down of Early Years activities, equipment, and play areas.
- Help maintain a clean, safe, and welcoming Early Years environment at all times.
- Supervise play spaces and transitions (e.g., toileting, snack time, movement between activities).
- Ensure equipment and resources are checked regularly and report when stock refills are needed.
- Participate in daily briefings and provide feedback to the Early Years Lead when required.

Safeguarding & Compliance

- Follow all safeguarding, child protection, and health & safety policies at all times.
- Remain vigilant and report any safeguarding concerns immediately to the Early Years Lead or Camp Manager.
- Ensure staff-to-child ratios are maintained and inform the Early Years Lead if adjustments are needed.
- Support the safe handling of medical information, incidents, and Early Years documentation.

Professionalism & Communication

- Maintain a fun, caring, and approachable attitude throughout the day.
- Communicate effectively and positively with children, the Early Years team, and the Camp Manager.
- Provide reassurance and support to Early Years children who may be nervous or new to camp.
- Contribute to a positive, collaborative working environment.

Flexibility & Adaptability

- Use initiative to manage situations calmly and appropriately.
- Adjust activities and support strategies based on the needs of the children or the camp schedule.
- Carry out additional duties when required to assist the Early Years Lead and wider camp team.