

Liverpool College

Job Title: School Staff Instructor (SSI) & Health & Safety Officer

Employer:

Liverpool College

Employer Contact Name:

Linda Harley

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Employer Contact Email:

lharley@liverpoolcollege.org.uk

Type:	Support
Phase:	Secondary
Grade:	Liverpool College Salary Scale 21-28
Salary:	£21,074-£25,463 dependent on qualifications or experience
Contract Term:	Permanent
Contract Type:	Term-time plus

About the Role

To facilitate the running of the organisation, the school are seeking to appoint a Staff Instructor (SSI) and Health and Safety Officer. As part of the team, the SSI plays a significant role in facilitating and developing the training plans and activities, as well as ensuring the safety of cadets and adult staff alike. Working alongside the Contingent Commander and Section IC's, the role offers plenty of challenges and an opportunity to shape a generation of cadets.

The Health and Safety Officer will have responsibility for oversight of all aspects of H&S across the school site and will advise leadership and staff on best practice, in line with legislation.

For specific details of the role, please see the attached job description and person specification.

About the School

The College was founded in 1840 to serve the growing population of Liverpool and was a fee paying school until 2013. In 2012, the Governors of Liverpool College announced their intention to accept an offer from the Secretary of State to become a voluntary converter academy. Since the decision to convert to academy status the College has grown in pupil numbers by 40%.

The College is guided by its motto: Not Only the Intellect but also Character. Our mission and unique approach to the education of the whole child is further explained at www.learningwithcharacter.org.uk. We seek to focus on the individual and develop in everything we do at school the three key traits of our learners: Purpose, Passion and Challenge. Our commitment to Learning with Character and our three core traits create a cohesive community across the entire campus and ensure we continue our founders' intention to make the formation of character a prime purpose of education. Above all, Liverpool College is a happy, successful and

outward-looking school with a clear mission and an undiluted belief in the importance of educating the whole person.

As part of that ethos, Liverpool College became one of the first schools to open a Cadet Force and have continued to develop and train young leaders through the organisation. Today, we are one of the largest Contingents in the country and are continuing to grow and adapt to meet the needs of our cadets. Training currently incorporates a range of activities including; fieldcraft, marksmanship, adventurous training, land and water based navigation, and first aid.

Liverpool College is committed to safeguarding and promoting the welfare of pupils. The successful applicant will be expected to undertake an enhanced DBS check. Liverpool College is an equal opportunities employer.

How to Apply:

An application form, job description and person specification are attached. Please email your completed application form to Linda Harley, HR Administrator, at lharley@liverpoolcollege.org.uk. Alternatively, you can post your completed applications, plus any supporting documentation, to the address stated below:

Liverpool College
Queen's Drive
Mossley Hill
Liverpool
L18 8BG

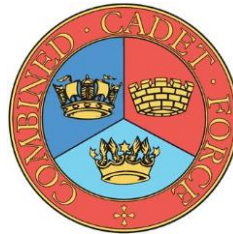
Closing Date: 1 June 2018
Interview Date: 12 June 2018

Enclosures:

Job Description
Person Specification
Application Form



Liverpool College



The Staff of Liverpool College are its greatest strength. Their dedication, flexibility, and commitment to the mission of the school ensure its excellence and form the foundation of its future. It is this spirit of service and professionalism which allows the school to inspire young people to achieve their true potential. The expectation of the College is that all staff view their employment at the school in that spirit.

Job Description

School Staff Instructor (SSI) & Health & Safety Officer

From 1 September 2018

Responsible for: SSI duties in the CCF. Educational Visit Coordinator duties, at the direction of the Vice Principal. Adminstrating and implementing the College's Health & Safety compliance system, at the direction of the Director of Finance and Operations.

Reporting to: Contingent Commander (in respect of CCF), Vice Principal (in respect of EVC) and Director of Finance & Operations (in respect of H&S)

Liaising with: OIC CCF Sections, CCF staff and volunteers, Estates Manager, H&S Consultant and relevant external agencies

Working Time: Full Time - 40 hours per week (Term Time Only plus an additional three weeks to reflect the expectation of holiday and weekend working, if this additional work is likely to exceed 3 working weeks-time off in lieu will be agreed)

Salary: Spinal Colum Point 21-28

DBS: Enhanced.

Additionally the post is subject to a satisfactory Security Clearance being obtained through MOD.

Responsibilities

SSI:

See **Appendix A** for a detailed description of the duties and responsibilities of the SSI at Liverpool College CCF.

Educational Visits Coordinator:

- To keep the staffing and student information within Evolve up to date
- To assist staff with any issues in the use of the Evolve System

- To deliver training for staff new to the Evolve System
- To act as EVC by weekly checking all applications, then either returning incomplete applications to staff or approving applications thereby passing them to the Vice Principal for final approval.

Health & Safety:

- To act as the College Health and Safety Officer
- To act as College Health and Safety Officer and chair the internal Health and Safety Committee meetings
- Liaise with the external Health and Safety consultant and other people/agencies as appropriate
- Maintain register of risk assessments and update as appropriate
- To assist the Director of Finance & Operations in the administration and implementation of the H&S compliance system.
- To act as the College's Fire Officer (including the undertaking/managing of fire drill evacuations, the fire risk assessment and routine fire safety inspections).
- To act as a First Aid Officer.

All employees are expected to play a full part in the life of the College community, to support its distinctive mission and ethos as a co-educational 4-19 state maintained independent school, and to encourage colleagues and students to follow this example.

General Duties:

- To follow the guidelines of the staff handbook
- To support the school and its leadership
- To continue personal development as agreed.
- To engage actively in the performance review process.
- To comply with any reasonable request from the Principal to undertake work not specified in this job specification.
- To be courteous to colleagues and parents, and to provide a welcoming environment for all visitors to the College.

While every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be specifically identified. This Job Specification is current at the date shown but, in consultation with the post holder, it may be changed by the Principal to reflect or to anticipate changes in the job commensurate with the grade and job title.

May 2018

PERSON SPECIFICATION

Essential experience, qualities, and qualifications:

- Experience as a current or recently retired Warrant Officer, SNCO or a current SSI in another Contingent; junior ranks will be considered on their merits.
- Successful experience of working in military or youth organisations.
- Must have been a member of the Regular, Reserve service or Cadet Forces and be entitled to wear the appropriate uniform (advice can be sought from the Contingent Commander)
- In line with MoD policy, candidates must be under the age of 60 for new appointments and will be required to retire at 65
- Excellent communication skills both written and oral and able to communicate at all levels
- ICT literate to a good standard and able to use Microsoft Office including Excel, Word and email
- This post requires the individual to have a level of physical fitness to allow the proper performance of the duties involved
- Full UK driving license, be prepared to undertake and pass D1 and E if not in possession, within the probation period.
- Suitable to work with children. The job is subject to an enhanced disclosure.

The following experience, qualities, and qualifications are highly desirable:

- Experience of working with young people
- Range planning and management qualification
- SAA instructor
- Arms and Ammunition Storeman
- First Aid at work or Activity First Aid
- Leader/Instructor qualification in adventurous training activities.
- Excellent organisational and administrative skills
- Familiarity with military equipment, the accounting system and confident stores experience
- A working knowledge of establishment health & safety procedures
- An ability to work on own initiative and be able to be flexible to accommodate the needs of the role

Personal Qualities

- Ability to prioritize and work calmly under pressure
- Ability to work on own initiative and to plan ahead
- Highly organized and efficient administrator
- Smart and professional appearance
- Confident, friendly and approachable
- Positive and enthusiastic
- Discreet and confidential
- A team player
- Flexible approach
- Physically and mentally fit
- Sense of humour
- Prepared to work varied, sometimes long and unsociable hours, including work at weekends and week-long camps or courses

Appendix A



Liverpool College CCF

Job Description School Staff Instructor



The Aims of the Combined Cadet Force

The broad function of the Combined Cadet Force is to provide a disciplined organisation within a school so that boys and girls may develop powers of leadership by means of training to promote qualities of responsibility, self-reliance, resourcefulness, endurance, perseverance and a sense of service to the community.

The Role of an SSI:

- ◆ To facilitate the smooth, efficient, and safe training of the CCF contingent.
- ◆ To assist with planning, preparation, and implementation of all aspects relating to that aim as directed by the Contingent Commander.
- ◆ To promote the core values of Liverpool College and the CCF.

Training

- Facilitate the safe training of cadets, pupils, and staff.
- Ensure the safe system of training is in place at all times for all training activities and risk assessments and consent forms, where necessary, are completed.
- Liaise with the Contingent Commander to ensure above training provisions are in place.
- Planning and delivery of CCF training syllabus for all services including the facilitation of the APC, as well as:
 - Regular weekly training
 - Adventurous training including Duke of Edinburgh expeditions
 - Weekend exercises
 - Field days
 - Training Courses
 - Camps
- Assist with the planning of the CCF annual training programme.
- Provide assistance and guidance for, and during, all ceremonial parades and duties.
- Arranging authorisation of training and ensuring all correct supporting exercise bookings and documentation are provided in a timely manner. This will include, but is not limited to: Exercise Instructions; Range Aide Memoirs (RAM), Exercise Aid Memoirs (EAM); Range Action Safety Plan (RASP); Exercise Action Safety Plan (EASP); Risk Assessments; Joint Services Adventurous Training Form 'Alpha' (JSATFA); Land Clearance.
- Liaise with external agencies when necessary. This includes but is not limited to: HQ NW CTT, Reserve Units, Police, and other agencies.

Administration

- To ensure Westminster and BADER are kept up to date with all relevant details and qualifications for cadets and CFAVs.
- Ensure good record keeping of all stores and ammunition in compliance with all relevant guidance and requirements.
- Ensure records of staff qualifications are up to date, stored, and made available for inspection on request.
- Update weekly parade registers.
- Assist the Contingent Commander in the administration of records, documents, and manuals as required.
- Ensure compliance with data protection requirements.

Health and Safety:

- Ensure the safe system of training is always in place and share any concerns with the Duty Desk holder.
- Ensure staff have access to updated documentation to assist with the safe planning and conduct of training.
- Monitor all staff training and assessment relevant to health and safety, including but not limited to: JSP 535 (Red Book) tests, WHTs, safeguarding, and protection of information.
- Assist and advise with the production of risk assessments and undertake specific risk assessments where directed.
- Maintain all risk assessments and consent forms as required.
- Adhere to, and ensure others follow, Health and Safety policies and procedures relevant to the training activity.
- Report all accidents as required, completing appropriate documentation
- Serve as the Unit Security Officer
- Produce and update Unit Security Orders in compliance with military and civilian guidance and requirements.
- Ensure all staff have completed necessary disclosure and security clearance forms and retain evidence of such information.
- Ensure that the security and protection of all keys and codes are maintained.

Stores

- Maintain accurate records of holdings and issues of all uniform and equipment, both military and civilian.
- Ensure all stores areas are kept in a clean and orderly state.
- Account for, store, and maintain all MoD unit clothing and equipment. Liaising with the Contingent Commander.
- Maintain stock of clothing, boots, badges, and equipment, making them available for all sections of the unit as required
- Ensure that the MoD requirements concerning equipment care are met carrying out minor maintenance of equipment where necessary
- Manage any CCF vehicles and trailers and arrange for their maintenance and deployment for CCF activities, including paperwork and documentation required for staff.

- Manage the issue and receipt of training stores for weekly training and all other types of training.
- Liaise with Contingent Commander to hire civilian store assistants where necessary.

Armoury, ammunition, and range:

- Safeguarding and control of all arms and equipment shown in the armoury ledger.
- Maintenance and cleanliness of all stored weapons and ancillaries.
- Liaison with the Security Services Company and organisation of the required alarm maintenance and servicing visits
- Completion of weapons checks (quantity & serial number) as required.
- Liaise with unit armourer in order to repair weapons which can't be repaired by the unit.
- Preparation of all weapons, equipment and documents required for the Equipment Care Inspection Team (ECIT) 6 monthly and annual inspections.
- Attend Unit Ammunition Storeman's Course and refreshers when necessary.
- Serve as Ammunition Storeman
- Demand, control and account for all Contingent ammunition.
- Prepare ammunition account, documentation and ammunition store in advance of any Inspection.
- Ensure the range is clean, serviceable, and contains relevant documentation at all times.
- Ensure procedures for use of range are followed.
- Prepare range and relevant documentation for inspections.

Other Duties:

- Attend training and meetings relevant to your role as directed by the Contingent Commander.
- Communicate relevant information with cadets, CFAVs, College staff, and other invested parties.
- Maintenance of CCF buildings and resources in liaison with appropriate school and MOD staff.
- Plan and prepare for the Biennial Inspection under the direction of the Contingent Commander.

This job description reflects the core duties and activities of the role and as the CCF, Liverpool College, and the SSI develop there may be changes or additions to these tasks. It is expected that the SSI appointed adopts a flexible approach to work and is willing to adapt when necessary under the direction of the Principal and Contingent Commander to support the CCF.

Should any changes be substantial and/or sustained, the job description will be reviewed and adapted by the Contingent Commander in consultation with the SSI.