



# Richard Lander School Truro



## **Application Pack**

**Duke of Edinburgh Admin and  
School Trips Support Officer**

Cornwall Council Grade 2 Step 1 (£25,772 FTE)

37 hours per week Term Time plus inset

Permanent, following the completion of a 6-month probationary period

Start Date: 3<sup>rd</sup> September 2025



June 2025

Dear Candidate,

**Re – Duke of Edinburgh Admin and School Trips Support Officer - 37 hours per week (Term time plus inset)**

Please find enclosed an application form and details for the above post at this school.

**The Role:**

To manage and co-ordinate arrangements for a range of educational, recreational and developmental activities (including Duke of Edinburgh activities) so as to support student's development outside of the School Curriculum.

Our school is welcoming and supportive, with a strong value placed on 'being the best you can be' and staff and students on a mission to achieve great outcomes for all our students.

We hope after reading our details and person specification that you will want to join our team.

This position is full time and permanent and is available from September 2025.

Applications will only be considered on the attached application form. Completed forms should be submitted to [vharrison@richardlander.cornwall.sch.uk](mailto:vharrison@richardlander.cornwall.sch.uk) by **midday on Wednesday 25<sup>th</sup> June 2025**.

Can I take this opportunity of thanking you for your interest in the position at Richard Lander School. If you do not hear anything from us within 28 days you can assume your application was unsuccessful.

With best wishes for the future.

Yours sincerely,

Mr Steve Mulcahy  
Headteacher.



## Background for Prospective Candidates

### Where are we?

Cornwall has far more than beaches, surfing and world heritage countryside, we also have some of the best schools in the country with space, facilities and drive to give the best possible education to the students we serve.

Truro is Cornwall's county town, its only city and the most southern city in mainland Great Britain. Truro has a booming population thanks to its location in the heart of the county and is a centre of art, cultures and entertainment.

The school is situated to the West of the city centre and serves the beautiful coastal communities of St Agnes, Porthtowan as well as communities closer at hand.

### The School

Richard Lander School is Truro's largest secondary school. Richard Lander is highly regarded in the area and oversubscribed in several year groups. We have over 1551 students on roll. Mr Steve Mulcahy, has been our Headteacher since 2008. We were inspected by Ofsted in 2023 and were graded as a Good school.

We have an ARB for up to 15 students on site which is very much part of our school.

### Our Ethos:

At the heart of our work is a desire to see all young people and staff develop their gifts and talents to their full potential. Some people call this ambition, we call it 'being the best you can be'. Our standards are high and our aim is for all children to achieve their full potential, both academically and socially.

### The Application

Please see the job description for more details of this exciting post.

Prospective candidates are very welcome to arrange a visit to the school by calling 01872 273750. The closing date for applications is **midday on Wednesday 25<sup>th</sup> June 2025**.

Please send your completed forms to the school for the attention of Vicky Harrison, Personnel Officer, [vharrison@richardlander.cornwall.sch.uk](mailto:vharrison@richardlander.cornwall.sch.uk). Applications should address the items included on the person specification and only candidates who meet essential criterion will be shortlisted.

### The Interview Process:

Candidates who are shortlisted for the position will be contacted by telephone call and e-mail.

- In line with Keeping Children Safe in Education 2024, as part of the shortlisting process, the school may carry out an online search of shortlisted candidates.
- All interviews will be face to face and will explore the candidate's suitability for the position.
- Applications will be scrutinised and discrepancies or anomalies in work related history, experience and qualifications will be discussed at the interview stage.
- Successful candidates will be required to achieve a full enhanced DBS disclosure and 2 satisfactory references.

#### Safeguarding

Richard Lander School is committed to safeguarding and promoting the welfare of all children. We expect all our team members to share this commitment.



## **Duke of Edinburgh Award and Outdoor Education and School Trips Support Officer**

**Closing Date:** Midday Wednesday 25<sup>th</sup> June 2025  
**Grade:** CC Grade 2 Step 1 (£25,772 FTE)  
**Hours:** 37 Hrs per week Term Time plus inset  
**Contract Type:** Permanent  
**Responsible to:** Headteacher/Deputy Headteacher/Outdoor Education Coordinator/Lead for DoE

**Direct Supervisory Responsibility for:** None

**Indirect Supervisory Responsibility for:** None

### **Important Functional Relationships:**

**Internal:** Headteacher/Deputy Headteacher/Outdoor Education Coordinator/Lead Teacher for DofE

**External:** Parents, County Outdoor Education Team, DofE regional representative

### **The Role Profile**

To manage and co-ordinate arrangements for a range of educational, recreational and developmental activities (including Duke of Edinburgh activities) so as to support students development outside of the School Curriculum.

### **Key Tasks**

- To be responsible for developing and organising pupil activities in the School/College, including the Duke of Edinburgh Award Scheme, Curriculum Enrichment Week, and various other extracurricular activities organised by the School.
- To undertake all administration associated with such activities undertaken by pupils and arranged through the school.
- To liaise and develop links with the Outdoor Education team at County, and the regional Duke of Edinburgh representatives.
- To liaise with and develop links with local charities and clubs to secure a range of activities and contacts to support the Duke of Edinburgh programme.
- To undertake the necessary administration and organisation of trips, visits, Duke of Edinburgh expeditions and activities for students, and to liaise with students, parents and teaching staff so as to ensure their success.
- To ensure appropriate arrangements are made with regard to the health and safety of students taking part in extracurricular activities, obtaining parental consent, and ensuring appropriate paperwork and risk assessments have been completed.
- To monitor upcoming calendared trips and activities, identify outstanding actions and prompt students and parents for timely completion of paperwork and payment.
- To liaise with the Outdoor Education Coordinator with regard to arrangements for extracurricular and outdoor activities.
- To liaise with the Medical Officer with regard to students taking part in extracurricular trips and activities and manage any medical needs.



- To be a trained first aider (full training provided) and able to support medical needs on trips and activities.
- To be a Cornwall Council trained Minibus driver (full training provided) and support transport needs on trips and visits as appropriate.
- To undertake other suitable training in support of the role, including Duke of Edinburgh Assessor training, and support the wider needs of the programme through this.
- To contribute to the evaluation of the success of school trips and activities and to produce photographs and reports celebrating student's achievements and the benefits of these activities.
- To liaise with parents and carers on pupils' progress, difficulties, achievements and other relevant matters, ensuring sensitivity and respect with regard to such communications.
- To build and maintain supportive relationships with pupils, treating all individuals consistently and with respect and consideration. To encourage acceptance and inclusion of all pupils.
- To promote pupils' independence and employ strategies which recognise and reward pupils' self-reliance.
- To encourage social integration and individual development of pupils. To develop methods of promoting and reinforcing pupils' self-esteem.
- To provide feedback to pupils in relation to all forms of progress and achievement.
- To demonstrate and promote positive values, attitudes and high standards of behaviour. To anticipate and manage behaviour constructively, promoting pupils' self-control and independence.
- To supervise and manage pupils' behaviour in accordance with the recognised behavioural standards and the school's established Behaviour Policy to ensure an orderly and constructive environment.
- To assist with lunch and break time supervision of pupils on a rota basis in accordance with the school's procedures for break time supervision.
- To accompany pupils on educational visits and outings. To deliver planned learning activities during the course of outings in accordance with the established guidelines.
- To deliver other out of school learning activities as agreed with the teacher/head of department.  
(optional)
- To be aware of confidential issues linked to home/pupil/teacher/school work and to ensure the confidentiality of such sensitive information.
- To network and establish constructive relationships with other relevant agencies and professionals with regard to the development of effective working practices, policies and strategies to support pupils' progress and achievement.
- Support the wider aims of the school by undertaking Fire Warden and First Aid training and duties as required.



- To administer minor first aid (as trained) and medically prescribed drugs (as per the approved procedure). To assist with pupils who are sick as needed.
- To carry out administrative tasks associated with all of the above duties.
- To remain aware and work within all relevant school working practices, policies and procedures. To contribute to the development of policies and procedures including child protection, Health and Safety, security, confidentiality and other key procedures.
- To be aware of and adhere to applicable rules, regulations, legislation and procedures including the Schools Equal Opportunities Policy and Code of Conduct, National legislation (including Health and Safety, GDPR) and local County guidance.
- To attend staff meetings and school-based INSET as required.
- The post holder is responsible for his/her own self-development on a continuous basis.
- To contribute to the overall ethos and aims of the school.
- To be aware of and work in accordance with the school's child protection policies and procedures, and to raise any concerns relating to such procedures which may note during the course of duty.
- To maintain confidentiality of information acquired in the course of undertaking duties for the department.
- To offer administrative support to the School Business manager and wider administrative team as required, in particular where there is absence.
- Working to achieve suitable accreditation with professional awarding bodies for the activities undertaken by students and the school.
- To assist with lunch and break time supervision of pupils on a rota basis in accordance with the school's procedures for break time supervision.
- To undertake other duties appropriate to the grading of the post as required.



## PERSON SPECIFICATION

**Job Title:** Duke of Edinburgh and Outdoor Education Support Officer

**Department:** School based

**Person specification prepared by:** Cornwall Council /Deputy Headteacher

**Date:** May 2025

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
<b>Relevant Experience</b>	Good standard of practical knowledge of outdoor activities and/or outdoor education.  Experience of working with children and young people.	Previous experience of working with children and young people in a school/college or outdoor education setting.	Application form/ interview
<b>Education &amp; Training</b>	Maths & English to Level 2 at GCSE	Attainment of A Levels or equivalent Level 3 qualification  Attainment of a recognized qualification in outdoor learning	Application form.
<b>Special Knowledge &amp; Skills</b>	Excellent organisational and communication skills. Spreadsheet, Word processing & data base skills. Knowledge of employment markets.	Knowledge of External agencies. Existing connections with outdoor education providers or volunteer services.	Application form/ interview.
<b>Any Additional Factors</b>	Pleasant & friendly approach. Enjoys working with children & young people. Team worker. Acceptance of different attitudes. Self-motivated. Displays an awareness, understanding and commitment to the protection and safeguarding of children and young people.		Interview.



### Special Conditions related to the post

*The school is committed to safeguarding, promoting the welfare of children and to ensuring a culture of valuing diversity and ensuring equality of opportunities.*

Successful applicants must be suitable to work with children and will need to undertake the following before commencing employment:

Enhanced Disclosure & Barring Service (DBS) Certificate with barred list information

Receipt of two satisfactory employer references one of which must be from your current or most recent employer

Satisfactory verification of relevant qualifications

Satisfactory health check

All new employees will be required to undertake mandatory training required by the school.

<b>How to apply:</b>	Complete the relevant applications form, equal opportunities and self-declaration form. Please note that applications will not be accepted unless on the attached application form. <b>CVs are not accepted.</b> Please complete an application form in full and return to: <a href="mailto:vharrison@richardlander.cornwall.sch.uk">vharrison@richardlander.cornwall.sch.uk</a>
<b>Contact details:</b>	Address: Mrs Vicky Harrison Personnel Officer, Richard Lander School, Higher Besore Road, Truro, TR3 6LT Tel: 01872 273750
<b>Closing date:</b>	<b>Midday on Wednesday 25<sup>th</sup> June 2025</b> Shortlisted candidates will be notified of interview date. Please note that if you have not received a reply within 28 days of the closing date you must assume that, on this occasion your application has been unsuccessful.