Merchant Taylors' School

Ambition | Character | Excellence

Combined Cadet Force

Merchant Taylors' School,

Liverpool

Appointment of

RAF Section Commander – CCF

Candidate Brief and

Information for Applicants

Merchant Taylors' School

Liverpool Road

Crosby

Liverpool

L23 0QP

Tel: 0151 928 3308

Fax: 0151 949 9300

www.merchanttaylors.com

About Merchant Taylors' School

Merchant Taylors' School in Crosby, Liverpool, is one of the North West's most respected independent schools, educating girls and boys aged 4 to 18. With over 400 years of history and a reputation for excellence, we are proud to be a school that honours tradition while embracing innovation.

As of September 2025, we are a fully co-educational school across all age groups, creating a unified and inclusive learning community. Our closely connected sites include:

- **Stanfield Preparatory School** – Coeducational, Reception to Year 6
- **Merchant Taylors' Senior School** – Coeducational, Years 7 to 13, based at the Harrison Site

This strategic transformation marks a new chapter in our history, one that is defined by ambition, collaboration, and a commitment to excellence. We are investing significantly in our estate, curriculum, and staff development to ensure that every pupil receives an education that prepares them not just for exams, but for life.

At Merchant Taylors', we believe that outstanding schools are built by outstanding people. Our staff, both teaching and professional services, are central to our success. We value creativity, initiative, and a shared commitment to nurturing young minds. We offer:

- A forward-thinking and supportive working environment
- Opportunities for professional growth and leadership
- A culture of collaboration, innovation, and continuous improvement
- A strong sense of community, underpinned by Christian values of compassion, respect, and integrity

Our Strategic Direction 2025–2030 sets out a bold vision: to be the leading independent school in Merseyside. We are committed to outreach, inclusion, and educational excellence, and we seek colleagues who share our passion for shaping the future of education.

If you are motivated by purpose, inspired by challenge, and committed to making a difference, we invite you to join us.

The Post

This is a voluntary position attending school for parade on Thursday afternoons 15.00 – 18.30hrs The 'parade day'. You can claim up to 28 days Volunteer Allowance at the current MOD daily rate subject to approved activities – but not including the Thursday afternoon. You will be paid by the school £1,546.93 per year. This is paid as an expense allowance towards time spent with administration outside of your Thursday afternoon voluntary work.

1. ROLE PURPOSE

The RAF Section Commander, also referred to as the RAF Officer in Charge (OIC), is the senior Cadet Force Adult Volunteer within the RAF Section of the Combined Cadet Force (CCF).

The postholder is responsible to the Contingent Commander for the safe, effective, efficient and compliant management, administration, leadership and development of the RAF Section.

The Section Commander is supported by Section CFAVs and the School Staff Instructor. The commander provides leadership and oversight, while the SSI provides administrative, planning and logistical support in accordance with an agreed allocation of responsibilities across all three sections.

The RAF Section Commander will provide leadership to Section CFAVs and cadets, ensuring that all activities, training and administrative procedures comply with applicable Ministry of Defence (MOD), Combined Cadet Force (CCF), Royal Air Force Air Cadets (RAFAC) and school policies and regulations.

The postholder will work closely with the Contingent Commander, School Staff Instructor, RAFAC Regional Headquarters and relevant Service Cadet Training Teams to provide a safe, structured, progressive and rewarding cadet experience.

The role requires a commitment to safeguarding, cadet development, military ethos, leadership, discipline and the promotion of the values and standards of the Royal Air Force.

2. ORGANISATION, GOVERNANCE AND COMPLIANCE

The RAF Section Commander will:

- Ensure that the RAF Section operates in accordance with the Combined Cadet Force Regulations, applicable MOD policies, relevant RAFAC publications and school policies.
- Support the Contingent Commander in maintaining effective governance, assurance and operational oversight of the RAF Section.
- Use Westminster as the primary CCF cadet management information system, with Bader used for the relevant RAFAC functions.
- Work with the SSI to ensure that section records are accurate and updated promptly, providing the necessary information and completing tasks within the postholder's authority and system access, without unnecessary duplication.
- Ensure that appropriate administrative records are maintained and updated using Westminster the Bader Management Information System (MIS), as applicable.
- Maintain a good working knowledge of Bader MIS and ensure that relevant personnel, cadet, training and activity information is recorded accurately and promptly.
- Ensure that RAF Section CFAVs understand their responsibilities under applicable CCF and RAFAC policies.
- Implement actions arising from inspections, assurance visits, reviews or audits, as directed by the Contingent Commander.
- Maintain effective communication with the Contingent Commander, SSI, RAFAC Regional Headquarters and other relevant authorities.
- Ensure that safeguarding concerns, allegations or incidents are immediately referred through the appropriate school and cadet force safeguarding reporting procedures.

3. PERSONNEL MANAGEMENT AND ADMINISTRATION

The RAF Section Commander will:

- Provide effective leadership, supervision, guidance and support to RAF Section CFAVs.
- Act as a positive role model, demonstrating the values, standards, ethos and professional behaviours expected of RAFAC personnel.
- Assist the Contingent Commander in recruiting, selecting and retaining suitable CFAVs and cadets within the authorised Section establishment.
- Support the induction, development, progression and retention of CFAVs.
- Assist with the administration of CFAV appointments, promotions and other personnel matters in accordance with applicable regulations.
- Ensure that all required safeguarding checks, enhanced Disclosure and Barring Service (DBS) checks and relevant security clearances are completed and maintained through the appropriate authorised processes.
- Monitor CFAV compliance with mandatory training requirements, raise any gaps with the Contingent Commander and work with the SSI and individual CFAVs to ensure that completion is recorded on the appropriate systems.
- Ensure that RAFAC Section CFAVs complete the mandatory training applicable to their appointments in accordance with ACTO 99 and any subsequent amendments or superseding instructions.
- Support the Contingent Commander in addressing conduct, discipline, performance or behavioural concerns involving CFAVs or cadets.
- Promote a positive, inclusive and respectful environment that encourages participation, achievement and personal development.
- Provide and verify accurate information on CFAV and cadet attendance, qualifications, achievements and training progression, working with the SSI to ensure that the relevant records are maintained.

4. RAFAC APPOINTMENT REQUIREMENTS

Appointment to the position of RAF Section Commander / RAF Officer in Charge is subject to the relevant school, CCF, MOD and RAFAC appointment procedures.

The following requirements must be considered and applied where relevant to the appointment:

4.1 Application and appointment process

Applications and appointment documentation requiring RAFAC approval or processing must be submitted to the appropriate RAFAC Regional Headquarters in accordance with ACP 20 – Personnel Regulations and current RAFAC instructions.

The school recruitment process and any separate RAFAC appointment process must be clearly explained to applicants.

Appointment to the school role does not, by itself, constitute confirmation of any required RAFAC appointment, commission or authorisation.

4.2 Volunteer Agreement

RAFAC Personnel Form 1-19 (Volunteer Agreement) forms part of the relevant volunteer appointment process, where required by current RAFAC policy.

The successful applicant must complete the applicable documentation before undertaking duties for which formal appointment or authorisation is required.

4.3 Initial training

The postholder must complete the Combined Initial Course at the RAF Air Cadets Training Academy, Cranwell, where this is required for their appointment.

Any exemptions, recognition of previous training or alternative requirements will be determined by the appropriate RAFAC authority.

4.4 Mandatory training

The postholder must complete and maintain all mandatory training required for their appointment, including applicable training prescribed by ACTO 99.

They must also support the Contingent Commander in monitoring and maintaining mandatory training compliance among RAF Section CFAVs.

4.5 Uniform and dress regulations

The postholder will be provided with appropriate authorised uniform items in accordance with applicable RAFAC and CCF entitlement and issue arrangements.

Uniform must be worn and maintained in accordance with the relevant RAFAC dress regulations and instructions.

4.6 Management Information Systems

The postholder must develop and maintain a working knowledge of Westminster, the primary CCF cadet management system, and the Bader functions relevant to the appointment. They will use these systems within their authorised access and agreed responsibilities, working with the SSI to maintain accurate records.

5. CADET TRAINING, ACTIVITIES AND DEVELOPMENT

The RAF Section Commander will:

- Develop, coordinate and deliver a structured RAF Section training programme that supports the approved CCF and RAFAC cadet training syllabus.
- Ensure that training is progressive, engaging, age-appropriate and consistent with the aims and objectives of the Combined Cadet Force.
- Provide cadets with opportunities to develop leadership, teamwork, discipline, resilience, confidence and practical skills.
- Promote appropriate RAF-related training opportunities, including aviation, aerospace, leadership, drill, fieldcraft, adventurous training and other authorised activities.
- Ensure that all activities are planned and delivered in accordance with the applicable Cadet Force Safety Management System, MOD regulations and school procedures.

- Ensure that appropriately trained, qualified and authorised personnel supervise and deliver activities.
- Liaise with Service Cadet Training Teams and relevant RAFAC personnel to arrange specialist training, visits and development opportunities.
- Encourage CFAVs and cadets to participate in suitable external courses, camps, competitions and training opportunities.
- Ensure that applications for courses and activities are submitted through the appropriate authorised channels.
- Follow the established RAFAC bidding and allocation process for central camps, where applicable.
- Ensure that central camp applications and allocations are managed in accordance with relevant RAFAC instructions, eligibility requirements and deadlines.
- Work with the SSI to ensure that activities and their supporting documentation, permissions, risk assessments and authorisations are recorded on Westminster and, where required, Bader within the prescribed timescales.
- Confirm that all required approvals and assurances have been obtained before activities take place.
- Maintain accurate section attendance and training information and provide it promptly to the SSI. The SSI records weekly parade attendance on Westminster; the Section Commander completes any additional RAFAC recording required of their appointment.
- Review training outcomes and seek opportunities to improve the quality and effectiveness of the Section training programme.

6. SCHOOL COORDINATION AND ACTIVITY PLANNING

The RAF Section Commander will:

- Work closely with the Contingent Commander and appropriate school staff to ensure that RAF Section activities complement the school's wider educational objectives.
- Plan activities well in advance, taking account of the school calendar, examinations, teaching commitments, school events and holidays.
- Lead the planning of RAF Section trips and off-site activities through the school's Evolve process, with administrative and logistical support from the SSI, in accordance with the school's agreed trip management procedures.
- Ensure that all necessary school permissions, parental consents, risk assessments and safeguarding arrangements are in place.
- Minimise avoidable disruption to teaching and learning.
- Maintain a positive and cooperative relationship between the RAF Section and the wider school community.
- Support school and CCF ceremonial events, inspections, parades and other authorised activities as appropriate.

7. LOGISTICS, EQUIPMENT AND RESOURCES

Working with the School Staff Instructor, the RAF Section Commander will:

- Ensure that MOD-issued equipment and other Section resources are properly accounted for, securely stored, maintained and used in accordance with applicable regulations.
- Monitor the condition, availability and serviceability of equipment used by the RAF Section.
- Ensure that equipment is used only by appropriately trained and authorised personnel.
- Report damaged, defective, missing or unserviceable equipment through the appropriate channels.
- Support equipment inspections, stock checks and assurance processes.
- Identify future equipment and resource requirements to support the Section training programme.
- Assist the Contingent Commander and SSI with resource planning and relevant financial administration within the limits of delegated authority.
- Provide the SSI with timely details of transport, accommodation, meals and equipment requirements for approved activities, and liaise with the SSI over the arrangements.

8. COMMUNICATIONS AND EXTERNAL ENGAGEMENT

The RAF Section Commander will:

- Maintain effective communication with the Contingent Commander, SSI, CFAVs, cadets, parents and relevant school staff.
- Liaise with RAFAC Regional Headquarters and Service Cadet Training Teams on matters within the responsibilities and authority of the appointment.
- Develop and maintain appropriate links with RAF stations, affiliated units, sponsoring Service organisations and other approved external partners.
- Promote opportunities for cadets to engage with the Royal Air Force and gain an understanding of its roles, responsibilities and career pathways.
- Recognise and celebrate the achievements of cadets and CFAVs.
- Liaise with the school's communications team and relevant Cadet Force HQ communications personnel to publicise authorised activities and achievements.
- Ensure that all publicity, photography and communications comply with safeguarding, data protection, consent and security requirements.

9. HEALTH AND SAFETY

The RAF Section Commander will:

- Maintain an appropriate working knowledge of health and safety requirements relevant to the role.
- Comply with the school's Health and Safety Policy and the applicable MOD, CCF and RAFAC safety management requirements.
- Ensure that suitable risk assessments and control measures are implemented for authorised activities.

- Confirm that appropriate supervision, first aid arrangements, emergency procedures and welfare provisions are in place.
- Ensure that accidents, incidents and near misses are reported through the relevant school and Cadet Force reporting procedures.
- Promote a strong safety culture among CFAVs and cadets.
- Maintain good order and discipline and take reasonable steps to protect the health, safety and welfare of cadets during authorised activities, both on and off school premises.

10. SAFEGUARDING AND CHILD PROTECTION

Safeguarding and promoting the welfare of children and young people are fundamental responsibilities of this appointment.

The RAF Section Commander will:

- Provide and maintain a safe, inclusive and supportive environment in which cadets feel respected, listened to and able to raise concerns.
- Understand and recognise potential indicators of abuse, neglect, exploitation, bullying and other safeguarding risks.
- Remain vigilant to changes in cadet behaviour, wellbeing or circumstances that may indicate safeguarding concerns.
- Report safeguarding concerns promptly in accordance with the school's Safeguarding Children and Child Protection Policy and applicable Cadet Force safeguarding regulations.
- Inform the appropriate school safeguarding personnel and the Contingent Commander, subject to safeguarding reporting requirements and the need to avoid inappropriate disclosure.
- Ensure that matters requiring referral to a Cadet Force Safeguarding Team are referred through the prescribed procedures.
- Attend safeguarding training and updates required by the school and relevant Cadet Force authorities.
- Ensure that Section CFAVs understand their safeguarding responsibilities and maintain appropriate training compliance.
- Maintain appropriate professional boundaries and standards of conduct at all times.

The role is considered to involve regulated activity with children. The successful applicant will therefore be subject to an enhanced DBS check, including a check of the children's barred list, together with other applicable pre-appointment safeguarding checks.

11. DATA PROTECTION AND INFORMATION SECURITY

The RAF Section Commander will:

- Comply with the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018 and applicable school, MOD and RAFAC information management policies.

- Ensure that personal information relating to cadets and CFAVs is collected, processed, accessed, stored and shared only for legitimate and authorised purposes.
- Apply the principles of data minimisation, accuracy, confidentiality, transparency and secure handling.
- Ensure that sensitive information is accessible only to authorised individuals with a legitimate need to know.
- Use approved communication systems and appropriate email practices, including blind carbon copy where necessary to protect recipients' personal information.
- Avoid unauthorised disclosure of personal information through email, messaging platforms, social media or other channels.
- Report actual or suspected data breaches promptly through the relevant school and Cadet Force procedures.
- Ensure that Section CFAVs understand and follow applicable data protection and information security requirements.

12. PERSON SPECIFICATION

Essential criteria

Applicants should be able to demonstrate:

- Strong leadership, organisational and interpersonal skills.
- An understanding of the aims, values and ethos of the Combined Cadet Force and Royal Air Force Air Cadets.
- The ability to lead, support and develop adult volunteers and young people.
- A strong commitment to safeguarding, child protection, equality and inclusion.
- Effective communication and administrative skills.
- The ability to plan, coordinate and supervise safe cadet activities.
- Competence in using digital administrative systems and a willingness to develop or maintain a working knowledge of Westminster and the relevant Bader functions.
- An understanding of the importance of MOD, CCF, RAFAC and school regulations.
- The ability to work constructively with the Contingent Commander, SSI, school staff and external organisations.
- A commitment to completing and maintaining all required mandatory training.
- The ability and willingness to undertake any required RAFAC appointment process, subject to eligibility and approval.
- Must hold or be willing to hold National Security Clearance

Desirable criteria

- Previous experience as a CCF or RAFAC Cadet Force Adult Volunteer.
- Previous experience of leading or managing a cadet section or similar youth organisation.
- Knowledge of ACP 20, ACTO 99 and relevant CCF and RAFAC policies.

- Experience using Westminster and/or relevant Bader applications.
- Experience planning and delivering RAF-related cadet training.
- Experience organising camps, external courses, adventurous training or other authorised cadet activities.
- Relevant instructional, leadership, first aid or activity qualifications.
- Experience working within a school or educational environment.

Previous RAFAC or CCF experience may be advantageous but should not be treated as mandatory unless required by the formal eligibility criteria for the appointment.

13. TRAINING AND CONTINUING PROFESSIONAL DEVELOPMENT

The successful applicant will be expected to:

- Complete any required RAFAC induction and appointment training.
- Attend the Combined Initial Course at RAF Air Cadets Training Academy, Cranwell, where applicable.
- Complete and maintain mandatory training in accordance with ACTO 99 and other applicable instructions.
- Maintain safeguarding and relevant school compliance training.
- Undertake role-specific development as required.
- Remain informed of changes to CCF, MOD, RAFAC and school regulations.
- Encourage professional development and appropriate training opportunities for other RAF Section CFAVs.

14. ADDITIONAL RESPONSIBILITIES

The postholder may be required to undertake other reasonable duties consistent with the responsibilities of the RAF Section Commander, as directed by the Contingent Commander and within the limits of their appointment, competence and authority.

Any additional duties must comply with applicable safeguarding, safety, school, MOD, CCF and RAFAC requirements.

Safeguarding Statement

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants will be required to undergo safeguarding checks appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS). The post is exempt from the Rehabilitation of Offenders Act 1974 and the School is therefore permitted to ask job applicants to declare all convictions and cautions (including those which are "spent" unless they are "protected" under the DBS filtering rules) in order to assess their suitability to work with children.

Applications and Deadline

For more information about Merchant Taylors' School, Liverpool why not visit our website https://www.merchanttaylors.com/

If you would like to apply for this rewarding role please go to https://www.merchanttaylors.com/join-our-team/

Candidates should submit an application form via email to recruitment@merchanttaylors.com or alternatively post to Human Resources Department, Merchant Taylors' School, Liverpool Road, Crosby, Liverpool L23 0QP.

Closing date: Monday 23rd November 2026 at midday however, we reserve the right to close the vacancy early so you are encouraged to apply as soon as possible.