

# SEVENOAKS SCHOOL

## JOB DESCRIPTION



# Head of Shooting

Full-time, all year round







## The School

Sevenoaks School is a large, co-educational HMC school. Founded in 1432 by William Sevenoke, the school has developed an international reputation for innovation and academic success. There are around 1040 pupils from age 11 to 18, including over 400 in the Sixth Form. All our Sixth Form students study the International Baccalaureate Diploma Programme. Around 50 students take up places at Oxford, Cambridge or Ivy League universities each year, and nearly all go to distinguished UK or international universities.

About 350 pupils board in the seven boarding houses, including the International Centre (for boys) which was founded in 1962, and the Girls' International House, which opened in 1977. Students originate from over 40 countries.

The school is situated on Sevenoaks High Street, surrounded by fine views. The 100-acre site, which includes a number of listed buildings, is beautifully landscaped and adjoins the 1000-acre deer park of Knole, yet London is only a 30-minute train journey away.

## The Department

Sevenoaks School has a first-class shooting team based in a new purpose-built range complex that includes an eight lane shooting

range, armoury, weapon maintenance area, club room, classroom and office. The CCF is based in the same building with a separate office and store.

Sevenoaks offers shooting at club and competition level and is one of the leading schools in the south-east in this sport. Our students are regularly selected for the BSSRA (schools) England squad. This year Sevenoaks have beaten Oxford, Cambridge and Imperial College in side by side matches. We regularly provide members of the Kent and England squads as well as competing for the Ashburton trophy at Bisley.

Shooting is available to all year groups as a co-curricular activity and as a sport from Year 10. We specialise in small-bore target rifle but also take part in full-bore competitions through the CCF. For many students, it offers a change of pace from the classroom and an opportunity to relax while perfecting their skills.

## The Role

This post reports to the Director of Sport and through him to the Deputy Head Co-Curriculum. The post separately reports to the CCF Contingent Commander for the provision of cadet shooting, working alongside the school CCF's School Staff Instructor (SSI).



### Key Responsibilities (non-exhaustive list)

- To coach target rifle shooting
- To manage the range conducting officers/coaches and other school staff assigned to assist with the shooting programme
- To organise and lead residential shooting trips including full-bore trips for training and competitions at Bisley
- The administration of entries and teams for postal and Bisley competitions
- The routine maintenance and administration of the .22 range, rifles and associated equipment
- Ensuring compliance with Home Office regulations for shooting as well as the rules of NSRA, NRA, MOD, HSE and other relevant requirements
- Maintaining the School's Firearms Register and Certificate and taking responsibility for the school's shotguns
- Publicising the achievements of the shooting team, both nationally for team selection, to the local press for PR purposes and to the parents by regular newsletter
- To manage the accounts of the shooting programme under the supervision of the Finance Bursar.

- Supporting other areas of the school as appropriate e.g. CCF and DoE
- Managing the range to achieve income generation when it is not being used by the school

### Skills and Experience

- Coaching or club instructor with NSRA and NRA qualifications
- Approved MOD Range Officer would be desirable.
- Experience of both small-bore and full-bore target rifle shooting and in line with Home Office regulations, at least one year's experience of exercising control for pupils aged 11-18.

### Hours/Work Pattern

This is a full-time (40 hours per week), all year round role. However during term time (34 weeks) this is a six day a week (44.5 hours per week) Monday to Saturday role. In the holidays there will be a requirement to lead residential trips e.g. to Bisley, and this will normally take around 3 weeks. In the other non-school weeks the role holder will work reduced hours and may be used for range activities that generate income, administration, preparation and supporting other areas of the school e.g. D of E, CCF etc. (see below).





A suitable applicant would most likely be involved additionally in assisting as a Cadet Force Adult Volunteer. The CCF voluntary work would receive separate additional pay for offsite training days from the Ministry of Defence. There may also be the opportunity to establish a programme of shooting courses to make maximum use of the school's range facility during holiday periods which would receive additional remuneration. Where time allows, the successful applicant will also be expected to assist with Duke of Edinburgh activities.

## Salary

Will be commensurate to qualifications, skills and experience. Accommodation may be available. Please request further details at the point of application.

## Pension

Membership of the support staff Group Personal Pension Scheme is available for the person in this role. If the successful applicant does not join the pension scheme and is eligible for Auto Enrolment, then they will be enrolled at the appropriate time in the school's Auto Enrolment pension plan. Further details can be obtained from the Personnel department.

## Holidays

Holiday entitlement is 28 days paid holiday per annum including public holidays. All holiday needs to be approved in advance by line management. It is also expected that holiday will be taken during the school holidays.

## Offer

The successful applicant will be offered the role subject to the satisfactory completion of a number of background checks including but not limited to; an enhanced DBS check, the taking up and verification of references, the verification of career history, and a medical examination by the applicant's G.P. We also reserve the right to contact any previous employers for a reference request on your behalf.

## Child Protection

All staff have a responsibility for promoting and safeguarding the welfare of children with whom they come into contact and are required to adhere to and ensure compliance with the school's Child Protection Policy Statement at all times. If, in the course of carrying out their duties, a member of staff becomes aware of any actual or potential risks to the safety or welfare of children in the school, they must immediately report their concerns to the



Deputy Head (Pastoral).

The successful applicant will be required to complete the Disclosure Certificate System operated by the Disclosure and Barring Service (DBS) before taking up the appointment.

Please contact the Personnel Office at [personnel@sevenoaksschool.org](mailto:personnel@sevenoaksschool.org) or telephone 01732 467 740 if you have any questions about a completed application.

## Note

This job description is not intended to be a comprehensive statement of procedures and responsibilities, but instead sets out the principal expectations of the school in relation to the post holder's professional responsibilities and duties. We are looking for an individual who is adaptable, flexible and willing to carry out the wide range of duties that are likely to be required to make a success of this role. The school is also constantly evolving and the post holder should expect to learn new skills and adapt to new structures as required to meet the changing needs of the school.

## Application

If you wish to be considered for this role, please complete the online support staff application form at <http://www.sevenoaksschool.org/support-vacancies/>. The form must be completed in full and submitted electronically. CV's can also be submitted but cannot replace any information on the application form which should be submitted in full.