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School Staff Instructor (SSI)

1. The SSI is the key enabler of success in a CCF Contingent. They are school employees, recruited by the school to handle the administration and logistics for the Contingent. SSIs must be approved by the RPOCs, who should be involved in the recruitment process and regardless of whether there is an Army Section.
2. The SSI enables the Contingent Commander and other CFAVs to concentrate on forward planning, delivery, assessment, and supervision of cadet activities. The SSI works directly to the Contingent Commander. The responsibilities of the SSI are:

Activity	Responsible For
Organisation (incl. Governance and Compliance)	<ul style="list-style-type: none">• Online access to all Publications and Pamphlets (MOD controlled documents explaining policy in all areas of training).• The submission of records for audit where required.• Ensuring all relevant policy is adhered to across Cadet Forces activity and equipment management.
Personnel and Administration	<ul style="list-style-type: none">• Maintaining up-to-date records for all Contingent Personnel• Administer new CFAV and Cadet joiners to a Contingent• Maintenance of Cadet Management Information Systems (MIS).• Entering weekly Parade Registers onto MIS.• Updating test results and qualifications MIS.• Entering changes to Cadet and CFAVs details.• Seeking out and booking relevant courses for both Cadet and CFAVs• Oversight and administration of events on Cadet MIS (WESTMINSTER / BADER) to ensure compliance with Policy• Linking appropriate courses to CFAVs to 'upskill' and 'up-qualify' existing CFAVs.• Linking relevant courses and competitions to appropriate Cadet and working with the Contingent Commander to ensure that appropriate arrangements are put in place for them to attend.• CFAV development. Track the training and development of both new and trained CFAVs to ensure sufficient numbers of trained and competent CFAVs to deliver the CCF Syllabi.• CFAV Governance. Be the point of control for all mandated CFAV Governance training and checks (RBT, DBS, Security Clearance, Safeguarding etc).• Making and managing bookings for external activities, including transport, training support, Defence Training Estate, stores, ammunition, and weapons.• Ensuring these bookings are maintained, up to date, correct and actioned in a timely manner.
Logistics, Medical and Finance	<ul style="list-style-type: none">• Physical maintenance and operation of Equipment and Materiel Stores.• The preparation and submission of bills to the Contingent Commander for the recovery of monies for equipment losses.• Liaison with single Service support staff for single Service clothing and equipment issue.• Checking of stores and maintenance of accurate registers to ensure that kit and equipment is not lost.• Carrying out mandated checks on weapons.• Reporting of faults, issues and damage to MOD issued equipment and weapons, and arranging for appropriate remedial action.• Ensuring all relevant inspection regimes are adhered to and correctly administered and liaison with external bodies is conducted in a timely manner where required.

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Activity	Responsible For
	<ul style="list-style-type: none"> • Carrying out weekly and monthly equipment and maintenance (i.e., ensuring weapon cleaning is carried out) checks, as required. • The control and maintenance of the Contingent clothing accounts, and records of issues and receipts for all Service Sections. • The centralisation of all demands for new clothing items due to kit losses. • The submission of bills to the Contingent Commander for kit losses. • The security of all accounts. • The control and maintenance of the Contingent Loan Stores account. • The raising of issue and receipt vouchers for all Loan Stores. • The maintenance and operation of the Loan Stores account. • Managing the collection and return of Loan Stores from the MOD or other Cadet Forces units where demanded.
Activities and Training	<ul style="list-style-type: none"> • Reconnaissance. Attending recces of proposed activities from an administrative standpoint and liaison with catering/accommodation points of contact. • Confirming and arranging Cadet activities and sServices Training Support Teams attendance. • The operation of administrative support for the Contingent during external activities. • Managing the Contingent Forecast of Events and carrying out action where required to ensure activities take place. • The recording of activities on MIS with appropriate supporting documentation and timely submission to single Service HQs where their advice, approval or assurance is required.
Security	<ul style="list-style-type: none"> • Security of all weapons and ammunition. Not all CCFs have weapons but for the majority of CCFs with RM and Army Sections this is a vital part of the SSI role in terms of the security and maintainenance of weapons. • Be the point of contact within a Contingent for all matters relating to Security.
Communications	<ul style="list-style-type: none"> • Conferences. Attendance at all Chain of Command SSI conferences and briefings, and single Service conferences as required. • Ensuring all relevant parties are always aware of relevant information. • Ensuring both Cadets and CFAVs are aware of training programs programmes, lessons and upcoming events and activities. • Disseminating information to relevant people by appropriate means where required.