

# Job description

## Description

The School Staff Instructor (SSI) will be a key enabler of success in the CCF Contingent. The SSI is central to the smooth and efficient running of the Contingent and will be responsible for managing the administration and logistics of the contingent and supporting the development of the leadership potential of both Officers and Cadets. The SSI will also have a recruitment and marketing role to play as the school sets up and establishes the contingent

## Principal Responsibilities:

The following is not an exhaustive list, and duties may vary as the role develops:

### Organisation (including Governance and Compliance)

- 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 that all relevant policy is adhered to across Cadet Forces activity and equipment management.

### Personnel and Administration

- Maintaining up-to-date records for all contingent personnel.
- Administering new Cadet and CFAV joiners to the contingent.
- Maintenance of Cadet Management Information Systems (MIS).
- Entering weekly parade registers onto the MIS.
- Updating test results and qualifications onto the MIS.
- Entering changes to Cadet and CFAVs details.
- Seeking out and booking relevant courses for both Cadets and CFAVs
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- Oversight and administration of events on the 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 Cadets 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 Syllabus.
- 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**

- Physical maintenance and operation of equipment and material stores.
- 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.
- 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**

- 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**

- 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 maintenance of weapons.)
- Be the point of contact within a Contingent for all matters relating to Security.

### **Communications**

- 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 programmes, lessons and upcoming events and activities.
- Disseminating information to relevant people by appropriate means



### Other General Responsibilities

- To attend staff meetings and Trust-based INSET as required.
- The post holder is responsible for his/her own self-development on a continuous basis, undertaking any training/professional development as appropriate.
- To be aware of and work in accordance with the Trust's child protection policies and procedures, in order to safeguard and promote the welfare of children and young people, and to raise any concerns relating to such procedures that may be noted during the course of duty.
- To remain aware of and work in accordance with all relevant Trust working practices, policies and procedures.
- To be aware of and adhere to applicable rules, regulations, legislation and procedures including the Trust's Equal Opportunities Policy and Code of Conduct, Disciplinary and Grievance Policies and national legislation (including Health and Safety and Data Protection).
- To maintain at all times the utmost confidentiality with regard to all reports, records, personal data relating to staff and students/pupils and other information of a sensitive or confidential nature acquired in the course of undertaking duties for the Trust, with due regard to General Data Protection Regulations.
- To demonstrate and promote the values of Cornwall Education Learning Trust at all times.
- To work effectively with other members of staff to meet the needs of all pupils.

### Note:

- This Job Description is illustrative of the general nature and level of responsibility of the work to be undertaken commensurate with the grade. It is not a comprehensive list of all the responsibilities, duties and tasks relating to the post.
- The postholder may be required to undertake such work as may be determined by the Headteacher/line manager from time to time, up to or at a level consistent with the main responsibilities of the job.
- This Job Description may be amended at any time in consultation with the postholder.

### SPECIAL CONDITIONS OF EMPLOYMENT

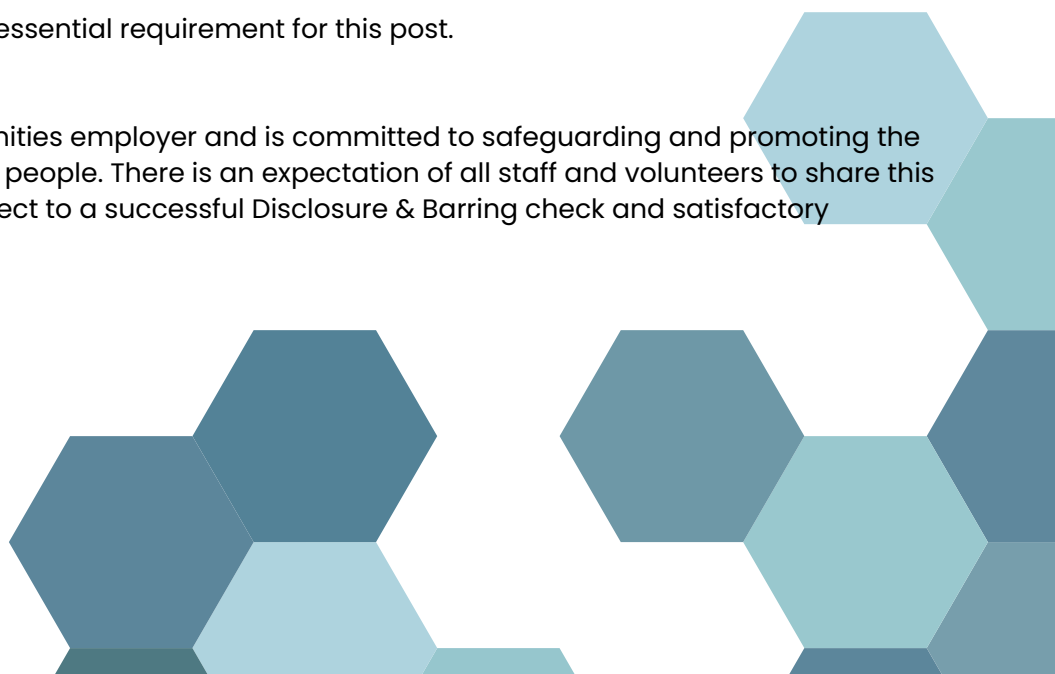
Cornwall Education Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The postholder is required to follow all of the Trust's policies and procedures in relation to safeguarding at all times, and to adhere to the statutory guidance 'Keeping Children Safe in Education'. The postholder must take appropriate action in the event that they have concerns, or are made aware of the concerns of others, regarding the safety or wellbeing of children or young people.

All offers of employment are conditional and subject to an Enhanced DBS check and, where applicable, a prohibition from teaching check will be completed for all applicants.

MOD security clearance is an essential requirement for this post.

### Safeguarding commitment:

Celt Trust is an equal opportunities employer and is committed to safeguarding and promoting the welfare of children and young people. There is an expectation of all staff and volunteers to share this commitment. This post is subject to a successful Disclosure & Barring check and satisfactory references.



# Person specification

The successful candidate will have Regular, Reserve or Cadet Force Military Experience, and hold a senior rank (e.g. SNCO or Warrant Officer status). They will have a proven record of administration, ideally in a training environment, and will demonstrate the knowledge, experience and skills to inspire, motivate and manage young people, staff and other adult volunteers. An enhanced Disclosure and Barring Service (DBS) check and MOD security clearance is an essential requirement for this post.

The post holder is expected to be flexible and adaptable to meet the demands of the CCF and the school, engaging in all duties with full commitment. In addition to normal working commitments there will be weekend and holiday commitments where a willingness to work sometimes long, odd and flexible hours, sometimes away from home, will be necessary.

The successful applicant will be someone who:

- has excellent administration, time management and organisational skills;
- has self-discipline, a sense of purpose and is passionate about making a difference to the lives of young people;
- is assertive and resilient, able to react quickly and effectively to challenges whilst maintaining an optimistic attitude; and
- has the communication skills to work effectively with young people, staff, parents and external agencies

Selection Criteria	Essential	Desirable	How Assessed
<b>Education &amp; Training</b>	<p>Good levels of competency in literacy and numeracy with GCSEs (or equivalent) of at least grade 4/grade C in English and maths.</p> <ul style="list-style-type: none"> <li>• Safeguarding training and/or qualification.</li> <li>• Range training and relevant safety qualifications e.g. Skill at Arms and/or Range</li> <li>• Management Qualification.</li> <li>• Full, valid UK driving licence. Qualified to drive minibuses, or willingness to undertake training to fulfil the requirement.</li> </ul>	<ul style="list-style-type: none"> <li>• Relevant qualifications e.g. First Aid Instructor, Drill Instructor, Adventure Training, Mountain Leader, Range Safety Officer, Duke of Edinburgh Assessor.</li> <li>• CQMS qualification.</li> </ul>	Application Form / Interview

Selection Criteria	Essential	Desirable	How Assessed
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Regular, Reserve or Cadet Force Military Experience, ideally as an Officer (e.g. SNCO or Warrant Officer status)</li> <li>• Previous experience with Cadets or young people.</li> <li>• A proven record of administration, preferably in a training environment.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working with the UK Cadet Forces.</li> </ul>	Application Form / Interview
<b>Knowledge, and Personal Competencies</b>	<ul style="list-style-type: none"> <li>• Good knowledge of the Cadet force ethos.</li> <li>• Sound knowledge of Health and Safety.</li> <li>• Computer literate (e.g. Microsoft Office).</li> <li>• Excellent administration skills (e.g. demonstrates ability to control accounts, book transport and courses).</li> <li>• Excellent time management and organisational skills (e.g. ability to prioritise effectively).</li> <li>• Good communication skills. Enthusiastic, with a confident, friendly manner</li> <li>• Self-motivating and able to work independently.</li> <li>• Assertive and resilient, able to react quickly and effectively to challenges whilst maintaining an optimistic attitude.</li> <li>• Demonstrates a non-judgemental approach and the ability to relate to young people and act as a role model.</li> <li>• Demonstrates self-discipline, a sense of purpose, and is passionate about making a difference to the lives of young people.</li> <li>• Ability to build strong and trusting relationships with both adults and young people.</li> <li>• Discreet and confidential</li> </ul>	<ul style="list-style-type: none"> <li>• Awareness of Health and Safety in a CCF environment.</li> <li>• Experience of using the Westminster MOD Database.</li> <li>• Store ACCT experience.</li> <li>• Has good contacts with the services.</li> </ul>	Application Form / Interview

Selection Criteria	Essential	Desirable	How Assessed
<b>Other work requirements</b>	<ul style="list-style-type: none"> <li>• Physically fit and able to carry out the demands of the role.</li> <li>• Strong commitment to safeguarding, wellbeing and equality.</li> <li>• Reliable and prepared to work flexible hours including weekends and week-long camps away from home. This includes ensuring that year-round alarm cover is provided for the CCF armoury and being available to attend on site if the armoury alarm activates.</li> <li>• Willingness to take on further responsibilities in the overall management of the CCF.</li> <li>• Willingness to attend further training and development courses as detailed by the Contingent Commander and CCF Stakeholders</li> </ul>		Application Form / Interview
<b>Values Related Qualities</b>	<p><b>Collaborate</b> – ability to work effectively as a team</p> <p><b>Empower</b> – ability to take initiative and problem solve in order to improve performance</p> <p><b>Leadership</b> – To lead by example and achieve shared goals</p> <p><b>Transformation</b> – ability to recognise a need for change and adapt accordingly</p>		Application Form / Interview

