



## **School Staff and Outdoor Instructor (SSI)**

Clifton College

Full-time, Term-Time Only

### **About Us**

Clifton College is a leading independent day and boarding school educating over 1,200 pupils aged 3 months to 18. Founded in 1862, the College provides an all-round education, a rich heritage with modern state-of-the-art facilities. Located in the beautiful suburb of Clifton, we lead the way as one of the best independent schools in the country.

### **What you'll be doing**

The SSI will be responsible for a dual role, combining the responsibilities of the School Staff Instructor for the Combined Cadet Force (CCF) and leading elements of the Outdoor Education program, including the Duke of Edinburgh (DofE) Award and other adventurous activities. This role requires close collaboration with the Contingent Commander and the Head of Outdoor Education to ensure safe, challenging, and rewarding experiences for pupils.

#### **Combined Cadet Force (CCF) Responsibilities:**

- **Training and Instruction:**
  - Organise and deliver CCF training, providing advice and instruction to CCF Officers and cadets.
  - Plan and conduct section training, including weekend and residential trips.
  - Run in-house training for CCF staff as required.
  - Identify and publicise external training opportunities and courses for cadets and staff.



- **Administration and Logistics:**

- Responsible for the routine administration of the CCF, including MOD equipment and buildings.
- Maintain the Westminster database for officer and cadet training details, exercise documentation, and training records.
- Organise the acquisition, ordering, issue, and re-charging of CCF uniform, stores, and resources (e.g., rations, equipment).
- Account for MOD clothing and equipment in line with MOD procedures and prepare for inspections.
- Organise the booking of transport, escort vehicles, and escorts for the transit of weapons and ammunition.
- Maintain all CCF notice boards and social media with up-to-date information.
- Submit events for the school calendar and daily bulletin.

- **Safety and Security:**

- Ultimately responsible for the safety of all cadets and staff during CCF activities, following all relevant safety regulations.
- Produce written instructions and risk assessments for all activities.
- Assume the role of CCF Unit Security Officer, responsible for the security and accountability of all weapons and ammunition held, and the physical security of CCF buildings and equipment.
- Conduct weekly, monthly, and termly checks of weapons, ammunition, and equipment.
- Maintain all assets and equipment associated with the CCF (e.g. boats).
- Take overall responsibility for the College's building and camp in Dyffryn and ensure it is maintained appropriately.



- **Events and Camps:**

- Organise and accompany CCF camps, field days, weekend exercises, dinners, and chapel services as required.
- Responsible for the organisation and administration of all CCF events.

- **Support and Liaison:**

- Act as the main point of contact for cadets and staff within the school regarding CCF activities.
- Liaise between the contingent and external bodies, including the MOD.
- Support the Contingent Commander in planning and delivering a robust CCF programme.

### **Outdoor Education Responsibilities:**

- **Duke of Edinburgh (DofE) Award:**

- Support the delivery of the Duke of Edinburgh Award, potentially acting as Centre Manager, Assessor, or Quartermaster for expeditions.
- Support DofE participation and completion rates.
- Assist with the delivery of weekly DofE training sessions to all students outside of CCF allocated time, supporting leaders in training, organisation, and planning of expeditions.
- Organise and accompany DofE Practice and Qualifying Expeditions (Bronze, Silver, and Gold).
- Act as the Bronze DofE Award Coordinator, responsible for administration, providing advice/support to participants, and tracking/recording progress.
- Maintain the DofE stores and issue clothing and equipment, including purchasing and maintenance.
- Work alongside the DofE Award Verifier to ensure records, including eDofE, are kept up to date.





- **Wider Co-Curricular Contribution:**

- Assist with Ten Tors training and the event..
- Plan and deliver adventurous activity games programmes, such as kayaking, mountain biking, and climbing, for upper school students.
- Offer support to the Games and co-curricular programme in terms where adventurous activity is not running, as directed by the Deputy Head (Co-Curriculum).
- Manage outdoor education stores and ensure staff hold appropriate qualifications and equipment is suitably stocked and safe.
- Assist with the promotion and development of Rifle shooting within the college, supporting college shooting events and camps.

The role will involve an approximate 50:50 split of time between CCF and Outdoor Education, with flexibility depending on the time of year and specific event requirements.

## **Required Qualifications & experience**

### Essential

- Skill at Arms Instructor
- Experience in planning and delivering training and adventurous activities
- Proficiency in administrative tasks, including maintaining records and managing logistics
- Understanding of safety regulations and risk assessment in outdoor and military activities
- Relevant qualifications for leading adventurous activities (e.g., Mountain Leader, kayaking instructor)
- Experience with firearms and ammunition security procedures
- Sound knowledge of military systems and processes



### Desirable

- Experience as a CCF School Staff Instructor (SSI)
- Experience in the CCF (Combined Cadet Force)
- Experience in Outdoor Education, particularly with activities like Duke of Edinburgh (DofE) Award and Ten Tors
- Experience in managing and maintaining equipment stores
- Experience with the Westminster database or similar cadet management systems
- Knowledge of DofE eDofE system
- Experience in promoting and developing rifle shooting
- Qualifications: First Aid, Unit Ammunition Storesman Course, CQMS, Shooting Range, Mountain Leader Summer
- Risk Assessment Practitioner

### **The Role**

This role reports to the Contingent Commander and is 48 hours per week during term-time with a requirement to join field weekends and expeditions. The role is term time only.



## **What's in it for you**

• Onsite gym membership with swimming pool • Pension scheme & Life Assurance • Cycle to work scheme • Confidential counselling • Employee Assistance • Opportunities for career development • Pop Up Bicycle Servicing

## **How we Recruit and our commitment to Safeguarding**

Clifton College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. That's why we apply robust selection principles to our recruitment, in line with Keeping Children Safe in Education (KCSIE).

If you're invited to interview, you'll be asked to complete an application form (but it's OK if you want to send us your CV too). Although not all the roles at Clifton College are pupil-facing, we treat all roles as regulated activity. This means we can be safe in the knowledge that we have applied the most stringent recruitment checks to safeguard our pupils.

Due to the nature of the role, you will need to complete an enhanced criminal record disclosure (DBS check) and undergo our pre-employment screening. As a regulated sector we are required to ask for references prior to interview. By applying for this role you are consenting for us to contact your referees. This role is exempt from the Rehabilitation of Offenders Act 1974 therefore you will be asked to disclose all previous convictions not exempt under amendments to the Exceptions Order 1975, 2013 and 2020.

If you join us, we will provide regular training on Safeguarding, Equality & Diversity and Health & Safety legislation to ensure that you maintain an up-to-date knowledge of these areas.

## **Equal Opportunities**

Clifton College is committed to creating and promoting a diverse and inclusive workforce that better reflects the community we are part of. Applications are welcome from all suitably qualified candidates regardless of ethnicity, gender, age or disability. We particularly encourage applications from under-represented groups.

## **How to apply**

In the first instance, send us your CV or a completed application. If you submit your CV and you're invited to interview, we'll ask you to complete an application form at this stage, which is a key requirement of Safer Recruitment within Keeping Children Safe in Education (KCSIE)