



THE ROYAL SCHOOL, ARMAGH

School Staff Instructor (SSI) COMBINED CADET FORCE

General Information:

The Royal School offers high-quality academic learning and achievement to GCSE and Advanced Level with an emphasis on the development of sound character, and the provision of high quality extra and co-curricular opportunities. The School has an expectation of high academic achievement, the pursuit of sporting and cultural excellence and concern for the pupil as a whole person, with all pupils having the opportunity to reach their full potential and develop into good citizens. There is a strong emphasis on good pastoral care and a belief that pupils should be known and cared for as individuals.

The Royal School, Armagh Combined Cadet Force contingent traces its origin to 1916 and has been in continuous existence ever since. Today it is one of the school's most popular extra curricular activities and consists of girls and boys in both air and army sections. It engages in a wide range of activities throughout the year. The contingent is well respected locally and participates regularly in civic events. Recently the contingent was on parade at a Royal Gun Salute to mark the anniversary of the accession of the King. The Lord Lieutenant's Cadet for County Armagh is often drawn from our contingent.

The school wishes to appoint an energetic, enthusiastic and creative SSI to build on the success of the outgoing SSI and continue the development of the contingent. The successful candidate will ideally have a service background and will facilitate, organise and deliver military and adventurous training to all members of the contingent. The SSI role is central to the successful running of the contingent; assisting the contingent's officers and cadet force adult volunteers (CFAVs) while promoting personal development of the cadets.

Salary, terms and conditions:

The SSI will report directly to the headmaster via the contingent commander. Appointment is subject to approval and security clearance and the successful applicant will be required to fulfil all safeguarding procedures. The successful candidate will be subject to CCF regulation AC 72133. The salary is competitive, commensurate with qualifications and experience at a rate of £16.45 per hour calculated on a seven hour day (average 21 hours per week). The annual salary will be £17,042.20 inclusive of holiday entitlement. The post will be for a maximum of 3 days per week, based on a 39 week working year (term time). There may occasionally be a need to work additional hours as may be reasonably required to meet the needs of the contingent.

The successful applicant should have good organisational skills and an ability to work collaboratively with others. The successful applicant will be encouraged to see their role as significant in school and to engage with aspects of school life beyond the CCF.

The SSI will also be able to claim up to 51 Paid Training Days (VAs) from the MoD (current rate £90.96 per day). There is also the possibility of additional hours and salary for other school roles in areas which may suit the skills and interests of the SSI.

This role and responsibility will be reviewed after a 6-month probation period. Tasks may be added or removed depending on the needs of the school and in response to National demands after consultation with the post holder.

Responsible to: The Board of Governors via the headteacher and appropriate line manager.

Application Procedure:

Candidates for the post are asked to note:

- (a) Only information on the application form will be taken into account when decisions about short-listing are made: it is therefore essential that applicants use the application form to provide the evidence that demonstrates how they believe they meet both the essential and the desirable criteria for the post.
- (b) The closing date for applications is **4pm on 05 January 2026**.
- (c) Shortlisted candidates will be invited for interview in the week beginning **19 January 2026**.
- (d) The Royal School, Armagh is an equal opportunities employer.

Essential Criteria

- Ability to effectively plan and execute all administrative and logistical requirements for an annual training programme, annual camp and weekend activities on or off site whilst adhering to deadlines.
- Experience and understanding in Army Administration (G4) procedures or equivalent. Including maintenance of stores, ordering of equipment, booking training facilities, transport and feeding.
- ICT and administrative skills commensurate with their duties including email, internet, social media, Microsoft Office Word, Excel and Power Point.
- Ability to support the officers and CFAVs of the contingent in carrying out their roles with cadets and other pupils with whom they come into contact.
- Full UK Driving Licence.
- Effective leadership skills and good communication skills (written and verbal)
- Experience of, and an empathy for working with young people.

Desirable Criteria

- Appropriate military experience at SNCO level or above in Regular or Reserve Forces.
- Army Administrative (G4) qualification, e.g. RQMS, CQMS or similar.
- Currently hold or have previously held qualifications as Skill at Arms Instructor, Range Conducting Officer and Exercise Conducting Officer.
- Experience in the organisation of adventurous training.
- Outdoor pursuits/ adventure training qualification
- Drill Instructor qualification and/or relevant experience in ceremonial parades.
- Experience as instructor in a training environment, e.g. Cadet Training Team or recruit training.
- Current appropriate qualifications in adventurous training, e.g. JSML, Climbing.
- First Aid qualification.
- Minibus driving licence.

Organisation & Structures

- Supporting the Contingent through ensuring all records, audits and returns are completed in a timely manner.
- Ensuring that the relevant policy, rules and practices are followed across all personnel administration, equipment management, and cadet activity planning and delivery.
- Monitoring and managing all communication from the MoD chain of command and co-ordinating any required response in consultation with the Contingent Commander.
- Ensuring that the wellbeing and safeguarding needs of cadets are met both in School and while at camp or off site activities.
- Reporting any accidents or incidents and maintaining risk assessments, as appropriate, following procedures laid out by Regional command.
- Monitoring and supporting staff, volunteers and cadets as appropriate.

People & Administration

- Becoming proficient with the Westminster data base
- Supporting the Contingent Commander and section commanders by ensuring that all CFAV and cadet records on Westminster are current, reviewed regularly and updated as required, including any changes in medical and/or dietary requirements or next of kin details. Creating records for new individuals and removing those who have left the Contingent.
- Supporting the Contingent Commander and section commanders by regularly monitoring CFAV mandatory checks and training and highlighting where CFAVs require or will shortly require refresher checks and/or training.
- Overseeing relevant administration and safeguarding checks for CFAVs and cadets joining the Contingent.
- Updating weekly parade attendance, external activity, course and training attendance, and qualifications gained on Westminster for CFAVs and cadets in all sections.
- Identifying and signposting appropriate activities, courses and training opportunities to CFAVs and cadets in all sections, to assist them in their development.
- Ensuring compliance with all relevant regulations.

Logistics, Finance & Medical Support

- Managing and operating the Contingent's equipment and materiel stores, maintaining accurate registers and checks of kit and equipment. Managing requests for MOD-provided equipment, ammunition and rations.
- Carrying out mandatory checks on any weapons, ammunition etc. as required based on the types held or which may come to be held by the Contingent.
- Ensuring all relevant inspection regimes are followed and correctly carried out, liaising with external organisations to carry these out in a timely manner where required.
- Carrying out regular equipment inspection and maintenance checks as required by the relevant policy, rules and practices, and ensuring that all faults, issues and damage of MOD-provided items is properly reported and fixed.
- Managing the Contingent clothing accounts, records of clothing issued and receipts for all sections, and the centralised requests for new and replacement clothing items, repairs and returns in line with the relevant policy, rules and practices.
- Supporting the Contingent Commander and/or section commanders through booking accommodation, travel, equipment, feeding and/or training facilities as required, and ensuring these bookings are maintained, up to date, correct and actioned in a timely manner.
- Supporting the Contingent Commander in managing the Contingent Grant account and any other funds that the Contingent and/or individual sections may have access to. Collecting and paying cadet contributions to messing.
- Ensuring financial probity in all matters relating to the contingent and CCF generally.

- Purchasing any necessary equipment required to support training and ensure the correct use, accounting, maintenance servicing and disposal of these items.

Activities, Courses & Training

- Supporting Contingent parade days and other activities through preparing training aids, equipment and locations.
- Supporting the Contingent through attending reconnaissance visits for proposed cadet activities from a support and administrative perspective, and liaising with relevant support, accommodation and catering teams as appropriate.
- Supporting the Contingent Commander and / or section commanders through managing events on Westminster, assisting in preparing and submitting the relevant forms and documents in a timely manner, and in updating the forecast of events.
- Supporting the Contingent Commander and /or section commanders through providing support and administration on cadet activities as required including signing for training facilities and accommodation before the event and handing back afterwards.
- Supporting the Contingent Commander and section commanders through booking CFAV and cadet attendance on activities, and in recording attendance and qualifications on Westminster.

Security, Communications & Engagement

- Managing and maintaining the security of all weapons, ammunition etc. held on the school site or in use on Contingent activities.
- Managing and maintaining the security of all Contingent kit and equipment.
- Attending relevant conferences and meetings to support the Contingent Commander and section commanders.
- Updating all members of the Contingent with new or relevant information when this is published, including CFAV and cadet activities, courses and training opportunities.

Training

- In consultation with the Contingent Commander, CFAVs and 38 CTT, plan, organise and deliver weekly training programmes in accordance with the Army Cadet Syllabus AC71101.
- In consultation with the Contingent Commander, assist promote and encourage the Contingent CFAVs to attend relevant courses to enhance the cadet experience.
- Co-ordinate the section training programmes for the CCF Army and RAF Sections.
- Conduct Skill at Arms Training including 6-monthly weapon handling tests (WHTs) and record these on Westminster.
- Ensure that all training both in the school and DTE is planned and conducted in accordance with the Army Cadet Safety Management System (ACSMS) including the preparation of Risk Assessments.

The SSI is expected to support and lead the Contingent on training weekends, working alongside the CFAVs.

General

Please note this job description is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the SSI will carry out but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headmaster.