



## School Staff Instructor Job Description

**Reports To:** Contingent Commander

**Salary:** Grade 5 SCP 9-17, £26409 – £30060 FTE (actual salary £4604 – £5264 p.a.)

**Hours:** 7.5 hours per week, term time only (39 weeks), plus up to an additional 51 days of MOD Volunteer Allowance each year. Must work on Wednesday each week during term time. Some evening and weekend work will be necessary.

### Job Purpose

To provide leadership, planning, administration, logistics, and training for our Combined Cadet Force (CCF), supporting the Contingent Commander to deliver the best possible cadet experience. This role contributes to our Trust's purpose of increasing opportunities and improving outcomes.

### Organisation (incl. Governance and Compliance)

- Ensure all relevant policy is adhered to across Cadet Forces activity and equipment management.
- Take responsibility for online access to all Publications and Pamphlets (MOD controlled documents explaining policy in all areas of training).
- Submit records for audit where required.

### Personnel and Administration

- Maintain up-to-date records for all Contingent Personnel.
- Administer new Cadet Force Adult Volunteer (CFAV) and Cadet joiners to the Contingent.
- Maintain the Cadet Management Information Systems (MIS), i.e. WESTMINSTER and BADER.
- Enter weekly Parade Registers to the MIS.
- Update test results and qualifications to the MIS.
- Enter changes to Cadet and CFAV details.
- Seek out and book relevant courses for both Cadets and CFAVs.
- Oversee and administer events on the Cadet MIS to ensure compliance with Policy.
- Link appropriate courses to CFAVs to 'upskill' and 'up-qualify' existing CFAVs.
- Link relevant courses and competitions to appropriate Cadets and work with the Contingent Commander to ensure that appropriate arrangements are put in place for them to attend.
- 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.
- Be the point of control for all mandated CFAV Governance training and checks (RBT, DBS, Security Clearance, Safeguarding, etc).

- Make and manage bookings for external activities, including transport, training support, Defence Training Estate, stores, ammunition, and weapons.
- Ensure these bookings are maintained, up to date, correct, and actioned in a timely manner.
- Design and run a CFAV recruitment and retention plan.

## **Logistics, Medical, and Finance**

- Maintain and operate Equipment and Materiel Stores.
- Prepare and submit bills to the Contingent Commander for the recovery of monies for equipment losses.
- Liaise with single Service support staff for single Service clothing and equipment issue.
- Check stores and maintain accurate registers to ensure that kit and equipment is not lost.
- Carry out mandated checks on weapons.
- Report faults, issues, and damage to MOD issued equipment and weapons, and arrange for appropriate remedial action.
- Ensure all relevant inspection regimes are adhered to and correctly administered and liaise with external bodies in a timely manner where required.
- Carry out weekly and monthly equipment and maintenance checks (i.e., ensuring weapon cleaning is carried out), as required.
- Control and maintain the Contingent clothing accounts, and records of issues and receipts for all Service Sections.
- Centralise all demands for new clothing items due to kit losses.
- Submit bills to the Contingent Commander for kit losses.
- Ensure the security of all accounts.
- Control, maintain, and operate the Contingent Loan Stores account.
- Raise issue and receipt vouchers for all Loan Stores.
- Manage the collection and return of Loan Stores from the MOD or other Cadet Forces units where demanded.
- Be a first aider and retain a current First Aid at Work or equivalent qualification.
- Drive the Academy minibus as required.

## **Activities and Training**

- Attend reconnaissance of proposed activities from an administrative standpoint and liaise with catering/accommodation points of contact.
- Confirm and arrange Cadet activities and Services Training Support Teams attendance.
- Operate administrative support for the Contingent during external activities.
- Manage the Contingent Forecast of Events and carry out action where required to ensure activities take place.
- Record activities on MIS with appropriate supporting documentation and timely submission to single Service HQs where their advice, approval, or assurance is required.
- Lead the risk assessment process for activities.
- Support the management of the Duke of Edinburgh's Award scheme.
- Lead off-site visits and undertake training for the OEAP Visit Leader qualification.
- Gain cadet and outdoor instructor qualifications to support the delivery of specialist cadet activities.
- Act as Range Conducting Officer and Exercise Conducting Officer as required.

## Security

- Be responsible for the security of all weapons and ammunition.
- Be the point of contact within a Contingent for all matters relating to Security.

## Communications

- Attend all Chain of Command SSI conferences and briefings, and single Service conferences as required.
- Ensure all relevant parties are always aware of relevant information.
- Ensure both Cadets and CFAVs are aware of training programmes, lessons, and upcoming events and activities.
- Disseminate information to relevant people by appropriate means where required.

## General Responsibilities

- Adhere to the Staff Handbook and all Academy and Trust policies.
- Comply with the Academy's safeguarding policies and procedures to ensure the wellbeing of all students.
- Participate in staff meetings, training sessions, and continuous professional development activities as required.
- Ensure all actions contribute to a safe and efficient working environment.
- Work collaboratively with colleagues to promote a positive and inclusive Academy culture.
- Be flexible and adaptable to the changing needs of the Academy.
- Uphold and promote the ethos and values of the Academy in all interactions with colleagues, students, parents/carers, and external organisations.
- Deliver exceptional customer service to students, parents/carers, and staff in all communications.
- Contribute to the development and implementation of administrative policies and procedures to improve operational efficiency.
- Maintain a high level of professionalism and confidentiality in all interactions.
- Promote and support the Academy's commitment to equity, diversity, inclusion, and belonging in all administrative practices.
- Serve as a role model through professional conduct and demeanour.

*This job description is not an exhaustive list of tasks, and the successful candidate will be expected to perform additional duties that are commensurate with the grade.*



## School Staff Instructor Person Specification

	Essential	Desirable	Assessed
<b>Qualifications</b>			
Grade C+/4+ in GCSE English and Maths or equivalent	✓		A
Clean UK driving license	✓		A
First Aid at Work qualification or willingness to complete	✓		A
OEAP Visit Leader qualification or willingness to complete	✓		A
Cadet qualifications (e.g. Short Range, SAAI)		✓	A, I
Outdoor qualifications (e.g. Mountain Leader)		✓	A, I
Duke of Edinburgh qualifications (e.g. Supervisor, Assessor)		✓	A, I
<b>Experience</b>			
Leadership experience	✓		A, I, R
Proven record of managing multiple tasks and workstreams to meet deadlines	✓		A, I, R
Administrative, budgetary, and data management experience	✓		A, I, R
Experience of working in conjunction with external agencies	✓		A, I, R
Relevant military or cadet experience		✓	A, I, R
Experience of working as a coach or instructor, or of leading volunteers		✓	A, I, R
<b>Knowledge and Skills</b>			
Strong organisational and administrative skills	✓		A, I, R
Excellent interpersonal skills and ability to work in a team	✓		A, I, R
Competent use of IT systems	✓		A, I, R
Understanding of GDPR and e-safety	✓		A, I, R
Knowledge of the CCF RAF cadet syllabus, for example in drill, skill at arms, map reading, expeditions, first aid, fieldcraft, and flight training		✓	A, I, R
<b>Values and Attributes</b>			
Commitment to the Academy's vision, values, and strategic priorities	✓		A, I, R
High expectations for all students, with a belief in their potential to achieve excellence	✓		I, R
Commitment to the wellbeing of all students	✓		I, R

Demonstrable professionalism, integrity, and confidentiality in all interactions	✓		I, R
Commitment to continuous professional development and reflective practice	✓		I, R
Resilience and adaptability in the face of changing demands and challenges	✓		I, R
Strong team player who works collaboratively to promote a positive and inclusive culture	✓		I, R
Passionate about the cadet forces and keeps abreast of current best practices	✓		I, R
Commitment to promoting equity, diversity, inclusion, and belonging in all aspects of the role	✓		I, R
Ability to serve as a role model through professional conduct	✓		I, R
Self-reliant and self-motivated	✓		I, R
Calm under pressure	✓		I, R
Approachable	✓		I, R
Strong attention to detail	✓		I, R
Dependable and tenacious	✓		I, R
Resourceful and willing to accept responsibility	✓		I, R

A = Application Form, I = Interview, R = Reference