

School Staff Instructor at St Paul's School for Girls

Post Title:	School Staff Instructor (SSI)
Name:	
Grade:	SCP 15 to 19
Salary:	£29,093 to £31,067 (£14,546 to £15,533)
Hours:	16.25 hours per week (Tuesdays & Thursdays mandatory)
Additional:	Term time plus 2 full weeks (Sat to Sat) & 3 weekends per year
Allowances:	Up to 51 days MOD allowance (currently £74.80 per day paid by the MOD direct) Travel & accommodation allowance
	To support the Leadership Team in promoting the Catholic ethos, Mission, Aims and objectives of the school.
Purpose:	<ul style="list-style-type: none"> - The SSI is the key enabler of success in a CCF Contingent, recruited by the school to handle the administration and logistics for the Contingent. - 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.
Reporting to:	1 st - Contingent Commander 2 nd – Head Teacher (Head of Establishment)
Liaising with:	SLT, school teaching/support staff, parents, RAF & Army Cadet Training Team including other key stakeholders.
Disclosure level	Enhanced DBS, BPSS and SC
MAIN (CORE) DUTIES	
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. - 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 maintenance 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 programmes, lessons and upcoming events and activities. - Disseminating information to relevant people by appropriate means where required.
Staff Development:	<ul style="list-style-type: none"> - To take part in the school's staff development programme by participating in arrangements for further training and professional development. - To continue personal development in the relevant areas - To engage actively in the Performance Management Review process.
Management of School Information:	<ul style="list-style-type: none"> - To maintain appropriate records and to provide relevant accurate and up-to-date information for MIS, registers, etc. - To complete the relevant documentation to assist in the tracking of students.

Communications:	<ul style="list-style-type: none"> - To communicate effectively with the parents of students as appropriate. - Where appropriate, to communicate and co-operate with persons or bodies outside the school. - To follow agreed policies for communications in the school.
Marketing and Liaison:	<ul style="list-style-type: none"> - To take part in marketing and liaison activities such as Open Evenings Parents Evenings, Review days and liaison events with partner schools. - To contribute to the development of effective subject links with external agencies.
Pastoral System:	<ul style="list-style-type: none"> - To liaise with a Pastoral Leader to ensure the implementation of the school's Pastoral System
Other Specific Duties:	
<ul style="list-style-type: none"> • To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example. • To support the school in meeting its legal requirements for worship. • To promote actively the school's corporate policies. • To continue personal development as agreed. • To comply with the school's Health and safety policy and undertake risk assessments as appropriate. • Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. • To undertake any other duty as specified by the Head Teacher and Contingent Commander. <p>Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.</p>	

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date shown, but following consultation with you, may be changed by management to reflect or anticipate changes in the job which are commensurate with the salary and job title.

Date

Signed:

Signed: