



## DEAN CLOSE FOUNDATION



Dean Close Kingham Hill School, is an independent boarding school, an organisation with a distinctive Christian ethos.

The School's Combined Cadet Force, is a busy and engaging unit in the South East region.

We now have the following part-time vacancies:

### **School Staff Instructor (3 days per week with potential for 4 days a week after handover)**

The CCF School Staff Instructor is a key member of the KHS CCF team. The SSI is responsible for the efficient operation of the CCF HQ & administrative support to the Contingent Commander, Head of Sections and other Cadet Force Adult Volunteers (CFAVs) with the aim of producing a fantastic Cadet experience

### **Officer Commanding Army Section (0.5 days per week)**

This role will command, control and administer the Army Section of the CCF Contingent in order that cadets meet the requirements of the CCF Army Section training syllabus.

We would support and encourage applicants applying for both roles with the objective of fulfilling the responsibilities of both. Applicants should be aware that we cannot consider an application unless the standard application form has been filled in completely. Please be aware that your application form should include your full employment history and any previous employer may be approached by the School. Incomplete application forms may be returned.

Further information, including a Job Description and an application form can be found on our website:

[www.kinghamhill.org.uk](http://www.kinghamhill.org.uk) or, contact:

**Human Resources, Dean Close Kingham Hill School**

**Chipping Norton, OX7 6TH Tel: 01608 658999 E-mail: [hr@kinghamhill.org](mailto:hr@kinghamhill.org)**

*DCKHS is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Applicants for the above post must be willing to undergo child protection screening, including reference checks with previous employers, prohibition checks and a criminal record check via the Disclosure and Barring Service. Any employment offer will be subject to the successful completion of these background screening checks.*

<b>Job Title</b>	School Staff Instructor (SSI), Combined Cadet Force (CCF)
<b>Reporting to</b>	Contingent Commander at Dean Close Kingham Hill School
<b>Department</b>	CCF
<b>Hours of work</b>	3 days per week with potential for 4 days a week after handover. Hours to be agreed in line with parade afternoons, training days, camps and related activities.
<b>Start Date</b>	September 2025
<b>Location</b>	Dean Close Kingham Hill School

<b>Purpose of Job</b>	The CCF School Staff Instructor is a key member of the KHS CCF team, helping us to remain a busy and engaging unit in the South East region. The SSI is responsible for the efficient operation of the CCF HQ & administrative support to the Contingent Commander, Head of Sections and other Cadet Force Adult Volunteers (CFAVs) with the aim of producing a fantastic Cadet experience
<b>Main Duties and Responsibilities</b>	<ul style="list-style-type: none"> <li>To work under own initiative but being accountable to the Contingent Commander.</li> <li>To work closely with the Contingent Commander and OC Army and RAF Section's to move forward with the development of the CCF.</li> <li>To assist with the week to week running of the CCF including attending weekly training, weekend training and camps and be instrumental in the planning of training.</li> <li>Be available to drive a stores van or minibus on CCF camps &amp; exercises</li> <li>To perform the necessary admin to keep the CCF running safely and current with MOD policies.</li> <li>Mandatory attendance at all required CCF events including Recruits and summer camp, JNCO Cadre and overnight exercises. To complete all associated administration and training programmes as directed by Contingent Commander. This will include bids for training facilities, stores, equipment, transport, food and accommodation and attendance at camp and training area conferences as necessary.</li> <li>Prepare risk assessments, range and exercise documentation as required for contingent training.</li> <li>To teach, instruct and advise all staff and cadets on military matters, including range work, drill and ceremonial and be the main military presence within the CCF.</li> <li>To be routinely available at break and lunchtimes to CCF staff and cadets for CCF related issues e.g. kit issue, exchange and replacement.</li> <li>To act as quartermaster and be responsible for the ordering, issuing and maintenance of clothing and equipment including maintaining accurate registers to ensure that kit and equipment is not lost.</li> <li>Liaison with single Service support staff for single Service clothing and equipment issue.</li> <li>Assist the Contingent Commander in maintaining financial records for both public &amp; non-public funds</li> <li>The preparation and submission of bills to the Contingent Commander and Bursary for the recovery of monies for equipment losses.</li> <li>To carry out inspections of weapons/ammunition and service/repair where necessary.</li> <li>To act as on call for the armoury should the alarm activate (a call out fee plus overtime is available to cover such eventualities);</li> <li>To purchase (with the Contingent Commander) and maintain items required for training.</li> <li>To crate and submit termly recharges for cadet subs and bills</li> <li>To keep Westminster and Bader (army and RAF cadet databases) up to date with cadet/staff qualifications, attendance and camp details</li> <li>CFAV Governance. Be the point of control for all mandated CFAV Governance training and checks (DBS, Security Clearance, Safeguarding etc).</li> </ul>

	<ul style="list-style-type: none"> <li>• To assist the teaching and testing of cadets and staff on skill at arms and Weapons Handling Tests.</li> <li>• To liaise with HQ Land, Brigade and other military establishments as and when required.</li> <li>• To undertake visits and journeys deemed appropriate by the Contingent Commander on contingent business.</li> <li>• To update standing orders, regulations and training manuals etc.</li> <li>• To attend courses appropriate to the duties of SSI. This includes achieving and maintaining qualifications as appropriate to the role of SSI e.g. Range Management, Skill at Arms, Ammo Storekeeper, Dangerous Goods etc...</li> <li>• To coordinate and organise attendance on military and adventure training courses for adults and cadets.</li> <li>• To be responsible for the administration and supervising of all MoD inspections (LEA, MEI, weapons, armoury, magazine, range, security, fire etc), undertake the duties of Unit Security Officer.</li> <li>• To assume responsibility for other CCF facilities, stores, and any inspections, namely the obstacle course and associated equipment, Skills House, laser and paintball equipment.</li> <li>• Ensuring all relevant parties are always aware of relevant information</li> <li>• To assist with any other duties associated with the Contingent deemed appropriate by the Contingent Commander.</li> </ul>
<b>Line management duties and responsibilities</b>	<ul style="list-style-type: none"> <li>• This role has no direct reports</li> </ul>
<b>Financial Responsibility</b>	<ul style="list-style-type: none"> <li>• This role holds no financial responsibility.</li> </ul>

Person Specification	
ESSENTIAL	DESIRABLE
<b><u>Qualifications</u></b> <ul style="list-style-type: none"> <li>Before, or within 12 months of, start date hold and remain current with the following Cadet Force qualifications, or Armed Forces equivalent: <ul style="list-style-type: none"> <li>Short/Long Range - (SA (LR) (07) Cadet)</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Before, or within 12 months of, start date hold and remain current with the following Cadet Force qualifications, or Armed Forces equivalent: <ul style="list-style-type: none"> <li>Exercise Co-Ordinating Officer - (SA (M) (07) Cadet)</li> <li>Skill At Arms (SAAI)</li> <li>First Aid at Work (Min 18 Hours)</li> </ul> </li> <li>Must also have a desire to gain further qualifications that will benefit the Contingent.</li> </ul>
<b><u>Experience</u></b> <ul style="list-style-type: none"> <li>Must have prior Cadet Force or Armed Forces experience.</li> </ul>	<ul style="list-style-type: none"> <li>Experience of undertaking admin or previously acting in an SSI capacity for Cadet/Armed Forces is desirable</li> </ul>
<b><u>Skills</u></b> <ul style="list-style-type: none"> <li>Be loyal, honest, trustworthy and reliable</li> <li>Enthusiastic, highly motivated and well-organised</li> <li>Confident, proactive with a helpful and flexible approach</li> <li>Able to demonstrate initiative and creativity</li> <li>Ability to work well in a team and alone, with minimum supervision, maintaining a professional and enthusiastic approach</li> <li>Ability to communicate effectively with all colleagues</li> <li>Strong desire to improve knowledge</li> </ul>	
<b><u>Personal qualities, attitude, and behaviours</u></b> <ul style="list-style-type: none"> <li>Work towards and support the Dean Close Foundation stones/values of; <ul style="list-style-type: none"> <li>love</li> <li>courage</li> <li>contribution, allowing those around you to flourish.</li> </ul> </li> <li>Demonstrate and develop the following skills: <ul style="list-style-type: none"> <li>Critical Thinking</li> <li>Compassion</li> <li>Creativity</li> <li>Collaboration</li> <li>Communication</li> </ul> </li> <li>Support and contribute to the Foundation's responsibility for safeguarding pupils.</li> <li>Work within the Foundation's health and safety policy to ensure a safe working environment for staff, students, and visitors.</li> <li>Promote equality of opportunity for all students and staff, both current and prospective.</li> </ul>	

The post holder may be required to perform duties other than those given in the job description for the post from time to time. The particular duties and responsibilities attached to posts may vary from time to time without changing the general character of the duties or the level of responsibility entailed.

The Dean Close Foundation is committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

