

Cadet Force Adult Volunteer

Wednesday afternoons in term time



TONBRIDGE
SCHOOL



JOB DESCRIPTION

Job Title	Cadet Force Adult Volunteer
Reporting to	CCF Adjutant
Main Purpose	To assist in the delivery of CCF sessions during Wednesday Afternoon Activities

MAIN DUTIES

- Support the Contingent Commander and the CCF Adjutant in running the CCF.
- Attend and coordinate Field days, exercises including overnight exercises, camps and trips.
- Take an active role in the continued safety of the CCF activities.
- Drive School vehicles including minibuses and MOD vehicles when required.
- Assist in other duties associated with the CCF when deemed by the Contingent Commander or Adjutant.
- Be proactive in promoting the CCF across the School, be willing to deliver effective presentations to staff and students.
- Attend planning and other staff meetings, as appropriate.
- Undertake any reasonable request or other related duties as required by your line manager.

CONFIDENTIALITY

The successful candidate must maintain the confidentiality of information regarding the School, its staff and its business. Information must not be communicated to other persons in or outside the School except in the recognised course of their duties.

CHILD PROTECTION

The post-holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom he or she is responsible, or with whom he or she comes into contact will be to adhere to and always ensure compliance with the School's Safeguarding and Child Protection Policy. If in the course of carrying out the duties of the post the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the School he or she must report their concerns to the Designated Safeguarding Lead or to the Headmaster.

PERSON SPECIFICATION

Skills and Abilities

- Good verbal communication skills with an ability to deal with a wide range of people including School staff, boys and stakeholders in a professional and friendly manner.
- Well-organised, flexible and professional approach.
- Awareness of issues involved in working within an educational environment.
- Ability to work on own initiative and also as part of a team.
- A 'can do' attitude and positive outlook.
- A high degree of motivation, initiative, and drive.
- Professionalism and discretion in handling sensitive information.

Qualifications

- Desirable: Basic Instructor Course; Skill at Arms Instructor; Range Qualifications; D1 minibs licence.
- The School can support volunteers to gain required qualifications via the CCF.

Experience and Knowledge

- A career in the Armed Forces (Regular or Reserve) or experience within the Cadet Forces would be advantageous but is not essential

HOURS OF VOLUNTEERING

Wednesday afternoons during term time from 2pm to 4pm, with assistance at other times as agreed and required.

Tonbridge School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to any post, including checks with past employers and the Disclosure and Barring Service.

APPLICATION PROCESS

SUBMITTING AN APPLICATION

Full details and an application pack may be found at: www.tonbridge-school.co.uk/jobs

Apply via our online application form or send your completed application form to: hrdept@tonbridge-school.org

Closing Date: Friday 7 November at 12noon

We reserve the right to interview and appoint prior to the closing date for applications, so early applications are encouraged.