



WORKSOP COLLEGE

Senior Staff Instructor (SSI), & Combined Cadet Force (CCF)





Welcome

Worksop College and Ranby House; one community set across two schools - educating children from age two to eighteen. We're proud of being a broad-ability school - with a focus firmly on progress, recognising that every child has their own set of skills and abilities, whether it be academic, sporting, musical or otherwise. We believe that education is about more than the flight towards academic success, but about human flourishing.

We want our pupils to be the very best version of themselves. If they are destined to attend an established University, here is where they will flourish, or if they are an outstanding sportsman, here is where they will hone their skills. Perhaps they are a talented artist or musician, here is where they'd perfect their craft, but if these talents are yet to be revealed, here is where they'll be discovered.

We are a remarkable school, in a stunning setting, with exceptional facilities and a talented teaching staff. At our school, what matters is the individual, their aspirations and their future.



Our Value System

A golden thread that links from our school motto, right through to our pupil charter - our value system is a way of life. From the way we recruit, to the business decisions we make, teaching styles to personal development reviews, our value system is a blueprint for the way we behave and the vision we have for our pupils.

Our Motto

Semper ad Coelestia
Always to the Heavens

Our Vision

We support, encourage and challenge - creating exceptional people who leave with confidence, resilience and humility

Our Values

Integrity

Compassion

Dedication

Our Learners

Independent, Adaptable, Resilient

A community with an extraordinary history and an exciting future.



At Worksop College and Ranby House, we unite as one community spanning two distinguished schools. Proudly non-selective and inclusive, we cater to students aged 2 to 18, nurturing a diverse range of talents and abilities. With a steadfast commitment to progress, we acknowledge that each child possesses unique strengths, whether academic, athletic, artistic, or beyond. Our ethos goes beyond academic achievement; we champion holistic development and the flourishing of every individual.

Nestled amidst 350 acres of picturesque North Nottinghamshire countryside, Worksop College provides a safe, tranquil learning environment. Adjacent to the revered Clumber Park, we enjoy proximity to Junction 30 of the M1 and a mere 90-minute train journey from London. Drawing students from Nottinghamshire's towns and villages, as well as neighbouring cities like Sheffield, Lincoln, and Doncaster, our comprehensive transport network ensures seamless access for all.

We aspire for our students to realise their full potential. Whether destined for esteemed universities, sports arenas, or the stage, Worksop College and Ranby House serve as the nurturing grounds where talents are cultivated. Here, every individual is valued, their aspirations honoured, and their future empowered.





Job Purpose

The Combined Cadet Force (CCF) at Worskop College is a key part of the school's co-curriculum provision. The Senior Staff Instructor (SSI) plays a vital role in the success and operation of the Worskop College Combined Cadet Force (CCF). Working closely with the Contingent Commander, the SSI will provide both operational and administrative support, ensuring the safe and effective delivery of cadet training in accordance with MOD and school policy. The postholder will bring strong leadership experience, ideally as an ex-Regular, Reserve or Cadet Force Adult Volunteer, with an understanding of military ethos, youth development, and safeguarding within an educational environment. The following requirements, whilst being comprehensive, are not exhaustive and may be amended by agreement between the Contingent Commander and the SSI and will need to be adjusted following any CCF Regulations amendments.

Contribution to the D of E Programme is part of this role and a mountain leader qualification (or desire to obtain one) would be an advantage.

Main Responsibilities

Range Manager

- Act as Range Manager and Health and Safety Adviser for Worksop College Small-Bore Range
- Manage and control the use of the School Small-Bore Indoor Range and to plan the maintenance programme in preparation for all Home Office approved inspections. Carry out mandatory monthly range inspections and personal inspections before/after shooting, record all items for repair/maintenance and perform minor repairs.
- Submit improvement details to MOD Range Inspectors Department (LTAR).
- Carry out Health & Safety inspections of range.
- Record and book all range days for CCF, School and external club use.
- Record, maintain and present for inspection to the relevant authorities all range logs, safety certificates, inspection reports, range operating licence and ledgers.
- Supervise and inspect work carried out by MOD funded lead cleaning contractors as required by Health & Safety.
- Amend Range Standing Orders in the light of any new/updated procedures/safety issues.
- Repair and maintain CCF and school targetry

Administration and Compliance

- Maintain accurate personnel and training records on Westminster (Army) and Cadet Portal systems.
- Support officers and adult volunteers in updating and managing cadet data and attendance.
- Ensure all MOD and school policies, including Health & Safety and Safeguarding, are fully adhered to.
- Prepare reports and documentation for inspections, audits, and MOD compliance.
- Liaise with CCF HQ, the Cadet Training Team, and school departments to ensure smooth communication and delivery of training.
- Maintain School and Cadet Databases relating to the CCF.
- Use Westminster, AIMS and SOCS to obtain cadet records, administrate events and record attendance as required. Maintain up to date records of CCF officers and Staff SNCOs, to include length of service, courses undertaken, promotions, qualifications and any other relevant details.
- Complete weekly parade registers.

Training and Operations

- Support the planning, delivery, and supervision of weekly parades, field days, and annual camps.
- Ensure all training activities meet the Safe System of Training (safe people, safe place, safe equipment, safe procedures).
- Advise and mentor CCF staff and cadet NCOs on leadership, discipline, and training delivery.
- Assist with risk assessments, exercise planning, and logistics including transport, equipment, and rations.
- Attend and support key CCF events, including weekend exercises and overnight camps.

Stores, Equipment, and Safety

- Manage the CCF stores and quartermaster duties, ensuring accountability of all equipment.
- Maintain the security and control of arms, ammunition, and uniforms in line with MOD and school regulations.
- Ensure all training and range activity documentation is accurate and compliant.
- Conduct regular inspections and maintain records for equipment and facilities.

Cadet Development and School Engagement

- Promote the CCF ethos across the school, encouraging participation and engagement.
- Provide guidance, mentorship, and leadership training to cadets.
- Support the school's broader enrichment and co-curricular programmes, including Duke of Edinburgh's Award if required.

Parade Days

- Assist with the planning and preparation of the relevant training programmes.
- Maintain a high standard of turnout, behaviour and discipline.
- Ensure that NCOs carry out designated tasks.
- Teach the Army Cadet Syllabus 21 as required.
- Be available for evening and/or weekend training sessions as required and ensure the quality of instruction by officers and cadet NCOs.
- Weekend Exercises/Field Days and Camps Attend weekend exercises, camps, term-time field days and occasional training days and parades as required.
- Plan and write training exercises as required, and review content of the weekend training exercises prior to submission to Training Safety Advisor.
- Assist staff with the writing of risk assessments and manage the bookings and all aspects of planning for training events including accommodation, transport, feeding and equipment.
- Manage logistics whilst on camps including use of hired transport and equipment care.
- Complete Authority to Train requests and submit for approval and the procurement of additional stores, including collection and delivery, and local purchase where applicable e.g. rations and loan equipment.
- Be involved in the reconnaissance of training areas and attendance at training area conferences.

Person Specification

Criteria	Essential	Desirable
Qualifications	Ex-Regular, Reserve or Cadet Force Adult Volunteer background. Range Safety and Skill at Arms qualifications (or willingness to achieve). Full UK Driving Licence. Current First Aid qualification (or willingness to obtain).	Additional driving entitlements (e.g. D1, minibus). Adventurous Training or Fieldcraft qualifications. Instructor or Teaching qualifications.
Experience	Line management of staff Demonstrable experience within the Armed Forces, Cadet Forces, or similar youth leadership environment. Experience delivering training or instruction in a structured or educational setting.	Prior experience as a CCF SSI or equivalent within an educational institution. Experience supporting or teaching young people in schools or colleges.
Knowledge	Strong understanding of the Cadet ethos and MOD processes. Competent user of Westminster and Cadet Portal platforms (or demonstrable ability to learn). Awareness of Safeguarding and Health & Safety in youth environments.	Knowledge of Worksop College or independent school CCF operations.
Skills	Excellent organisational, administrative, and communication skills. Proficient in Microsoft Office (Word, Excel, Outlook, Teams). Ability to lead and motivate both young people and adult volunteers. Excellent organisational and administrative skills. - Demonstrate good communication skills and have an approachable and friendly manner. Excellent team working skills. Demonstrate the ability to solve problems and be flexible, and adaptable in their approach to work Display a willingness to learn and develop. Commitment to support students to achieve and develop Ability to deal efficiently with multiple tasks, prioritise them, delegate appropriately and communicate clearly.	Experience using school systems or databases.
Personal Qualities	Professional, disciplined, and adaptable approach to work. Strong interpersonal skills with a collaborative mindset. Commitment to the values of teamwork, respect, and leadership.	Positive role model who demonstrates initiative and resilience.

Hours and Conditions

- Part-time, 2 days per week (approx. 15 hours).
- Some evening and weekend work will be required for camps, parades, and events.
- Employment subject to MOD security clearance and Enhanced DBS check.
- Pension scheme and access to school facilities included.





Benefits of working with us

Working at Worksop College is as much about a lifestyle choice as it is about pursuing a satisfying career path. We have high expectations of our staff and reward with an attractive benefits package, which includes:

- Fee concessions for your children
- Workplace pension scheme
- Access to gym, sports hall and swimming pool
- Free lunch provided when on duty with tea and coffee available throughout the working day
- Free onsite parking

Application Process

All applicants must complete an application form along with a completed Staff Suitability Declaration form and a covering letter. Under the Schools safer recruitment policy, we are not able to accept CVs and incomplete application forms will not be considered. Please refer to the job description for the role to help you complete your application form. Please also send us a covering letter detailing what you feel you can bring to the role if you are successful.

All shortlisted candidates will be reference checked prior to their interview and if successful will have an enhanced Disclosure and Barring Services check to ensure that they are cleared to work within a School.

Full details of the process for the interviews will be sent out prior to interviews taking place.





Statutory requirements & equal opportunities

Safeguarding & Child Protection

For this post applicants must be willing to undergo child protection screening, including, but not limited to, reference checks with previous employers, prohibition checks and a criminal record check via the Applicants Disclosure and Barring Service (including Barred List Check). All offers of employment are conditional upon the satisfactory outcome of child protection screening checks.

Disclosures

We will appoint, train, develop and promote on the basis of merit and ability alone. It is a stipulation of the Governors and a statutory requirement that members of staff appointed to Worksop College should be shown not to have any criminal record, which might prevent them accepting a post at the College. Accordingly, the College requires permission from all members of staff to make an appropriate investigation. Offers of employment are subject to a satisfactory outcome of this enquiry.

The post is exempt from the Rehabilitations of Offenders Act 1974 and the School is therefore permitted to ask job applicants to declare all convictions and cautions (including those which are “spent” unless they are “protected” under the DBS filtering rules) in order to assess their suitability to work with children.

Equal Opportunities

Worksop College is an equal opportunities employer and is committed to a policy of treating all our employees and job applicants equally. It is our policy to take all reasonable steps to employ and promote employees on the basis of their abilities and qualifications without regard to age, disability, sex, gender reassignment, pregnancy, maternity, marital or civil partnership status, race (which includes colour, nationality and ethnic or national origins), sexual orientation, trade union membership, religion or belief.



Getting to Us

By Road

Worksop College is easily accessible by all major roads and just 10 minutes from junction 23 of the M1. If driving, please use S80 3AP for your Sat Nav. The AA's online route planner is a useful way of determining the route and distance ahead of your journey. For Ranby House School (located just 15 mins away), please use DN22 8HX

By Rail

Retford station is approximately 15 minutes away and the journey will take less than 1.5 hours from Central London.







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