



SIR JOHN NELTHORPE SCHOOL

A Community Empowered

RESPECT - RESILIENCE - INTEGRITY



JOB DESCRIPTION AND EMPLOYEE SPECIFICATION

Job title: School Staff Instructor (SSI)	Directorate: Education
Post number:	Division: Schools
Grade: 4	Section/team:

Overall purpose of job:

To support the Contingent Commander in the running and administration of the Combined Cadet Force (CCF) at Sir John Nelthorpe School. The SSI will play a key role in leading, developing and expanding the CCF into an outstanding cadet unit. The SSI role is central to the smooth and efficient running of the Contingent providing administrative support to the CCF enabling the smooth running of both weekly training sessions in school and also camps and activities away from the school site. The SSI will support planning and assist with training / instruction to the CCF staff and cadets.

Post holders will be expected to be flexible in undertaking the duties and responsibilities attached to their post and may be asked to perform other duties, which reasonably correspond to the general character of the post and are commensurate with its level of responsibility.

Main responsibilities:

- To support the Contingent Commander in running the CCF.
- To provide administration for the CCF.
- To organise and deliver military training to the CCF.
- Support motivation of staff and cadets to develop their own military and adventurous training skills
- Organise appropriate training and keeping records on individuals.
- To use the national cadet database (Westminster) to coordinate and plan consistent progress across all aspects of the training process.
- Maintaining environments and equipment in accordance with Joint Services Publications.
- Carrying out general administration and maintenance duties, ensuring the efficient day to day running of the CCF.
- To play a full part in the life of the school community and to support its distinctive mission and ethos.
- To encourage pupils to follow this example. To actively support school policies.
- Any other duties commensurate with the role as directed by the Headteacher.

Equipment & Administration

- Responsibility for the issue, care, maintenance and accountability of all Ministry of Defence and CCF equipment.



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- Action all correspondence, emails and telephone calls and act as the main point of contact in the absence of the Contingent Commander
- In liaison with the Contingent Commander, process claims for volunteer allowance for Cadet Force Adult Volunteers
- Process applications for Cadet Force Adult Volunteers and Cadets to attend military and Cadet Adventurous Training Courses
- Act as liaison with sponsor unit and the Cadet Training Teams
- Actively promote and support the CCF in school and the wider community

Security

- Maintain weapon and ammunition accounting, physical security issues and serviceability
- Be responsible for conduct of Equipment Care and Mandatory Equipment Inspections as required
- Maintain records and supervise the issue and return of weapons and ammunition
- Act as Unit Security Officer
- Conduct the annual Establishment Security Self-Assessment with the Contingent Commander
- Assist with the safety of all expeditions.

Training:

- Support Cadet Force Adult Volunteers for their Officer's Initial courses at Service Headquarters
- Prepare Cadet Force Adult Volunteers for courses
- Prepare cadets for training courses where appropriate
- Provide opportunities for cadets to take part in CCF competitions.
- Assist with the production and implementation of training programmes for the CCF
- Process military paperwork and liaise with service Headquarters, attend miscellaneous CCF training events as and when required
- With the Contingent Commander, prepare the Contingent for its Annual Review and Biennial Inspection events and other public parades such as Remembrance Day

Annual/Biennial/Administration Inspections:

- Assist the Contingent Commander in development and delivery of Annual Review and Biennial Inspection Parades
- Assist Cadet Force Adult Volunteers in preparing for annual administrative inspections by Service Headquarters
- Maintain records and logs as appropriate for all types of inspections



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Knowledge, skill and experience required:

- Regular, Reserve of Cadet Forces Background at SNCO / Commissioned Officer level
- An effective, well organised and efficient administrator
- Excellent computer literacy
- Excellent communication skills (including written, oral and presentation)
- Understanding of the ethos of the CCF
- Ability to follow instruction & Procedures
- Following procedures
- Ability to meeting expected deadlines
- Determination to develop a skill set to meet the needs of the school and the cadets
- Resilience, the ability to work work calmly under pressure and be able to meet deadlines
- Ability to think creatively and to prioritise effectively
- Excellent interpersonal skills
- Able to lead a team
- Discreet and confidential
- A commitment to the School vision & values
- Hold a full driving licence including D1 and D1E
- Be prepared to undertake training and further qualifications to develop the role

Creativity and innovation:

- Will be required to work to the changing environment in a school and ensure that plans are suitable for the environment and conditions ensuring that all activities are undertaken in line with school Health & Safety requirements.

Decision making:

- Limited opportunity for any critical decision making as work is carried out under clearly defined rules and procedures with clear and established options

Contacts and relationships:

- Contingent Commander – daily
- Pupils & Students – daily
- MOD & external agencies – weekly
- School staff – daily



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Responsibility for resources:

Financial resources – None

Physical resources: Tools/materials/vehicles – Will be expected to maintain an accurate inventory of uniform and equipment used by the CCF using a system to ensure equipment location is logged at all times.

Buildings – None

WORK ENVIRONMENT

Work demands:

The job is based in a school and can be subject to regular and unscheduled change due to the needs of the pupils and staff. Employees should be prepared to change scheduled tasks to meet the needs accordingly which may be at short notice. Will need to work to strict deadlines and produce reports in accordance with MOD schedules

Physical demands:

The job requires a level of physical fitness appropriate for those in regular, reserve or cadet forces at SNCO/commissioned officer level. Physical activity will involve carrying out drills and exercises with the cadets.

Working conditions:

School environment – indoors whilst performing administrative tasks

School field / outdoors – when performing training /

External training camps – outdoor and indoor

Around 50% indoors and 50% outdoors

May be inclement weather when working outdoors – suitable clothing will be provided by the MOD

Work context:

At risk when dealing with behavioural and confrontation issues with pupils

Risk assessments for the CCF activities undertaken are all provided by the MOD



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Position in organisation:

Indicate how many staff the post is directly accountable for: None

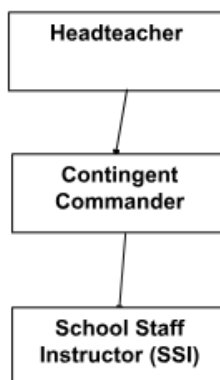
Are posts in more than one location? No

Is this at the same site? Are the posts managed highly mobile?

Is the supervision/management shared with another post in the structure? No

Please indicate which post(s). N/A

You must provide an organisation chart that shows where the job sits within the structure. This should be a simple diagram but with enough detail to put the job into context, i.e. the post holder may manage different groups of staff undertaking different tasks. The chart must show the job in question, the job to which it reports, those jobs which report alongside it and subordinate posts.





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ESSENTIAL CRITERIA	ASSESSED THROUGH:
Knowledge, Skills and Experience	Application form (follow up at interview)
- Regular, Reserve of Cadet Forces - Background at SNCO/Commissioned Officer Level	
Knowledge, Skills and Experience	Interview
- Be prepared to undertake training and further qualifications to develop the role - An effective, well organised and efficient administrator - Excellent computer literacy - Excellent communication skills (including written, oral and presentation)	
Education, Training and Qualifications	Original documents
- Hold a full UK Driving Licence including D1 & D1E - The position is subject to satisfactory Enhanced DBS Certification	
Working Arrangements	Interview
- Following instruction - Following procedures - Meeting expected deadlines - Determination to develop a skill set to meet the needs of the school and the cadets - Resilience, the ability to work calmly under pressure and be able to meet deadlines - Ability to think creatively and to prioritise effectively - Excellent interpersonal skills - Able to lead a team - Discreet and confidential - A commitment to the School vision & values	



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DESIRABLE CRITERIA	ASSESSED THROUGH:
Knowledge, Skills and Experience	Application form (follow up at interview)
• An active member of a CCF / ACF or similar • Exercise conducting officer	
Knowledge, Skills and Experience	Interview
• Experience of working with young people • Understanding of the ethos of the CCF • Knowledge of DoE Awards • Outdoor education qualification • Range management qualification • Skill at arms instructor • First Aid Trained	
Education, Training and Qualifications	Original documents
• Hold a full UK Driving Licence including D1 & D1E • The position is subject to satisfactory Enhanced DBS Certification	
THIS POST IS SUBJECT TO:	
Disclosure of convictions under the Rehabilitation of Offenders (Exemption) Act 1974	
Yes/No	
Political restriction	
Yes/No	
The ability to speak fluent English under the Immigration Act 2016	
Yes/No	