

AVANTI HOUSE SECONDARY SCHOOL

Job Description

JOB TITLE:	School Staff Instructor (SSI)
HOURS:	Up to 5 days per week ,(determined during interview) term time mainly with some weekend and holiday working
REPORTS DIRECTLY TO:	Contingent Commander
OTHER REGULAR RELATIONSHIPS:	Teachers, Students, Support staff

JOB PURPOSE: To assist with the running and organisation of the CCF Contingent at the School and to participate fully in CCF activities. On days when not assisting with Contingent, to assist the School with various duties as appropriate.

MAIN RESPONSIBILITIES - CCF

In addition to attending all required training, they shall be responsible for the following. Note: this list is not exhaustive:

Administration

Stores Accounts

- The management of the Contingent clothing accounts, including auditing and managing demands for new/replacement clothing items and recovering costs of kit losses.
- The control and maintenance of the Contingent loan stores, ammunition, and ration accounts as well as physical collection and return of stores.
- The raising of issue and receipt vouchers for all loan stores and liaison with the Cadet Training Team Logistics Department.

Information Management

- Responsible for the maintenance of the Contingent Westminster Information Management System profile including: Personnel records, parade and event attendance registers, qualifications and course bookings.

Inspections

- The preparation for regular inspections of all relevant documentation or items regarding Security of Arms and Ammunition, Pamphlets and publications, radios and other loan stores.

Security

- To be the Assistant Unit Security Officer. A successful candidate would be required to attend the Unit Security Officer's Course at the earliest opportunity.
- The Security of Arms and Ammunition keys, including physical changing of the keys every six months.
- Act as the second key holder to share callout cover throughout the calendar year.

Conferences

- Attend all relevant London District conferences & meetings. Be prepared to deputise for the Contingent Commander.

Quartermasters Stores

- The running of a Quartermaster's Stores with published opening times for cadets to exchange, return or withdraw clothing or equipment.
- Operation of a laundering service for returned clothing items.
- The submission of bills to the Contingent Commander for the recovery of money from parents for kit losses.
- Responsible for all MEI's.

Arms & Ammunition

- The physical maintenance and operation of the armoury and ammunition stores including collection, security and store documentation.

Reconnaissance

- Attend all recesses of proposed training.

Bids

- Assist the Contingent Commander with the preparation and management of bids for MOD Ranges and Training Areas, Transport, Stores, Ammunition, external courses, and CTT support.

Other Duties

Contributions to other parts of school life will, at times, be required.

The main element of this post will be the CCF SSI

The ideal candidate would be an experienced ex-regular SNCO or CFAV preferably from a training background with some stores experience. They would be able to engage and inspire our cadets in the Army Proficiency Certificate (APC) syllabus whilst ensuring that all of our systems and procedures are safe and compliant.

Many extra-curricular activities within the school complement the work of the CCF, including The Duke of Edinburgh's Award Scheme; this will require the development and maintenance of positive and lasting partnerships with these programmes and with the wider School Academic and Support staff.

Hours of work

The Contingent will parade one day during the week during term time and at weekends for specific training as and when required. It is envisaged the working day will commence at 08:00 and finish at 15:30, although the successful candidate is expected to be flexible and work with the School and Contingent to ensure that all essential tasks are completed in a timely manner. Some weekend working will be required.

The salary will be between £24,000 and £30,000 per annum on a 52 week contract depending upon the experience of the successful candidate. 51 Days Voluntary Allowance from the MOD is also available.

Notice Period

One academic terms notice from the start of the next term.

Time Allocation (CCF)

- The CCF is looking for an individual who can commit to five days per week. Being available at the stores during school morning and lunch break. Filled days when required, cadet competitions when they arise and Easter and summer camps.

The closing date for receipt of applications is **12 noon on 22nd February 2019**. Completed applications should be sent to:

The Headmaster, Mr Simon Arnell
Avanti House Secondary School,
Wemborough Road,
Stanmore, HA7 2EQ.

Or via his PA, emailed to justine.reilly@avanti.org.uk

Interviews will be held in early February 2019.

Avanti House is committed to safeguarding and promoting the welfare of children, therefore before a permanent appointment is made, Child Protection screening, checks with past employers and an Enhanced Disclosure through the Disclosure and Barring Service must be satisfactorily completed.