



VACANCY INFORMATION

**Combined Cadet Force (CCF), School Staff Instructor
(SSI) and Expedition and Activities Facilitator**





INTRODUCTION

Thank you for your interest in a position at the Royal Grammar School (RGS) and Lanesborough Preparatory School, Guildford. In this booklet you will find details about the job, department, salary, terms and benefits that would apply to you in this role.

RGS and Lanesborough comprises of two independent boys' day schools based in central Guildford. The RGS has 950 pupils aged 11-18 and Lanesborough has 350 pupils aged 3-13. Both schools have an excellent reputation and are thriving organisations from the perspective of pupils and staff.

Both schools employ a wide range of functions including Finance, Human Resources, Estates and Grounds to provide full support across all sites.

If you would like to know more about either school, please visit our websites:

www.rgs-guildford.co.uk,

www.lanesborough.surrey.sch.uk

If you have any questions, please contact the HR Department on 01483 880600 or by email on recruitment@rgsg.co.uk. The HR department is open from 8.30 am to 4.30 pm, Monday to Friday.

We look forward to receiving your application in due course.

Closing date of application is 29th April 2019 at midday.

Interviews are expected to take place on Tuesday 7th May 2019.



THE VACANCY

As a member of the support staff you will be part of a large and friendly community of professionals who support our pupils education and experience. You may work across both of our schools, the RGS and Lanesborough.

Excellent communication and relationship building skills are essential, as is strong attention to detail and organisational skills.

This is a permanent full-time role.

The salary for this role is between £28k and £32k per annum dependent upon skills and experience.

JOB DESCRIPTION

Reports to: The post holder will report to the **Assistant Head (Co-Curricular)**

Role Purpose

To work with the Contingent Commander, the SSI is responsible for the running of our tri-service Combined Cadet Force (CCF). The role covers the training of cadets and staff, administration of all areas of delivery, and compliance with regards to the MoD and School policy.

To deliver the Expedition and Adventure (EXAD) programme within the Royal Grammar School (RGS)

To assist with the delivery of the Duke of Edinburgh's (DofE) Award programme within the school.

Overall Role Objectives

School Staff Instructor (SSI)

Training

- To liaise with the three Heads of Section and the Contingent Commander (CC) to formulate the annual training programme for all three services for Mondays (Mon 8) and Field Days (FDs).
- To liaise with single service Cadet Training Teams (CTT) and Area Instructors (AIs) with regards to interaction with the CCF and programme delivery.
- To publish weekly orders to staff and cadets.
- To run the weekly Contingent parade and maintain a high standard of turnout and discipline for all CCF activities.



- To work with section officers and NCOs to develop training resources and materials for delivery of the programme. Be available for both staff and cadets for this purpose.
 - Deliver training sessions to cadets as required.
 - Arrange and accompany cadets to relevant Brigade (and other) competitions.
 - Arrange and accompany cadets on either an annual week-long central camp, or self-run military or AT camp as determined by the CC.
 - Carry out recces required to deliver training.
 - Liaise with local units when additional resources are required and implement collection and return.
 - Train staff as required, to assist them with their CCF role.
 - Attend training courses, as required, to remain current, qualified and competent in areas of delivery.
 - Assist with the coaching of shooting and logistics to support it.

- Administration
 - Ensure accurate registers of attendance are recorded on both School and MoD systems (Westminster and Bader). Follow up on absentees as per School Policy.
 - Maintain cadet and staff personal details on MoD systems.
 - Complete all required MoD and School system admin for all CCF training and events.
 - Work with staff running training to produce exercise and range paperwork.
 - Write admin instructions, parental letters and consent as required.
 - Update training completion and qualifications onto MoD systems.
 - Maintain and update CCF notice boards.
 - Book staff and cadets onto centrally-run camps and courses.
 - Book appropriate elements of field days and camps, including transport, training support, military training camps, stores, ammunition and weapons.
 - Physical maintenance and operation of a Quartermaster's Stores with published opening times.
 - Run all aspects of the store including all ordering, from both MoD and civilian supply chain and maintain a record of issue and current stock.
 - Prepare for and staff the CCF stand at Open Days.

- Compliance
 - Accounts
 - The control and maintenance of the contingent clothing accounts and records of issues and receipts for all service sections.
 - The centralising of all demands for new clothing items as a result of kit losses.
 - The submission of recharge to the Accounts Department for clothing and equipment recharge.
 - The security of all books of account.
 - The control and maintenance of the Contingent loan stores account.
 - The raising of issue and receipt voucher of all loan stores.
 - The physical maintenance and operation of the ration account.

 - Facilities – Manage the control, cleaning and maintenance of



- Armoury and Range:
 - Including de-leading of the range and cleaning and maintenance of all weapons.
 - CCF Office
 - CCF Stores
- Security
 - Attend the Unit Security Officer (USO) Course and updates in order to fulfil the role of Assistant Unit Security Officer.
 - Action the required key changes.
 - Be a key holder for the Armoury or Magazine as required and be available for callout cover during term time and the School holidays.
 - Arrange a cover rota for the Armoury and Magazine and if cover is not possible, action the transport of weapons for storage in sponsor unit armouries.
 - The operation of the armoury daily issues book, security check register and repair book.
- Health and Safety
 - Act as the unit Health and Safety Office and ensure that the CCF is compliant.
- Publication and Pamphlets
 - The control and maintenance of records of MOD pamphlets.
 - The submission of these records for audit.
 - Ensure access to current, amended pamphlets.
- Inspections - Prepare for and manage the periodic inspections as required by the MoD:
 - Biennial Inspection
 - Equipment Care Inspections
 - Mandatory Equipment Inspections
 - Annual Stock Taking Audits
 - Financial Audit
 - Unit Fire Inspection
 - Unit Security Inspection
 - Alarm Testing
 - Electrical Installation Inspection
 - Shooting Range Inspection
 - Ammunition Inspection
 - Armoury Inspection and Weapon audit
- Conferences and training
 - Attend Brigade conferences and training courses as required to complete the SSI duties.

Expedition and Activities Facilitator



- Develop and deliver the Expedition and Adventure (EXAD) programme within the RGS.

The EXAD programme is currently delivered to all pupils in the 3rd Form on one lesson per week and five field days. Lessons are a combination of theory and practical and currently include: climbing, first aid, shooting, navigation and the expedition skills required to take part in the Bronze Award: Risk Assessment, Emergencies, Stoves, Menu Planning, Rucksacks, Tents and Route Cards.

- Staff and administer the Duke of Edinburgh's (DofE) Award training programmes and expeditions as required.

All members of the 4th Form take part in a local overnight expedition during the Summer Term and one in the New Forest in late September. Planning and preparation takes place during Mon 8 session early in the Michaelmas Term. Silver and Gold practice expeditions take place during the first half of October Half Term, with Qualifying expeditions taking place at Easter in the Lake District (Gold) and at the end of the Summer Term on Exmoor (Silver).

Other Additional Responsibilities

- Provide assistance to the Assistant Head (Co-curricular).
- Assist with general admin and logistics for activities in the school, as required.
- Any other reasonable tasks required by the Headmaster in association with the above roles.

Some weekend and after school work is required with regards to Brigade competitions, field day weekends, DofE training and shooting cover. Holidays expeditions (October half term and Easter) and CCF Summer camp are also a requirement. One additional week over the summer period is also likely to be required to complete admin from summer camp and in preparation for the new academic year.

Please note that there may be some changes and additions to the above, which will be discussed before implementation and changes may occur as the post develops.

JOB REQUIREMENT



Criteria	Essential/ Desirable	How Assessed
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Qualifications		
Full driving licence	Essential	Licence/Certificates
D1+E endorsements	Desirable (willingness to learn Essential)	
MTUK Summer Mountain Leader Award	Essential	
MTUK Rock Climbing Instructor / Climbing Wall Award	Essential	
Cadet Force Range Conducting Officer (SA(LR)07 Cadet)	Desirable	
Cadet Force Exercise Conducting Officer (SA(M)07 Cadet)	Desirable	
Cadet Force Skill at Arms Instructor (SAAI Cadet)	Desirable	
DofE accreditation/supervisor/assessor status	Desirable	
First Aid at Work Instructor	Desirable	

Experience		
Extensive mountaineering and expeditioning throughout the UK	Essential	Application Form / Interview
Planning and delivery of structured outdoor education programmes	Essential	
Delivery of the DofE expedition section	Essential	
Regular service within the UK Armed Forces or Cadet Forces	Essential	
Management of equipment incl Personal Protective Equipment (PPE)	Desirable	

Knowledge & Understanding		
The outdoor education industry	Essential	Application Form / Interview
The DofE scheme	Essential	
The CCF syllabus	Desirable	

Skills and Competencies		
Good administrative and communication skills	Essential	Application Form / Interview
Good literacy and numeracy skills	Essential	
Information and communication technology literate	Essential	

Attributes		
The ability to lead, motivate, engage and develop students	Essential	Application Form / Interview



The ability to work as part of a team and on own initiative	Essential	
Well organised with attention to detail and good time management	Essential	

Other Requirements		
Satisfactorily meeting the Royal Grammar School employment checks – Criminal Record Bureau check, health assessment, references, qualifications and legal entitlement to work in the UK	Essential	Checks and clearances

WORKING FOR THE RGS & LANESBOROUGH

Private Healthcare Scheme	Private medical cover is available for all staff. This is paid for by the school, but is a taxable benefit so there is an indirect cost to the individual.
Pension Schemes for all staff	All support staff are automatically enrolled into the company pension scheme. The the individual contributes 5% the school will contribute 10%.
Commuting loan	Interest-free loans are available for rail season ticket holders.
Charitable Payroll Giving Scheme	The scheme enables employees to donate regularly from their gross pay to charities of their choice.
Dining	A choice of hot lunches, a delicious salad bar and range of desserts are provided daily in the Staff Dining Room during term time.
Free use of school gym	The school gym is available for staff to use at specific times.
Parking	Free car parking for all staff provided in the heart of Guildford.



EQUAL OPPORTUNITIES

The RGS and Lanesborough aims to promote equality of opportunity for all with the right mix of qualifications and abilities, talent, personal qualities, skills and potential. The RGS and Lanesborough welcomes applications from candidates of diverse backgrounds and personal circumstances. A detailed Equal Opportunities policy is available.

SAFEGUARDING THE WELFARE OF CHILDREN

All employees of The RGS and Lanesborough have a responsibility for and commitment to safeguarding and promoting the welfare of children. All staff at RGS and Lanesborough are expected to understand and follow the School's detailed Policy on Safeguarding as part of their professional responsibilities.

RECRUITMENT OF EX-OFFENDERS & SECURITY OF DISCLOSURE INFORMATION

The RGS and Lanesborough meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974. All applicants who are offered employment will be subject to an enhanced criminal record check from the DBS before the appointment is confirmed. This will include details of cautions, reprimands or final warnings, as well as convictions. It is of fundamental importance to The RGS and Lanesborough to ensure, so far as possible, that those who take up appointments do not pose a risk to the children in its care.

Further details will be sent to applicants invited to interview which will expand on the above.

APPLICATION PROCEDURE

All applications will be acknowledged. All applicants will be notified after the closing date whether or not they are to be invited to interview. Successful applicants will be advised of the date and time of the interview and the form the interview will take. References will normally be taken up prior to interview. Qualification certificates (original not copy) will be required at interview, as will proof of identity and domicile.

Candidates unsuccessful at interview will receive written notification.