

Stationers' Crown Woods Academy - Job Description
0800 to 1730, 1 days per week, but must include Thursday

Title: School Staff Instructor (SSI) – Combined Cadet Force (Royal Marines) - CCF (RM)	Salary Scale: £30,000 pro rata, with the opportunity to claim up to 51 days of Volunteer Allowance (VA).
Supported by and reporting to: Contingent Commander	

The role of the School Staff Instructor at Stationers' Crown Woods Academy is a part-time position initially working 1 day per week at the academy, but with the opportunity to claim up to an additional 51 days of Volunteer Allowance (VA) pay. It is a wide and varied role and is regarded as essential in the development and embedding of the CCF in academy life and the delivery of an enjoyable cadet experience. For the successful candidate this will provide a challenging and highly rewarding position in a dynamic and busy environment. The successful candidate would be subject to DBS and Security Clearance vetting and will report to the Contingent Commander. It would suit someone recently retired, a serving Reservist, a Cadet Forces Adult Instructor or someone looking for a second employment. The likely start date will be September 2020 or as soon as possible thereafter. Applications requested from and returned by 03 Apr 2020

Responsibilities – Administration	<ul style="list-style-type: none"> • Monitor and manage all communication from the MOD chain of command and co-ordinate any required response in consultation with the Contingent Commander CCF. • Ensure that the CCF contingent is compliant with the governance requirements of the MOD and the academy. • Accurately update and maintain all CCF personnel records on WESTMINSTER and appropriate Cadet Information Systems (CIS). • Upload all Cadets applying for courses on to the appropriate CIS. • Maintain accurate training records on CIS. • Ensure that accurate details of cadets are maintained on CIS. • Attend meetings on-site and off-site that are necessary to the effective and legal running of the CCF unit.
Responsibilities – Security	<ul style="list-style-type: none"> • The SSI is required to be the Unit Security Officer (USO) and ensure that all aspects of the unit security are properly addressed including but not limited to the following: • Create, maintain and update Contingent Security Standing Orders in accordance with JSP 440 (Defence Manual of Security). • Conduct an Establishment Security Self-Assessment (ESSA) annually.
Responsibilities - Inspections	<ul style="list-style-type: none"> • Ensure that the CCF unit's weapons and equipment are inspected as outlined in Combined Cadet Force Regulations. • Conduct weekly weapons checks. • Maintain records of monthly serial number checks, Safe Custody Register and weekly ammunition quantity checks. • Ensure that Arms and Ammunition are subject to annual MOD inspection. • Co-ordinate Biennial Inspections.
Responsibilities – Training	<ul style="list-style-type: none"> • In consultation with the Contingent Commander, assist with the development of all the Contingent CFAVs and co-ordinate all external training courses that are required as part of this training and development programme. • Co-ordinate all of the section training programmes. • Ensure all relevant bookings are made for training events. • Co-ordinate all training assistance from the CTT and any external CFAVs. • Co-ordinate, prepare and plan all camps and Field Days in consultation with the Contingent Commander and Section Commanders and the Royal Marines Youth Team (RMYT). • Manage all related administration including sending out and collection of consent forms.

	<ul style="list-style-type: none"> • Ensure that all paperwork required by both the academy and MOD for any training exercise is completed. This will include but is not limited to EASPs, RASPs and Risk Assessments.
Responsibilities – Equipment and stores	<ul style="list-style-type: none"> • Manage the CCF MOD Materiel Account. • Order and control stores in support of CCF training: Clothing, ORP, Training Stores Arms and Ammunition. • Carry out all first line weapon inspection and where necessary organise repairs. • Carry out an annual Stock Check and Conditioning Board of all stores held on account. • Maintain stores accounting records of receipts and issues in accordance with MOD policy. • Maintain and update the Contingent EC Directive and Policy statement. • Carry out Unit Mandatory Equipment Inspections (UMEI). • Arrange for Mandatory Equipment Inspections (MEI) 6 monthly/annually. • Ensure that Contingent is subject to an Equipment Care Inspection (ECI) annually. • Manage transport requirements including mini-bus and driver provision.

Work Hours –0800 to 1730 on 1 day per week, but must include Thursdays. In addition, the appointed person is expected to support and lead the CCF at weekends when required, working alongside the Contingent Commander and other contingent staff. This role and responsibility will be reviewed on an annual basis and tasks may be added or removed depending on the needs of the academy and in response to national demands after consultation with the post holder.

To be fully aware of and understand the duties and responsibilities arising from the Children’s Act 2004 and Working Together in relation to child protection and safeguarding children and young people as this applies to the worker’s role within the organisation, and the principles of safeguarding as they apply to vulnerable adults in relation to the worker’s role. To ensure the worker’s line manager is made aware and kept fully informed of any concerns which the worker may have in relation to safeguarding and/or child protection.

Revised March 2020

Abbreviations:

- CCF – Combined Cadet Force
- CFAV – Cadet Force Adult Volunteer
- CIS – Computer Information Systems
- CTT – Cadet Training Team
- EASP – Exercise Action Safety Plan
- JSML – Joint Services Mountain Leader
- ORP – Operational Ration Pack
- RASP – Rang Action Safety Plan
- RM – Royal Marines
- SNCO – Senior Non Commissioned Officer