



# St. Antony's Catholic College

*in partnership with Loreto Grammar School*

## **Combined Cadet Force School Staff Instructor - Required from October 2017**

1 day per week during term time (minimum).

St. Antony's Catholic College's Combined Cadet Force wishes to recruit an enthusiastic and caring School Staff Instructor (SSI) to facilitate the creation of, and continuously work to develop, the school's Combined Cadet Force (Royal Navy) unit. It is anticipated that this will be an extremely rewarding and diverse opportunity for the right applicant.

The successful candidate will have the ability to organise and lead others, while at all times promoting a patient, friendly but firm approach to pupils. The ability to manage behaviour in a positive manner is essential.

Application will be by supporting letter which will outline the experience you have in relation to the person specification, qualifications and experience detailed below. This should then be posted, emailed or hand delivered to the school for the attention of the Contingent Commander, Lieutenant Gavin Parker RNR ([g.parker@st-antonys.com](mailto:g.parker@st-antonys.com)) not later than the close of business on 15<sup>th</sup> of September with interviews anticipated to be held in the following week.

St. Antony's is committed to safeguarding children, and this commitment is reflected in our recruitment process. The successful candidate will be subjected to enhanced DBS check and suitable professional references; and their appointment will also be subject to joint approval by the MOD.

### **Job Description**

The SSI is a key CCF staff member whose principal role is to organize and deliver military training to the school's cadets and to ensure the smooth and efficient running of the Contingent. The SSI is employed by the school and is directly responsible to the Contingent Commander (CC). The SSI will have Senior Non-Commissioned Officer (SNCO) or Warrant Officer status within the CCF organisation, depending on previous experience/rank on leaving/within the Regular, Reserve, or Cadet Forces. The successful candidate will be required to wear Royal Navy uniform when on CCF duty, and will be subject to the Values and Standards of the Naval Service; although they will not be subject to Service Law or Queens Regulations, or incur any reserve liability by virtue of their CCF service. The SSI is not a member of the Reserve Forces.

Full terms of reference are found at annex A.

## **Person Specification**

A highly motivated, self-starter with excellent communication skills.

Particular personal attributes required are honesty, integrity, ingenuity and enthusiasm.

## **Desirable Qualifications & Experience**

Regular, Reserve, or Cadet Forces SNCO/Warrant Officer or equivalent experience

- Relevant experience of working with Cadets or young people
- Experience of general administration, preferably in a training environment
- Duke of Edinburgh's Award experience
- Hold or be willing to gain H&S qualifications or experience.
- First Aid qualified (or willing to gain the necessary HSE accredited qualification)
- A valid UK driving licence and be able to drive a 17-seat minibus (desirable)
- Sailing experience

## **Remuneration**

The financial remuneration of this post will be through direct claim to the Combined Cadet Force, with a Volunteer Allowance payment of £67.81 (2016/17 rate) per day; mainly during term-time (although some camps/activities will be planned outside term-time). 51 days Volunteer Allowance are available per annum, and are paid direct to the individual from the Ministry of Defence.

## Annex A

Typical SSI duties include (but are not limited to);

### 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 bills to the Contingent Commander for kit losses
- The security of all books of account
- The control and maintenance of the Contingent loan stores account
- The raising of issue and receipt vouchers for all loan stores.
- Pamphlets (MOD controlled documents explaining policy in all areas of training)
- The control and maintenance of records of MOD pamphlet issues
- The submission of these records for audit
- The insertion of all of the latest amendments to all MOD pamphlets.

### Conferences

- Attendance at all Brigade SSI conferences
- Attend single Service conferences as required.
- Quartermaster's Stores
- The physical maintenance and operation of a Quartermaster's Stores with published opening times for cadets to exchange, return or withdraw clothing or equipment
- The preparation and submission of bills to the Contingent Commander for the recovery of money from parents for kit losses
- Checking of stores and maintenance of accurate registers to ensure that kit and equipment is not lost
- Carrying out quantity and registration number checks on weapons
- Carrying out weekly and monthly checks, as required.

### Loan Stores

- The physical maintenance and operation of the loan stores account
- The physical collection of loan stores from the MOD prior to training
- The physical return of loan stores to the MOD after training.

### Westminster/Bader (if applicable) (the Cadet Management Information System)

- Entering weekly register onto system
- Update test results and qualifications on system
- Entering changes to cadet and Cadet Force Adult Volunteer (CFAV) details
- Seeking out and booking relevant courses for both cadets and CFAVs
- Linking appropriate courses to CFAVs to 'upskill' and 'up-qualify' existing CFAVs
- Linking relevant courses and competitions to appropriate cadets and working through the Contingent Commander to ensure that appropriate arrangements are put in place for them to attend.
- Booking Field Days and camps
- Booking appropriate elements of Field Days and camps, including transport, training support, military training camps, stores, ammunition, and weapons.
- Communication

- Acting as a filter to ensure that relevant information comes to the Contingent Commander
- Maintaining and updating a CCF noticeboard with test results, programmes, scores, letters, courses etc.

### Training

- Delivering some training according to the training programme
- Confirming and arranging Cadet Training and Support Team attendance.

### Camps and Field Days

- The operation of administrative support for the Contingent in the field
- Keeping abreast of forthcoming events and ensuring administrative plans are in place and executed.
- Reconnaissance
- Attending recesses of proposed training