

# **The Reading School Combined Cadet Force (CCF) School Staff Instructor (SSI)**

## **Job Description**

### **General**

- 1) The School Staff Instructor (SSI) is a vital team member of Reading School Combined Cadet Force (The CCF), whose role is crucial in ensuring the smooth and efficient running of a successful contingent. The SSI is employed by the school and is directly responsible to the Contingent Commander for all aspects of administration, including the MOD Cadet Management of Information Systems (CMIS) on Westminster and Bader, and the safe training of Cadet Force Adult Volunteers (CFAVs) and cadets.
- 2) The SSI will be the main point of contact for various headquarters, such as Regional Command, 11 Infantry Brigade and Headquarters South East Cadet Training Team (11X CTT), Headquarters Royal Air Force Air Cadets (HQAC), and Royal Air Force Air Cadets Training, Evaluation and Support Team South West (TEST SW)

### **Qualifications and Preference**

- 3) The ideal candidate is likely to be a regular, or reserve Warrant Officer or Senior NCO with instructor and range management qualifications, and preferably holding adventurous training qualifications at Level 2 or higher. He/she will have been a CQMS/SQMS or RQMS and will have current experience in military accounting. Candidates will ideally have done a tour as an instructor at RMAS, in a Cadet Training Team, or at an Army Training Regiment. However, it is acknowledged that it is becoming increasingly difficult to recruit an individual with a formal military background and as such all suitable applicants will be considered.
- 4) Candidates will be expected to be conversant with the latest infantry tactics and be physically able to instruct, encourage and lead cadets in the field. The SSI must hold the relevant cadet qualifications and ideally would hold the appropriate Exercise Conducting Officer qualifications. Candidates will also need to have a clean driving licence, preferably with a minibus endorsement, ideally category D1 + E.
- 5) The successful candidate will not be fully accepted in post until the school has received a satisfactory DBS check at enhanced level, evidence of the right to work in the UK, at least two references, qualifications and confirmation that they are medically fit to take on the demands of the role.

### **Terms and Conditions**

- 6) Normal working hours will be 25 hours per week, term-time only, to include Thursday afternoon parades. Additional hours will occasionally be required at weekends and holidays for training and camps, and on occasions, a degree of flexibility will be required to enable duties to be completed at times outside the normal school hours.
- 7) This appointment is placed on RG3 Point 11 of the Local Government pay scale. The salary for this scale is £21,166 per annum, pro-rata, for an actual salary of £12,356 per annum. This will be subject to an annual review in April. Payment will be monthly in arrears into a bank or building society. The SSI may also invoice for overtime from the Contingent Grant, awarded by the MOD.
- 8) The SSI may claim Volunteer Allowance for up to 51 training days from the MOD at circa £70.00 per day, equating up to circa £3,570 per annum. The right applicant may also be able to join the Contingent as a CFAV, holding appropriate Officer rank in either the Army or RAF Section, and able to claim Volunteer Allowance for up to 50 training Days from the MOD at the appropriate daily rate, equating up to circa £5000 per annum for a CFAV in the rank of Captain or equivalent.
- 9) On joining Reading School you will be enrolled into the Berkshire Pension Scheme. If you do not want to be a member of the pension scheme, you can opt out but you cannot do so until after your start date. If you opt out within 3 months of joining Reading School any pension contributions made will be refunded.

## **Duties and Responsibilities**

**10) J1 – Personnel and Administration.** The SSI is responsible for the following administrative tasks, which are not exhaustive:

- a) Ensuring all training pamphlets and publications are maintained and updated.
- b) Having a working knowledge of IT for office administration as well as the production of training details and materials.
- c) Distributing Part One Orders and other publications, plans and orders.
- d) Collecting mail and deliveries, both physically through the school reception and electronically through CMIS and email, and deal with routine matters as appropriate.
- e) Booking of inspections as guided by the Contingent Commander in line with MOD regulations.
- f) Updating of cadet and CFAV qualifications and booking training courses using CMIS.
- g) Holding and recording weekly meetings, where possible, with the Contingent Commander and CFAVs.
- h) Ensuring that the CCF buildings, Offices, Stores and Armoury are maintained adequately, reporting defects as necessary and complying with all fire and safety requirements.

**11) J2 – Security.** The SSI is the Unit Security Officer (USyO), as identified in Unit Security Standing Orders (USySOs) issued by 11X CTT and HQAC. Their responsibilities include compliance with School and MOD Security policy, including the following:

- a) Securing buildings, clothing, equipment, rations, stores, and vehicles on loan to and owned by the CCF.
- b) Implementing security procedures, particularly during field training, camps and other activities away from the School site.
- c) Dealing as appropriate with regular security inspections, including regular unit checks and annual MOD inspections.
- d) Securing School and MOD-owned Information Technology, and ensuring use is in accordance with School and MOD Appropriate Use Policies.
- e) Managing 24-hour responder availability for the alarm system and liaison with the alarm monitoring company, maintenance company, and civilian police as required.
- f) Security awareness training for CFAVs and cadets.

**12) J4 – Logistics.** The SSI is the Unit Deputy Equipment Manager (UDEM), as identified in the Equipment Care Directives issued by 11X CTT and HQAC. Their responsibilities include compliance with School and MOD Logistics policy, including the following:

- a) Planning and implementing the daily work schedule for the maintenance of clothing, equipment, rations, stores, and vehicles.
- b) Correct storage and handling of hazardous materials including radioactive (minor sources) equipment if they are held.
- c) Demanding, collecting, and accounting of ammunition, clothing, equipment, rations, stores, and vehicles in support of newly joined cadets and CFAVs, field training, camps and other activities away from the School site.
- d) Preparing, presenting, maintaining, accounting, and back loading of stores, weapons, ammunition, and equipment.
- e) Liaising with the CQMS & RQMS at 11X CTT and the TEST Sergeant on all equipment issues, including reporting equipment faults and damage.
- f) Maintaining and updating all G1, G2, G3 and G4 paperwork relating to Equipment Care.
- g) Ensuring that all CCF stores within the school are kept clean and tidy.

**13) J7 – Training.** The SSI will have responsibility for training cadets and CFAVs and oversees all aspects of Contingent training, assisting CFAVs and the Section Commanders in planning, and in particular:

- a) Ensuring that Risk Assessments, Range Action and Safety Plans (RASPs) and Exercise Action and Safety Plans (EASPs) are completed by CFAVs, to ensure compliance with the MOD Safe System of Training (SST).
- b) Attending and supporting all field training, camps and other activities away from the School site as directed by the Contingent Commander.
- c) Liaising with Regular, Reserve and other MOD units, including 11X CTT, TEST SW, and other Cadet Forces, for the procurement of training areas, manpower, aircraft, vehicles, equipment and any other administrative function in order to carry out his/her duties professionally.
- d) Managing in-house training for all CFAVs as required and booking external courses as necessary.
- e) Producing and distributing the training programme for each term in advance, briefing cadets and CFAVs where appropriate, and distributing to 11X CTT and TEST SW.
- f) Attending courses appropriate to the duties of an SSI. This includes achieving and maintaining cadet associated qualifications (e.g. range management, SAA, and AT where appropriate).
- g) Advising the Contingent Commander at all times on any and all issues of importance relating to the smooth running of the Contingent.
- h) To ensure an outline Main Events List and specific approvals to train are sent to 11X CTT, TEST SW and HQAC well in advance of training.

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**Person Specification**

<b>Qualifications and training</b>			
	<b>Essential</b>	<b>Highly Desirable</b>	<b>Desirable</b>
Security Awareness Training			✓*
Information Technology Security Awareness Training			✓
Range Management Qualification	✓		
Exercise Conducting Officer Qualification		✓	
Infantry Level Tactical Knowledge		✓	
Navigation Instructor Qualification			✓
First Aid Instructor Qualification			✓*
Drill Instructor Qualification			✓
Mountain Leader Qualification		✓*	
Other Adventure Training Qualification			✓
Ammunition Storeman Qualification		✓*	
Microsoft Office (competent in Word, Excel and Powerpoint)	✓*		
Basic Funds Accounting			✓
HAZMAT & FMT 600 Driving Qualifications	✓*		
MIDAS Minibus Driver			✓*
<b>Experience</b>			
Instructional experience	✓		
Management / leadership experience		✓	
Experience working at training establishments		✓	
Adventurous Training Expedition Planning		✓*	
Familiarity with current training pamphlets			✓
Air Rifle Maintenance			✓*
Management of Equipment Care Inspections (ECIs)	✓		
<b>Personal</b>			
Suitable to work in a school environment	✓		
Patient	✓		
Committed	✓		
Good self-discipline	✓		
Good timekeeper	✓		
Ability to establish good working relationships with the armed services and motivate young people	✓		
Ability to evaluate and improve performance	✓		
Ability to delegate and coach CCF staff as well as cadets	✓		
Able to work under pressure, independently and work long hours if necessary	✓		

\* It may be possible to obtain training and qualifications in these areas once appointed