



School Staff Instructor (SSI)

The principal role is to facilitate, organise and deliver military training to all members of CCF at Mount Kelly.

The SSI is central to the smooth and efficient running of the Contingent, including its administration and training, and assisting the Contingent Officers and CFAVs, and promoting the personal development of the Cadets.

SSI Duties and Responsibilities

Personnel and Administration

- Deal with daily communications both incoming and outgoing.
- Maintain and monitor the WESTMINSTER Cadet Management Information System to ensure that records are accurate and up to date.
- Ensure that officers and instructors are kept abreast of directives from MoD and other agencies.
- Collate all reports and returns to MoD including those for inspection.
- To co-ordinate and organise attendance on military and adventure training courses for Officers, Cadet Force Adult Volunteers and Cadets in conjunction with the Contingent Commander.
- Support the CCF staff in maintaining the standards of discipline and dress within the CCF.
- Maintain an up-to-date electronic and paper filing system.

Security

- To manage all internal and external security inspections.
- To ensure that Cadet Force Adult Volunteers have appropriate security clearance from the MoD.

Training

- In conjunction with the Contingent Commander and Section Commanders, plan, administer and deliver effective training.
- Ensure that all necessary equipment is available for Parade afternoon, CCF training, field days, overnight exercises, courses and camps.
- To complete all associated administration for the training programme as directed by the Contingent Commander. This will include bids for training facilities, stores, equipment, transport, food and accommodation and attendance at camp and training area conferences as necessary.
- Instruct and supervise Officers/ Cadet Force Adult Volunteers and Cadets as required to increase their knowledge of military matters. They will be encouraged to use their own skills and qualifications with special interest groups.

- Prepare Risk Assessments, and Exercise Action Safety Plans needed for Contingent training and take an active role in improving safety arrangements for all CCF activities in conjunction with the Contingent Commander.
- To update standing orders, regulations and training manuals etc.
- To publish and circulate weekly/ daily Part One Orders.

Logistics

- Act as quartermaster to the CCF and to be responsible for the care and maintaining of CCF clothing and equipment stores.
- Liaise with the Regional Brigade and the school logistic support chain in respect of ordering, updating, writing-off and other stores matters.
- Issue, record and control all clothing and equipment issues to all cadets and staff, including control and maintenance of clothing and equipment accounts, and billing for lost/damaged equipment as necessary.
- To purchase (with the Contingent Commander) and maintain items required for training, including items required for purchase by Cadets.
- Be routinely available to staff and cadets for CCF-related requirements (kit issue, exchange and replacement).
- Carry out all first-line weapon inspection and maintenance.
- Liaise with RFCA/ MoD and school Estates Department with regard to repairs and maintenance required for CCF property.

Financial Management

- To be responsible, with the Contingent Commander, for the CCF Finances in accordance with MoD's and the Schools' requirements.
- To assist the Contingent Commander in the planning and submission of school budgets and to be a signatory on the MoD account.

Outward-Facing Responsibilities

- Support the Contingent Commander in the delivery of the CCF element of open days and liaison days.
- Take a key role in the planning and delivery of flagship events in the Contingent year, including the Biennial Inspection, the CCF Dinner, and Remembrance Day.
- Work with the Contingent Commander to promote the school to HM Armed Forces locally and nationally, liaising with other military establishments as and when required.
- Support the Contingent Commander with the submission of articles for internal and external media.
- Liaise with and maintain good relations with sponsor units, Brigade, CTT and RFCA.

General

- Assist with other duties associated with the Contingent deemed appropriate by the Contingent Commander.
- To adhere to and implement at all times the policies and procedures of the school.

Personal Specification

Skills and Knowledge	<ul style="list-style-type: none">• A passion for education of young people• Excellent verbal and written communication skills• Demonstrable personal integrity and ability to deal with confidential matters• Proven ability to work independently and using own initiative• Excellent planning, prioritisation, organisation and time management skills• Well organised and experienced in all aspects of administration and capable of working on own initiative• A robust and proactive approach to problem-solving• A keen eye for detail
Qualifications/ Experience	<ul style="list-style-type: none">• Knowledge of, and commitment to, the Cadet Forces ethos• Military experience, or experience of cadet/reservist service• Familiarity with the cadet database – Westminster• Experience of outdoor education, both as a participant and as a leader• Experience using MS Office, including Word, Excel and PowerPoint• Experience of best practice in data management practice• Adventurous Training expedition planning• Navigation Instructor• Drill Instructor/Exercise Conducting• A current clean driving license is essential. A valid D1 license to drive a minibus with trailer would be an advantage.• First Aid Instructor
Other Requirements	<ul style="list-style-type: none">• Satisfactorily meeting the School's employment checks – Disclosure and Barring Service (DBS) check, references, qualifications and legal entitlement to work in the UK

The Job Description provides a guide to and general description of the duties and responsibilities of the role and may be amended. It is not exhaustive and the post holder should be willing to undertake any other related tasks, as may be reasonably required.

The post-holder should be aligned with the School's values:

COMPASSION

Empathy Tolerance Kindness

We treat others with compassion; demonstrating empathy, tolerance and kindness in all that we do

COURAGE

Determination Resilience Grit

We act with courage; demonstrating determination, resilience and grit in the face of both opportunity and challenge and always striving to learn through life's journey

HUMILITY**Modesty Gratitude Selflessness**

We behave with humility; we are modest in our success, grateful for our blessings and selfless in the way that we share them

RESPECT**Courtesy Service Consideration**

We value and respect every person equally; always seeking to serve those around us and treating all with courtesy and consideration

COMMITMENT**Dedication Loyalty Endurance**

We demonstrate commitment to our School and to those around us, making the most of opportunities available; we are dedicated, loyal and always endure through to the end

INTEGRITY**Honesty Decency Morality**

We value integrity above all; we are honest with ourselves and others, conducting our lives with decency whilst striving for the highest moral standards

Mount Kelly is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The post-holder will be engaged in regulated activity with children and has a duty to protect the welfare of children. Child protection training is a statutory requirement in order to provide proper care to vulnerable pupils and be able to implement safe working practices.