



A Career at St Edmund's College	
School Staff Instructor (SSI)	
Job Description	
Reporting to:	CCF Contingent Commander (CC)
Summary of the role:	<p>The SSI is the key enabler of success in a CCF Contingent. They are required to assist the CC in the supporting, promotion and expansion of the CCF. Including the day to day running and administration of the Contingent.</p> <p>The SSI enables the CC and other CFAVs to concentrate on forward planning, delivery, assessment, and supervision of cadet activities.</p>
Line management responsibility for:	N/A
Main duties and responsibilities:	<p>Administration</p> <ul style="list-style-type: none"> • Assist OCs with the production and implementation of the training programmes for Tri Services, including Parade Days/Nights, Field Days, Field Exercises, weekend training, military and adventure training, shooting, courses, visits and other CCF competitions and other camps. • Ensure both Cadets and Adult Volunteers (CFAVs) are aware of training programmes, lessons and upcoming events and activities. • Instruct and supervise Officers, Cadets and CFAVs in all training deemed appropriate by the CC, including: <ul style="list-style-type: none"> ○ Seeking out and booking relevant courses for both cadets and CFAVs ○ Preparation of officers for 'Frimley' and other courses such as Range Management Qualifications ○ Range, Weapons/Skill at Arms, Drill, Ceremonial ○ Development of Cadets for training courses, such as to become NCOs • Assist with preparation and planning of Easter and Summer Camps and other visits; including pre camp conferences, logistics, transport requests, feeding plans, documentation and risk assessments, site visits and trip packs. • Maintain and update Cadet Force Adult Volunteer mandatory training on Westminster, with all mandatory requirements. • Obtain Diplomatic Clearance for overseas trips. • Driving College and Military vehicles, including transporting students and weapons. • With the CC, to maintain standards of discipline and dress within the CCF and to liaise with and brief NCOs on such matters. • Be routinely available to staff and cadets for CCF-related requirements. • Dealing with all CCF mail and phone calls and liaising with the Tri Services, as required. • With the CC, to oversee all purchases by the CCF and ensure the CCF has appropriate insurance cover. • Planning, preparation and logistics for all CCF activities including overseas and adventurous trips (flights, vehicles, rations, clothing, issues and exchanges), following College policy. • Assist and support OCs with the administration during training weeks (adventurous or military training at home and abroad).

- The operation of administrative support for the Contingent during external activities.
- Circulate Service Courses early in the training year and manage the Calendar (Westminster) for all training and events, including VA days, submitting all relevant paperwork.
- Track the training and development of both new and trained CFAVs to ensure sufficient numbers of trained and competent CFAVs to deliver the CCF Syllabi.
- Keep Westminster database populated, recording attendances and monitor unit's Governance performance, following MoD Policy on data capture.
- Order, issue, account for and maintain, clothing, weapons, ammunition, radios and all other adventure training and military equipment.
- Make and manage bookings for external activities, including transport, training support, Defense Training Estate, stores, ammunition, and weapons, ensuring these bookings are maintained, up to date, correct and actioned in a timely manner.
- Undertake necessary visits, risk assessments and exercise/adventure recces as necessary, attending from an administrative standpoint and liaison with catering/accommodation points of contact.
- Manage the Contingent Forecast of Events and carrying out action where required to ensure activities take place.
- Assist the Contingent Commander in maintaining the CCF accounts and records:
 - Prepare Public Accounts to be Audited by 7 Brigade.
 - Assist the CC in running military and private budgets.
 - Collate required returns to the MoD (equipment, qualifications, controls & records).
 - Prepare documentation required for biennial inspections.
- Preparation/presentation of annual reports.
- Attend twice-yearly Cadet Sub Committee meetings (submitting reports) and other meetings within the Contingent.
- Complete all necessary administration/documentation for enlistment of cadets and the enlistment and commissioning of Adult Volunteers, including application and issuing of MoD ID cards.
- Linking relevant courses and competitions to appropriate cadets and working with the CC to ensure that appropriate arrangements are put in place for them to attend.
- Checking necessary documentation of all Third-Party Providers.
- Prepare for and attend all relevant meetings and conferences, including pre camp and range deconfliction as and when training dictates.
- Maintaining up to date records for all Contingent Personnel and entering all relevant changes to cadet and CFAVs' details.
- Organise and be present for the CCF's contribution to college open days and other events.
- The control and maintenance of the Contingent clothing accounts, and records of issues and receipts for all Service Sections.
- The centralisation of all demands for new clothing items due to kit losses, and the submission of bills for the same.
- The security of all accounts and ledgers.
- The control and maintenance of the Contingent Loan Stores account.
- The raising of issue and receipt vouchers for all Loan Stores.
- The maintenance and operation of the Loan Stores account.
- Managing the collection and return of Loan Stores from the MOD or other Cadet Forces units where demanded.

CCF Security and Safety

- To assist the CC in taking responsibility for the security of the College Armoury and ammunition and hold the required paperwork to do this.
- Be responsible to maintain the highest possible level of security and maintenance of the CCF Buildings, Range and Armoury.

- Oversee all repairs and supervise external contractors.
- Be the point of contact for all matters relating to CCF Security.
- Implement adequate security systems, in accordance with current regulations.
- Maintain security records, including weapons issues/returns, weapon repair logs, ammunition issue/usage, weekly/monthly ammunition and weapons checks, weekly/monthly range inspections and ammunition bunker management checks. Reporting of faults and arranging for appropriate remedial action.
- Ensure safe movement of weapons and ammunition in accordance with UK HAZMAT.
- Prepare Risk Assessments, Range Action Safety Plans and Exercise Action Safety Plans needed for contingent training and ensure the CCF annual generic risk assessment is up to date and fit for purpose.
- Submit annual radiation returns.
- Attend Unit Security Officer Continuation training every five years, and yearly updates.
- Conduct annual Establishment Security Self-Assessment (ESSA) with CC.
- Respond in the event of the Armoury alarm activating.
- Weekly alarm system testing and liaison with alarm system engineers and monitoring company, for maintenance schedules and 6-monthly service.
- Take an active role in improving safety arrangements for all CCF activities in conjunction with the CC, Army and RAF section.
- Follow MOD Health and Safety Policy and ensure that all members of the CCF do the same. Liaise with the College H&S Officer as required.

Governance and Compliance

- Online access to all Publications and Pamphlets (MOD controlled documents explaining policy in all areas of training).
- Ensuring all relevant policy is adhered to across Cadet Forces activity and equipment management.
- Produce, implement and keep updated all CCF Policy and Doctrine. Update, and ensure availability of standing orders, regulations, training manuals etc.
- Prepare for and attend all relevant CCF inspections, and supervise all external works contractors required for such inspections; including annual administrative inspection in accordance with JSP 313.
- Liaise with the HR Department to ensure that all relevant checks are carried out for CCF Adult Volunteers. Maintain and update CCF DBS Record as required.
- CFAV Governance. Be the point of control for all mandated CFAV Governance training and checks (RBT, DBS, Security Clearance, Safeguarding etc).
- Ensure Cadet Force Adult Volunteers complete mandatory annual assessments as dictated by the MoD and the upkeep of the contingent's MoD compliance.

Communication

- Ensure all relevant parties are always aware of relevant information.
- Disseminate information to relevant people by appropriate means where required.

College Security and Safety

- Plan, conduct and maintain ranges and range practices, including live firing.
- Follow the College Health and Safety Policy and ensure that all members of the CCF do the same.
- Liaise with and assist the College H&S Officer as required.
- Site security and 'on call' duties for weapons and armoury.
- First Aid at Work Instructor (training and qualification can be provided).
- Qualified Fire Marshall Instructor (training and qualification can be provided).

Safeguarding Responsibilities:	<ul style="list-style-type: none"> • Whilst not in a teaching role, as SSI you will be working on a regular basis in a school in a role which gives opportunity for contact with children. As such, you will be in regulated activity and an enhanced DBS check (which includes children’s barred list information) will be required in advance of appointment. • Safeguarding and promoting the welfare of children is everyone’s responsibility. As with all College staff members, you will therefore be responsible for providing a safe environment in which children can learn.
Other	<ul style="list-style-type: none"> • Undertake other duties of an appropriate level and nature as and when requested by the CC.
	<p>St Edmund’s College and Prep Old Hall Green, Ware, Hertfordshire, SG11 1DS Telephone: 01920 824335 Email: hr@stedmundscollege.org</p>

The College is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Candidates will be required to undergo relevant Safeguarding Checks.

We will seek references on short-listed candidates that will include questions about past disciplinary actions or allegations in relation to behaviour with children and may approach previous employers for information to verify particular experience or qualifications before interview.

This role is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020.