

**School Name:** Acklam Grange School  
**Post Title:** School Staff Instructor (SSI) - Cadet Force  
**Salary:** GRADE F POINT 8-11 NJC £26,824-£28,142 (actual salary to be pro rata)  
**Responsible to:** Headteacher  
Deputy Headteacher  
Contingent Commander/Off-Site Provision Manager

### **JOB SPECIFICATION: MAIN RESPONSIBILITIES OF THE POST:**

The School Staff Instructor delivers vital support and administration to their Contingent Commander, and to Cadet Force Adult Volunteers (CFAVs) and cadets in all Sections, that ensures the safe, effective and efficient running of the Contingent.

The general roles, responsibilities and tasks of the School Staff Instructor in support of the Contingent Commander are:

#### **Organisation & Structures**

- Supporting the Contingent through ensuring all records, audits and returns are completed in a timely manner.
- Ensuring that the relevant policy, rules and practices are followed across all personnel administration, equipment management, and cadet activity planning and delivery.

#### **People & Administration**

- Supporting the Contingent Commander and Section Commanders by ensuring that all CFAV and cadet records on Cadet MIS are current, reviewed regularly and updated as required, including any changes in medical and/or dietary requirements or next of kin details.
- Supporting the Contingent Commander and Section Commanders by regularly monitoring CFAV mandatory checks and training and highlighting where CFAVs require or will shortly require refresher checks and/or training.
- Administering the new CFAVs and cadets joining the Contingent following the relevant CCF and Section policy, rules and practices.
- Updating weekly parade attendance, external activity, course and training attendance, and qualifications gained on Cadet MIS for CFAVs and cadets in all Sections.
- Identifying, highlighted and signposting appropriate activities, courses and training opportunities to CFAVs and cadets in all Sections, to assist them in their development.

#### **Logistics, Finance & Medical Support**

- Managing and operating the Contingent's equipment and materiel stores, maintaining accurate registers and checks of kit and equipment to ensure it is not lost.
- Managing and controlling the Contingent Loan Stores account, including raising of issue and receipt vouchers for all Loan Stores, and the collection and return of Loan Stores from the MOD and/or other Cadet Forces units where requested.
- Carrying out mandating checks on weapons, ammunition and pyrotechnics as required based on the types held by the Contingent.
- Ensuring all relevant inspection regimes are followed and correctly carried out, liaising with external organisations to carry these out in a timely manner where required.
- Carrying out regular equipment inspection and maintenance checks as required by the relevant policy, rules and practices, and ensuring that all faults, issues and damage of MOD-provided items is properly reported and fixed.
- Managing the Contingent clothing accounts, records of clothing issues and receipts for all Sections, and the centralised requests for new and replacement clothing items, repairs and returns in line with the relevant policy, rules and practices.

- Supporting the Contingent Commander and/or Section Commanders through booking accommodation, travel, equipment and/or training facilities as required, and ensuring these bookings are maintained, up to date, correct and actioned in a timely manner.
- Supporting the Contingent Commander in managing the Contingent Grant account and Contingent Non-Public Fund account, and any other funds that the Contingent and/or individual Sections may have access to.
- Preparing and submitting bills to the Contingent Commander for recovering of funds for kit and equipment losses, or for damages to MOD property.
- Providing access to all relevant publications, pamphlets and other documents to CFAVs and cadets are necessary.

### **Activities, Courses & Training**

- Supporting Contingent parade days and other activities through preparing training aids, equipment and locations.
- Supporting the Contingent through attending reconnaissance visits for proposed cadet activities from a support and administrative perspective, and liaising with relevant support, accommodation and catering teams as appropriate.
- Supporting the Contingent Commander and Section Commanders through managing events on Cadet MIS, assisting in preparing and submitting the relevant forms and documents in a timely manner, and in updating the forecast of events.
- Supporting the Contingent Commander and Section Commanders through providing delivery support and administration on cadet activities as required.
- Supporting the Contingent Commander and Section Commanders through booking CFAV and cadet attendance on activities, and in recording attendance and qualifications on Cadet MIS.

### **Security, Communications & Engagement**

- Managing and maintaining the security of all weapons, ammunition and pyrotechnics held on School grounds or in use on Contingent activities.
- Managing and maintaining the security of all Contingent kit, equipment and materiel, including ICT facilities and bank accounts.
- Providing the Contingent point of contact for all security matters, queries and requests.
- Attending relevant conferences and meetings to support the Contingent Commander.
- Updating all members of the Contingent with new or relevant information when this is published, including CFAV and cadet activities, courses and training opportunities.
- To plan and support the Contingent Commander in the development of the Cadet Force, including the administration, training, stores management and communication with the wider Combined Cadet Force (CCF) and Ministry of Defence (MOD).

### **ALL EMPLOYEES HAVE A RESPONSIBILITY TO:**

- Be committed to the safeguarding and promotion of the welfare of children and young people
- Comply with the policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, equal opportunities, reporting all concerns to an appropriate person
- Take appropriate action to identify, evaluate and minimise any risks to health, safety and security in the school working environment
- Contribute to the overall ethos of the school / trust
- Participate in training and other learning activities and performance development as required

**Other duties commensurate with the grade of the post as required by the Headteacher or Senior Leadership Team.**

**The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. This post is subject to an enhanced Disclosure and Barring Service (DBS) check.**