



School Name: Acklam Grange School
Post Title: Casual CCF/DofE Support Assistant
Salary: £13.05ph
Responsible to: Headteacher
Deputy Headteacher
Contingent Commander/Off-Site Provision Manager
DofE Manager

JOB SPECIFICATION: MAIN RESPONSIBILITIES OF THE POST:

The CCF/DofE Support Assistant delivers vital support and administration to the management and delivery of AGS Combined Cadet Force and Duke of Edinburgh award programme.

The general roles, responsibilities and tasks of the CCF/DofE Support Assistant in support of the Contingent Commander and DofE Manager are:

People & Administration

- Administering the new cadets joining the Contingent following the relevant CCF and Section policy, rules and practices.
- Updating weekly parade attendance, external activity and course and training attendance.
- Assisting DofE students with updating their personal log books where appropriate.

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 regular equipment inspection and maintenance checks as required by the relevant policy, rules and practices, and ensuring that all faults, issues and damage of 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.
- Preparing and submitting bills to the Contingent Commander / DofE Manager for recovering of funds for kit and equipment losses.
- 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.
- Supporting the Contingent Commander and DofE Manager through providing delivery support and administration on activities as required.
- Attend all relevant Contingent / DofE Residential training sessions.

Security, Communications & Engagement

- Managing and maintaining the security of all Contingent/DofE kit, equipment and materiel, including ICT facilities.
- 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.

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.