



The Marist School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

Title of Role: School Staff Instructor (SSI)

Reporting to: Contingent Commander

Purpose of Role: The purpose of the role is to contribute towards the provision of high-quality enrichment opportunities through CCF for our pupils. The SSI will assist in ensuring the effective establishment and operation of all aspects of the CCF and be committed to developing the very highest standards for the CCF.

Status of Role: Permanent part-time role - 3 days per week, term time only, plus up to 51 days per annum may be claimed from the MOD

Salary: FTE £25,158, prorated for part time contract to £12,301.17, plus daily stipend of £90.96 to be claimed from the MOD on maximum 51 days pa

Key Tasks and Accountabilities:

The SSI will report to the Contingent Commander. The SSI is to provide the liaison between the contingent and the CCF and RN HQ and Area Instructors. The following requirements, whilst being comprehensive, are not exhaustive and may be amended by agreement between the Contingent Commander and the SSI.

Safety

Be conversant with all safety regulations as laid down in CCF documentation, and by MoD Health and Safety authorities to ensure that the correct standards are maintained in all aspects of training. Produce written instructions for all training activities. Maintain current first aid qualification, attending refresher courses as required. Maintain all other professional qualifications pertaining to the role.

Buildings

Liaise with safety inspectors and implement requirements following inspections. Be responsible for the maintenance of CCF infrastructure through the various authorities, MoD and the school Operations Manager.

Inspections

Prepare for, and be in attendance for all periodic inspections as follows:

- Biennial Inspection
- Equipment Care Inspections (ECI)
- Mandatory Equipment Inspection (MEI)
- Portable Appliance Testing (PAT)
- Unit fire inspection
- Unit security inspection
- Alarm testing
- Electrical installation inspection
- Annual radiation return

Officer Training, Recruitment and Retention

- Liaise with HQ CCF and RN regarding all aspects of CCF personnel and administration
- Arrange for delivery of commissioning papers for new officers and assist in completion and submission
- Advise on security vetting
- Advise on officer training courses
- Apply for and arrange loading on Westminster database of officers on qualification courses e.g. CCF Initial Courses, AT training, first aid etc.
- Update Cadet Force databases, namely Westminster, with changes to officers' status
- Arrange for supply of officer uniform

Databases

- Liaise with Technical Services staff on platform access required to administrate role effectively
- Manage records on 'Westminster' MIS

Meetings

- Attend all contingent commander meetings
- Attend meetings at CCF RN HQ, brigade, etc. as required

Training

- Assist with discipline within the contingent

Parade Days:

- Assist with the planning and preparation of all logistics required to support the training
- Maintain a high standard of turnout and discipline
- Be available for evening and/or weekend training sessions as required

Weekend Exercises/Field Days and Camps (when required):

Feet on the ground. Reaching for the stars.

- Attend recesses of proposed activities from an administrative standpoint and liaise with catering/accommodation points of contact.
- Attend weekend exercises, camps, term-time field days and occasional training days and parades as required
- Assist staff with the writing of risk assessments
- Manage the bookings and all aspects of planning for training events including accommodation, transport, feeding and equipment
- Manage logistics whilst on camps including daily ration returns, use of hired transport and equipment care
- Procure additional stores, including collection and delivery, and local purchase where applicable e.g. rations and loan equipment
- Reconnaissance of training areas and attendance at training area conferences
- Manage the take over and hand over of training areas and accommodation
- Compile nominal rolls for all exercises annotated with medical conditions, special needs, dietary requirements etc.
- Write and distribute admin instructions as required
- Issue loan equipment to cadets and maintain records, ensure swift return on completion of exercises and follow up any late returns
- Compile a list of charges for any lost equipment owned by the CCF
- Report any MoD equipment faults

Equipment and Stores

- Be responsible for all non-financial accounts including clothing and stores
- Order all clothing, rations and expendable items, using the recognised demand process
- Supervise and record the issue and receipt of stores items
- Organisation and maintenance of CCF stores
- Procure CCF locally purchased equipment
- Maintain records of clothing and equipment issued by the MoD
- Organise the repair and exchange of clothing and requests for additional clothing
- Organise purchase of boots and bulk ordering of clothing for new recruits in readiness for start of the school year
- Liaise with school Operations Manager regarding all aspects of Health and Safety in the CCF stores
- Produce and update standing orders pertaining to the stores

Liaison

Maintain strong working relationships with:

- All School staff
- Area Instructors
- Royal Navy CCF HQ
- Local Royal Navy units
- Other cadet units and UOTCs

Personnel Administration

- Assist with the application and enrolment of new cadets
- Maintain unit nominal roll and update as required

- Check weekly parade registers
- Maintain and update CCF notice boards as required
- Enrol cadets onto external courses, process applications and distribute joining instructions
- Update unit events on the Westminster database

Communications

- Attend all Chain of Command SSI conferences and briefings, and single Service conferences as required
- Ensure all relevant parties are always aware of relevant information
- Ensure both Cadets and CFAVs are aware of training programmes, lessons and upcoming events and activities
- Disseminate information to relevant people by appropriate means where required

Ad Hoc Tasks

- Any other tasks as may be required by the Principal or Executive Team from time to time in support of the overall activities and smooth running of the School.
- Undertake any additional training considered appropriate for the better performance of the role.

Person Specification	Essential	Desirable
Qualifications	GCSE Maths and English Grade 4/C or above	First Aid qualification.
	The right to work in the UK	AT qualifications.
	Clean driving licence.	
Experience	Have a sound understanding of the MoD's logistic processes.	Experience of working within schools
Knowledge	Knowledge of the cadet force's ethos and a desire to support, encourage and develop cadets.	An ex-regular or reservist NCO/WO/Officer or have extensive experience of the cadet forces.
	An understanding of and commitment to safeguarding issues	Previous experience with cadets or young people.
		Keeping Children Safe in Education – Safer Recruitment Guidance
Skills	Ability to build relationships and to coach people	Use of databases.
	Excellent written and verbal communication skills, with the ability to adapt messages to suit the audience being addressed	
	Interpersonal skills demonstrating influence, diplomacy, and discretion	

	Excellent administration skills, including Excel, Outlook, PowerPoint, and Word	
Personal Attributes	Discipline and resilience to complete tasks often without support or supervision	
	High level of professionalism and integrity, with the ability to maintain confidences	
	Self-motivated and enthusiastic,	
	Prepared to challenge constructively, and be solutions-focused with regard to current and historical working practices	
	Be prepared to work long, sometimes odd, flexible hours when on field days and camps away from home.	
Suitability to Work with children	Candidates must be able to undergo successful checks in line with standards for 'Safeguarding Children and Safer Recruitment in Education'	
	Appropriate and relevant references will be checked.	
	Understanding and acknowledgement of the individual's responsibility for promoting and safeguarding the welfare of children and young persons for whom he/she has responsibility or with whom he/she has contact.	

This job description is representative and not necessarily a comprehensive definition of the post. Other reasonable duties may be allocated from time to time commensurate with the general character of this post and its scale point.

Safeguarding and Child Protection

The responsibility of all staff in the School is to promote and safeguard the welfare of children and young persons for whom they are responsible, or with whom they come into contact by adhering to and ensuring compliance with the School's Child Protection and Safeguarding Policy at all times. If, in the course of carrying out the duties of the post, staff become aware of any actual or potential risks to the safety or welfare of children in the School, they must report any concerns to the School's Designated Safeguard Lead (DSL) or to one of the Deputy DSLs. All Marist staff must have an enhanced DBS disclosure.

Policies

The School's policies and risk assessments, which are found in the central Policies & Risk Assessment Team, are reviewed at least annually and all staff should be familiar with the policies and risk assessments which apply to them and their role.

Health and Safety

In accordance with the provisions of the Health and Safety at Work Act 1974 the School takes its duty to the health and safety of all staff very seriously. It is also the responsibility of all staff to take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work.

Appraisal

Staff are part of the school's appraisal scheme and will have agreed objectives for each year of service. Their Line Manager will monitor and review performance.

Professional Development

The School actively supports the continuing professional development of all staff. Staff should also support their own continuous professional development including participating in training and development opportunities identified by the School.

Data Protection

The Marist School processes information about its current, past or prospective staff, applicants, current, past and prospective pupils; and their parents, carers or guardians and others who are defined as data subjects under UK Data Protection law.

Anyone who works for, or acts on behalf of, the school (including staff, volunteers, governors and service providers) should also comply with the school's Data Protection Policy, which also provides information about how personal data about those individuals will be used.

The School takes the protection of all personal information extremely seriously and is committed to a policy of protecting the rights and freedoms of individuals with respect to the processing of their personal information.

Review and Amendment

This job description will be reviewed regularly and may be subject to modification and amendment from time to time, and the post holder may be required to undertake additional duties, as required, by the Principal.