

Post Title:	Trust School Staff Instructor (SSI)
Location:	Required to travel to any school within Orbis Education Trust currently Kettering and Northampton
Responsible to:	Assistant Headteacher (Contingent Commander)
Salary Grade:	Orbis Pay Scale 22– 26, Actual Salary: £26, 286 29,015 per annum. In addition, the successful candidate will be eligible to claim VA allowance from the MOD for each school and a grant from the Department of education for each school in line with government guidance.
Hours:	Full Time position 37 hours per week Monday to Thursday 8.30am to 4.30pm, Friday: 8.30am – 4.00pm 52 weeks per year
Holiday:	28 days per annum, plus statutory bank holidays.
Pension:	Local Government Pension Scheme
Benefits:	Free parking and Employee healthcare scheme

ROLE PURPOSE

The purpose of the role is to contribute towards the provision of high quality enrichment opportunities for our students within our Trust.

The role of the SSI will be to assist in ensuring the effective establishment and operation of all aspects of the CCF. Additionally, the SSI will support Orbis Education Trust with responsibilities as outlined below as 'whole trust responsibilities'. The successful candidate will be committed to developing the very highest standards for the CCF.

CCF DUTIES

In all aspects of the job relating to CCF activities, the SSI will report to the Contingent Commander. The SSI is to provide the liaison between the contingent and the CCF RN AND Army 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, East Midlands RFCA, MoD and trust Health and Safety and Maintenance departments.

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

- Maintain comprehensive Personal Files for all officers on strength.
- Liaise with HQ CCF RN and Army regarding all aspects of CCF personnel and administration.
- Arrange for delivery of commissioning papers for new officers, and assist in completion and submission.
- Arrange 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

- Use Schoolbase to obtain cadet records, administrate events and record attendance as required.
- Write and input termly reports on cadets' performance.
- Maintain up to date records of CCF officers, to include length of service, courses undertaken, promotions, qualifications and any other relevant details.
- Maintain officers' pay records.
- Manage cadet records (ensure all data is complete and up to date).
- Complete weekly parade registers.

MEETINGS

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

TRAINING

- Maintain discipline within the contingent.
- Monitor training to ensure completeness and compliance with MoD directives and safety.

Parade Days:

- Assist with the planning and preparation of the relevant training programmes; publish for all contingent officers and supporting units.
- Maintain a high standard of turnout and discipline.
- Ensure NCOs carry out designated tasks.

- Teach specific subject periods when required.
- Be available for evening and/or weekend training sessions as required.
- Ensure the quality of instruction by officers and cadet NCOs.

Cadet NCOs:

- Maintain good working relationships with all NCOs, particularly the Senior NCOs.
- Advise and assist with NCO development and maintenance of standards of instruction and leadership.

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

- Attend weekend exercises, camps, term-time field days and occasional training days and parades as required.
- Plan and write training exercises as required.
- Review content of the weekend training exercises prior to submission to Training Safety Advisor.
- 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.
- Complete Authority to Train requests and submit for approval.
- Procurement of 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.
- 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.
- Procurement of 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.
- Be responsible for the storage and issue of training publications and training aids.
- Organise purchase of boots and bulk ordering of clothing for new recruits in readiness for start of the school year.
- Liaise with school Health and Safety department 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 trust staff.
- Area Instructors.
- Royal Navy and Army CCF HQ.
- Local Royal Navy and Army units.
- Other cadet units, UOTCs and Army Reserve units.

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.

WHOLE TRUST RESPONSIBILITIES

- Manage Adventurous Training (AT) stores.
- Provide extra-curricular outdoor pursuits opportunities for non-cadet students.
- Assist with the delivery of aspects of the school curriculum, primarily active activities, as required.
- Assist with student support teams as required.
- Any other duties as directed by the Line Manager (Contingent Commander).

Orbis Education Trust are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Person Specification

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

<p>Personal Attributes</p>	<p>Discipline and resilience to complete tasks often without support or supervision</p> <p>High level of professionalism and integrity, with the ability to maintain confidences</p> <p>Self-motivated and enthusiastic,</p> <p>Prepared to challenge constructively, and be solutions-focused with regard to current and historical working practices</p> <p>Be prepared to work long, sometimes odd flexible hours when on field days and camps away from home.</p>	
<p>Suitability to Work with children</p>	<p>Candidates must be able to undergo successful checks in line with standards for 'Safeguarding Children and Safer Recruitment in Education'</p> <p>Appropriate and relevant references will be checked.</p> <p>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.</p>	

The post holder's responsibility for promoting and safeguarding the welfare of children and young people for whom they comes into contact with will be to adhere to and ensure compliance with the school's Child Protection Policy at all times. If, in the course of carrying out the duties of the post, the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, s/he must report any concerns to his/her line manager or the school's Child Protection Officer.

This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working, the major tasks will be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.