



Queen Mary's Grammar School

Headmaster: R J Langton, M A

Job Description	
Post Title	CCF School Staff Instructor & Co-Curricular Support
Responsible to	AHT Co-Curricular / CCF Contingent Commander
Grade:	NJC 15-23 (£25,878 - £30,151 FTE) Actual salary £18,127 - £21,120 Opportunity to claim CFAV Volunteer Allowance for training activities undertaken off-site or on non-core days under same terms as other CFAV.
Contract arrangements	4 days per week, term time only (inclusive of training days). Plus up to 51 volunteer allowance days as detailed above. 30 hours per week. Expected to attend weekly unit parades: currently Fridays 1600 – 1730 Expected to attend Annual Army Camp (1 week in July)
Disclosure	The post is subject to an enhanced DBS disclosure with barred list check. Additionally the post is subject to satisfactory Security Clearance being obtained through MOD.
Outline of Job role:	
<ul style="list-style-type: none"> • Play a key role with the Contingent Commander in leading and developing our CCF Contingent • Provide administrative and logistical support to facilitate the unit's training • Plan and deliver training activities to cadets and CFAV • Provide operational management of Farchynys, contributing to ongoing development of this project • Support the wider co-curricular programme at the school 	
JOB DESCRIPTION – CCF SSI	
J1 – Personnel	
<ul style="list-style-type: none"> • Maintain standards and contribute towards motivation within the unit • Be the first point of contact for cadets regarding CCF • Complete routine administration for all cadets and CFAV on WESTMINSTER and BADER: ensure records are kept up to date, record Parade Night attendance and update qualifications and training completed • Administer new CFAV and Cadet joiners to the contingent • Liaise with regional Cadet Training Team (CTT) and RAF Test personnel • Observe Health & Safety duties at all times whilst working • Promote and safeguard the welfare of children and young persons for whom you are responsible and with whom you come into contact 	
J2 – Security	
<ul style="list-style-type: none"> • Fulfil role of Assistant Unit Security Officer • Undertake Branch Security Courses at prescribed intervals • Be responsible for the day to day security of CCF buildings and equipment • Maintain security for the unit armoury 	
J3 – Operations	
<ul style="list-style-type: none"> • Plan and deliver safe and enjoyable cadet training, within bounds of qualifications • In liaison with activity owners, ensure the Safe System of Training and Cadet Safety Management System is in place for all events and activities. Be in the key person in ensuring procedural compliance with ACSMS. Maintain administration of events on WESTMINSTER. • Coordinate event bookings with DIO through BAMS. • Attend Annual Camp • Attend other training events as required 	

J4 – Logistics

- Manage all unit equipment and stores
- Maintain appropriate records, including issue and receipt to cadets and CFAV
- Ensure serviceability of equipment, including arranging repairs and inspections
- Coordinate CSS requests and bookings for planned training (feeding, transport, ammunition, etc)
- Manage the unit armoury including mandatory routine checks
- Manage unit equipment and material stores
- Liaise with regional CTT regarding provisioning and accounting of all stores
- Fulfil the requirements of the CCF Equipment Care Directive

J5 – Plans & Policy

- Attend CCF planning meetings as required
- Keep abreast of current policy and regulation regarding cadet forces, disseminating information to relevant people when required
- Put forward ideas and suggestions for continual development of the cadet experience delivered by the unit
- Attend conferences or meetings with external bodies as required, including Brigade SSI conferences
- Support the Contingent Commander in maintaining Unit Standing Orders

J6 – Comms & IT

- Maintain all unit records on WESTMINSTER
- Assist CFAV in using WESTMINSTER and other cadet force IT systems
- Monitor and disseminate information from the CCF email account
- Field routine correspondence to the CCF to the appropriate person

J7 – Doctrine & Training

- Maintain own professional development and contribute to the CPD process of others
- Attend training courses as required to maintain currency or to meet unit needs
- Maintain unit publications and pamphlets, including updates as required
- Control all mandated compliance training for CFAV within the unit to ensure appropriate governance.

J8 – Resources & Finances

- In liaison with the Contingent Commander, process VA claims for CFAV
- On behalf of the RAU manage the indoor range
- Assist with management of the school vehicle fleet

J9 – Civil Military Co-operation

- Undertake other CCF duties as may be reasonably required by the Contingent Commander
- Contribute to the wider life of the school
- Undertake any other duties within the school as reasonably agreed with the Headmaster

JOB DESCRIPTION – Co-Curricular Support, inc Farchynys

- Contribute to the overall Co-Curricular programme at the school
- Provide administrative support to the Co-curricular programme through working with the AHT Co-Curricular.
- Manage the school vehicle fleet, including routine checks

Farchynys

- Provide operational management for Farchynys
- Contribute to ongoing development of the estate and Farchynys Estates Management Ltd
- Undertake routine checks on properties
- Carry out minor maintenance tasks within properties and woodland, within limits of experience
- Coordinate and liaise with contractors
- Liaise with letting agent and cleaner for the Cottage concerning bookings
- Deal with customer contact and complaints as required
- Help develop procedures and experience to maximise usage and encourage bookings from other schools within and out-with the trust.
- Attend quarterly board meetings of Farchynys Estate Management Ltd

The post holder will be expected to travel to Farchynys in North Wales regularly to undertake some of these duties.

This job description is not exhaustive and additional reasonable responsibilities may be assigned in order to deliver the aims of the school. This document will be reviewed periodically with the post holder as part of the appraisal cycle.



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Person Specification

ESSENTIAL

- Experience as an SNCO, WO or Officer in the Regular, Reserve or Cadet Forces
- Good team player. Able to motivate others with energy and enthusiasm and build strong relationships
- Confident, friendly and approachable; a positive "can-do" attitude
- Instructional or teaching experience
- Experience working with cadets or young people
- Experience managing own workload and working on own initiative
- Proven ability to juggle multiple demands and priorities, working calmly under pressure
- Good practical knowledge of cadet type activities (field craft, map reading, adventurous training, skill at arms, first aid, drill)
- Skilled user of IT and computer software
- Good written and verbal communication skills
- Highly organised and efficient administrator
- Understanding and experience of managing Health and Safety
- Hold or prepared to gain cadet instructor qualifications
- Hold or obtain DBS clearance at enhanced level
- Hold or obtain Government Security Clearance
- Full driving licence

DESIRABLE

- Previous experience within the Cadet Forces
- Skill at Arms Instructor
- Range Management Qualifications
- Exercise Conducting Officer Qualifications
- First Aid Qualification
- First Aid Instructor
- Adventurous Training Qualifications (eg ML, RCI)
- D1 Minibus licence
- Health & safety qualification
- Knowledge of military stores accounting

Queen Mary's Grammar School is committed to safeguarding and promoting the welfare of children and young people and all applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service. Safeguarding and Safer Recruitment Policies can be found on our website.