



JOB DESCRIPTION	
JOB TITLE	School Staff Instructor (SSI), CCF (0.6 FTE)
DEPARTMENT/SECTION	Non Teaching, Co-Curricular
LINE MANAGER	Contingent Commander
<b>SAFEGUARDING:</b> <i>Forest School is committed to safeguarding and promoting the welfare of children.</i>  The postholder will be required to; <ul style="list-style-type: none"><li>• Complete an Enhanced Disclosure and Barring Check (DBS).</li><li>• Complete Child Protection Training.</li></ul> Promote and safeguard the welfare of all children and young persons they are responsible for, or with whom they come into contact	
<b>JOB SUMMARY:</b>  Responsibilities include delivering training and supporting CCF staff and cadet NCOs to deliver an effective, exciting CCF training programme. The SSI will oversee the administration required for training activities to take place. The SSI will maintain the armoury, indoor air rifle range, stores, the Westminster and Bader systems and relevant areas of the Forest School database, in accordance with current MoD and school policies. In addition you will prepare the contingent for all inspections and foster, in conjunction with the CCF staff, a high level of discipline, dress, enthusiasm and engagement from the cadets.	
<b>KEY DUTIES AND RESPONSIBILITIES:</b>  Administrative <ul style="list-style-type: none"><li>• Be responsible for the management of stores and equipment including maintenance, safekeeping, stock control, billing and distribution.</li><li>• Ensure all weapons, armoury and indoor range are properly maintained, quantity and Registration checked and secured in accordance with current MoD regulations and Forest School's Healthy and Safety policies.</li><li>• Prepare for and attend administrative, annual, biennial, administrative, MEIs, ECIs, and other inspections</li><li>• Set up and oversee the weekly parade.</li><li>• To administer appropriate school budgets.</li></ul>	

- Monitor and manage all communication from the MOD chain of command and co-ordinate any required response in consultation with the Contingent Commander CCF.
- Ensure that the CCF contingent is compliant with the governance requirements of the MOD and the School.
- Accurately update and maintain all CCF personnel records on Westminster and Bader systems.
- In consultation with the Contingent Commander, co-ordinate all training courses that are required as part of the training and development plan.

#### Security

- Hold the position of Unit Security Office and hold current qualifications required for the role.
- Undertake additional training as necessary.
- Maintain contingent security standing orders in accordance with Defence Manual of Security and current MoD policies.
- Conduct the annual Establishment Security Self-Assessment (ESSA)
- Conduct weekly arms checks.
- Maintain records of monthly weapons serial number checks, safe custody register and other administrative tasks that may be required.
- Ensure that Arms and Ammunition are subject to annual MOD inspection.
- Co-ordinate Biennial Inspections.

#### Safety

- Act as the training and safety advisor for the Contingent Commander and work closely with the London District Training and Safety Advisor.
- Liaise with Forest School's Health, Safety and Compliance Director to ensure in-house policies and procedures are adhered to.
- Attendance at Chain of Command SSI Conferences and briefings.

#### Database Management

- Maintain adult and cadet records, parade attendance registers and the contingent calendar of events.
- Ensure the contingent keeps to MoD Governance standards and arranging for weapons handling, Red Book and other compliance tests as required to maintain the currency of CFAVs.
- Ensure that the Westminster, Bader and School databases for the CCF are current and accurate.

#### Parades, Camps and Field Days

- Administer and develop the training programmes for camps, field days and weekly parade days and other events in conjunction with the Contingent Commander and CCF staff. This will include bids for training facilities, stores, equipment, transport, food and accommodation and attendance at camp and training area conferences as necessary. Ensuring administration for such visits is completed as relevant within both the school's and MoD's systems.
- Contribute to and attend weekly parades, recces, camps, field days and other training activities.

## FOREST SCHOOL'S POLICY AND PROCEDURE

The postholder is required to actively follow and abide by all Forest policies and procedures including Equal Opportunities, Staff Code of Conduct, Safer Recruitment and Child Protection, and will maintain an awareness and observation of Fire and Health & Safety Regulations

If during the course of time the duties and responsibilities should change, the job description will be reviewed and amended in consultation with the postholder.

The postholder will carry out any other duties as are within the scope, spirit and purpose of this job description as requested the line manager or Head of Department/Section.