

WYMONDHAM COLLEGE JOB DESCRIPTION

COMBINED CADET FORCE SCHOOL STAFF INSTRUCTOR (CCF SSI)

Line Managers job title:	CCF Contingent Commander
Salary:	Points 7-11 of the Support Staff Scale FTE £26,403 - £28,142 per annum Pro rata £16,440 - £17,835 per annum, including an allowance for holiday pay
Tenure:	Permanent
Contract type:	Term-time only
Hours per week:	29 – to be worked flexibly throughout the week

THE POST

Wymondham College is a member of the Sapientia Education Trust (SET). SET is an expanding multi-academy trust with 13 primary and 9 secondary schools.

We are looking for a hard-working and enthusiastic person with high standards and the ability to communicate and interact effectively with others as part of our school as a CCF SSI.

The Role of the School Staff Instructor (SSI) at the Wymondham College Combined Cadet Force (CCF) is an integral part of this unique cadet organisation. The SSI is the link between the OC Army and RAF sections who ultimately report to the Contingent Commander, without the SSI this cohesion is not achievable. Being hugely organised with all the paperwork that MOD require is essential. Maintaining the stores is also essential in the smooth running of issuing kit and stock checks. The hours outside the main parade day on a Tuesday are flexible and can be moved around as long as the total hours are agreed with the Contingent Commander. This role is term time only so work in the office when the school is on holidays is not required but their will be a rota for the Armoury alarm call outs and the SSI will be expected to attend the Army summer camp and RAF summer camp if these fall in the school holidays. These camps will be paid separately from Brigade so these 2 weeks are in addition to the pro rata pay of the SSI.

The first six months of employment shall be a probationary period and employment may be terminated by the Trust during this period at any time on one week's prior written notice. The Trust may, at its absolute discretion, extend this period for up to a further six months. During this probationary period, performance and suitability for continued employment will be monitored.

PERSON SPECIFICATION

The professional competencies expected of a CCF SSI are:

- The ability to communicate clearly and tactfully using appropriate methods and an awareness of the impact of your own communication on others;
- Able to maintain positive relationships with all and able to work as an effective and flexible part of a team; willing to change methods of work and routines to benefit the team;
- Be able to multi-task and work under pressure;
- Be flexible and resilient in managing and executing their daily responsibilities;
- Able to demonstrate strong planning and organisational skills;
- Willingness to accept responsibility for your own actions;
- The ability to prioritise effectively, meet deadlines and accept challenges.

The qualifications and experience required of a CCF SSI are:

- A minimum of a grade C / 4, or equivalent, in English and Maths GCSE.

JOB SPECIFICATION

General Responsibilities

The CCF SSI is responsible for significant instruction with the cadets, administrative arrangements for the RAF and Army sections and for arranging camps and other activities, administering the CCF funds and managing the CCF stores.

Specific Responsibilities

The post-holder will be required to comply with the Trust Code of Conduct. The post holder will have access to and be responsible for confidential information and documentation. They must ensure confidential or sensitive material is handled appropriately and accurately.

The post holder shall participate in the Trust's programme of Performance Management and Continuing Professional Development.

A non-exhaustive list of specific responsibilities for the role is below and you will be required to undertake other duties and responsibilities as may reasonably be required.

- Attend weekly parades in uniform
- Taking the lead on all admin requests received from RAFAC/Westminster and other relevant sources, following up and keeping the Contingent Commander and OCs updated accordingly and maintaining the database and files for both systems
- Complete all necessary administration/documentation for enlistment of cadets and CFAVs and the commissioning of Adult Volunteers

- Maintaining up to date records (personal, training, qualifications, promotions and adding the weekly attendance register on Westminster and Bader for all the Contingent Personnel
- Manage the calendar on Westminster/Bader for all training events, including VA days, submitting all relevant paperwork. Managing trips and visits on the school Evolve system
- Oversee all the Contingent purchases and ensure the CCF has appropriate insurance cover
- Assist the Contingent Commander in maintaining the CCF accounts and records in accordance with current accounting regulations
 - Prepare the Public Accounts to be audited by Brigade
 - Assist the CC in running the Public and private accounts
 - Collate required returns to the MOD (equipment, qualifications, controls and records)
 - Prepare documentation for Biennial inspections
- Provide and support instruction in accordance with the CCF training programme;
- Maintain stores, check receipts, check stores, arrange kit issue and maintain and order replacement kit as required
- Maintain the Firing Range, annual cleaning/ventilation and the Range Licence requirements
- Check and maintain weapons and ammunition stores in accordance with current regulations; this includes cleaning the weapons weekly
- Be responsible for creating and maintaining a CCF inventory and ensuring that the offices are kept clean and tidy at all times
- Generate and monitor works requests with appropriate agencies (either College or MOD)
- Provide administrative support for all CCF activities such as trips and visits
- Provide administrative and organisational support for CCF Camps during the year
- Attend at least one CCF camp during the year; ideally both the army and the RAF where possible
- The post-holder shall participate in the College's programme of Performance Management and Continuing Professional Development
- Be available as a key holder for Armoury Alarm call outs, on a rota agreed with your line manager, on both working days and weekends. The successful candidate must therefore live within a 30 minute travel period of main location of work at Wymondham College
- Support CCF staff with course and CASP preparation, Admin letters, kit issue
- Establish working relationships with key CCF College staff and other non CCF staff
- Provide monthly report to the CC of achievements of the CCF and any actions that need escalating
- Ensure all tasks that the CC sets are completed on time
- Attend courses as needed to obtain qualifications as necessary to support the CCF and the Cadet experience e.g. SAAI (Skill at Arms Instructor), MQual
- The post-holder shall undertake such other duties and responsibilities as the Contingent Commander may reasonably require.

HOURS OF WORK

Paid Weeks per year	Term Time only / 35 weeks
Hours per week	29
Normal working Pattern	<p>29 hours to be worked flexibly across the week as & when required. The Tuesday shift cannot be changes due to this being the evening cadets are on site at the College.</p> <p>A proposed working pattern is: Monday 08:30-16:30 Tuesday 08:15-18:15 Wednesday 09:30-16:00 Thursday 09:30-16:00</p> <p>Plus on call on an agreed rota with your line manager including weekends.</p>
Unpaid Breaks	30 minutes lunch break where the working day exceeds 6 hours
Holidays	Holiday pay entitlement is included in the pro rata salary for the post and there is no entitlement to take holidays during term-time.
Annual leave entitlement	Annual holiday entitlement for full-time support staff will reduce to 34 days (including bank holidays), rising to 38 days after 5 years' service.
CPD Days	CPD is included in your pro-rata salary and you will be expected to work on all published CPD Days. Any additional time required for CPD can be claimed on a timesheet.

REMUNERATION

- Points 7-11 of the Support Staff Scale
- **FTE** £26,403 - £28,142 per annum
- **Pro rata** £16,440 - £17,835 per annum, including an allowance for holiday pay

The post-holder will be auto enrolled to join the Trust's nominated pension scheme for support staff provided by Norfolk Pension Fund. This scheme is a defined benefit scheme with the current employer contribution rate set at 22%, and employee contributions of 6.5%. Staff do have the option to reduce contributions by 50%.

The annual salary will change each year depending on the days and weeks in the academic year.

MID-YEAR ADJUSTMENTS – TERM TIME/TERM TIME PLUS

Salary payments are averaged out over the 12 months of the Academic Year. If you begin employment with the Trust during the Academic Year, or you have changes made to your contract, a Mid-Year Adjustment calculation will be made. This is to ensure that employees are only paid for work they will do over the remaining months of the Academic Year. This is worked out based on working days of the term time calendar not an equal division of full months to be worked.

DRESS CODE

The post-holder will be expected to wear appropriate business attire. All staff will be supplied with appropriate Staff ID. This must be worn at all times to ensure that students, staff and visitors are able to identify employees.

PRE-EMPLOYMENT CHECKS

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

All staff must be prepared to undergo several vetting checks to confirm their suitability to work with children and young people. The Trust reserves the right to withdraw offers of employment where checks or references are deemed to be unsatisfactory.

MID-YEAR ADJUSTMENTS – TERM TIME/TERM TIME PLUS

Salary payments are averaged out over the 12 months of the Academic Year. If you begin employment with the Trust during the Academic Year, or you have changes made to your contract, a Mid-Year Adjustment calculation will be made. This is to ensure that employees are only paid for work they will do over the remaining months of the Academic Year. This is worked out based on working days of the term time calendar not an equal division of full months to be worked.

DRESS CODE

On parade nights (Tuesday) the post-holder will be expected to wear CCF uniform. Outside of this day appropriate business attire or attire relevant to the tasks being undertaken (e.g. weapons cleaning) is to be worn.

All staff will be supplied with appropriate Staff ID. This must be worn at all times to ensure that students, staff and visitors are able to identify employees.

PRE-EMPLOYMENT CHECKS

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

All staff must be prepared to undergo several vetting checks to confirm their suitability to work with children and young people. The Trust reserves the right to withdraw offers of employment where checks or references are deemed to be unsatisfactory.