



MATRAVERS SCHOOL

SSI Roles & Responsibilities:

SSI – SCHOOL STAFF INSTRUCTOR

AUTHORITY

- The School Staff Instructor is directly responsible to the Contingent Commander.
- Maintain discipline within the contingent.

COMMUNICATION

- Attend all contingent officer meetings.
- Attend meetings at CTT, CTC Frimley, Brigade, training area allocation conferences etc. as required.
- Maintain good working relationships with all Officers, Staff and Cadets.
- Complete cadet action safety plans as requested.
- Report any MOD equipment faults.

PUBLICATIONS

- Plan and write training exercises as required.
- Write and distribute admin instructions as required.
- Produce paperwork for the use of training areas and ranges as required.
- Produce EASP's, RSD's and RASP's in accordance with Cadet Training Ranges etc.
- Compile a list of charges for any lost equipment owned by the CCF.
- Produce amendment to standing orders where necessary in relation to stores, arms and ammunition stores and range.
- Produce Purchase Order Forms for sourced CCF equipment.
- Produce Weekly Orders.

RESPONSIBILITIES

- Maintain comprehensive P-Files (Personal Files) for all officers on strength.
- Advise on officer training courses.
- Apply for and arrange loading on Westminster database of officers on qualification courses e.g. CCF Basic Course Frimley Park, AT training, range qualifying courses, first aid etc.
- Indent for supply of officer uniform.
- Maintain up to date records on WESTMINSTER of CCF officers, to include length of service, courses undertaken, promotions, qualifications and any other relevant details.
 - Manage cadet records (ensure all data is complete and up to date).
 - Complete weekly parade registers.
- Deliver, support and assist with any training or activities as required.



MATRAVERS SCHOOL

- Monitor training to ensure completeness and compliance with MOD directives and safety.
- 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.
- Instruct specific subject periods when required.
- Advise and assist with NCO development and maintenance of standards of instruction and leadership.

Weapon Training

- The planning and supervision of weapon training and testing.
- Issue weapons and ancillaries prior to all weapons training sessions.

Weekend Training

- Attend weekend exercises, Easter and CCF Central Summer camps, term-time field days and occasional training days and parades.
- Review content of the weekend training exercises written by the section officers prior to submission to Contingent Commander.
- Assist staff with the writing of risk assessments, EASP's, RSD's and RASP's etc. as required.
- 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, ammunition issue and equipment care.
- Procurement of additional stores, including collection and delivery, and local purchase where applicable e.g. rations, ammunition and loan equipment.
- Collect and deliver additional weapons and ancillaries from supporting units in accordance with Security Standing Orders.
- 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.
- Inspect and return all ammunition and supporting paperwork.
- Issue loan equipment to cadets and maintain records, ensure swift return on completion of exercises and follow up any late returns.

Equipment and Stores

- Be responsible for all non-financial accounts including ammunition, clothing and stores.
- Order all clothing, rations, ammunition and expendable items from HQ SW using the recognised demand process.
- Ensure the correct storage of arms and ammunition, carry out audits and inspections on a weekly or monthly basis as laid down in the relevant MOD publications.



MATRAVERS SCHOOL

- Supervise and record the issue and receipt of stores items.
- Organise the maintenance, repair and serviceability of weapons. Report and record any faults in liaison with RQMS/CQMS CTT.
- Organisation and maintenance of CCF stores.
- Maintain records of clothing and equipment issued by 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.



MATRAVERS SCHOOL

Qualifications & Experience

Good level of general education including English Level 2	Essential
Experience of managing groups and individuals	Essential
HM Armed Forces Regular, Reserve or Cadet Forces experience	Essential
Full UK Driving Licence	Essential
Ability to use IT	Essential
Interpersonal skills and communication skills, Confident, friendly and approachable; a positive “can-do” attitude	Essential
Ability to work independently	Essential
Ability to prioritise work load	Essential
Cadet Activity qualifications SAAI, M Qual, SR, DCCT,	Desirable
Knowledge of the Duke of Edinburgh’s Award Scheme	Desirable
Knowledge of adventurous training activities and qualifications i.e. Archery GB Instructor, Lowland Leader, Climbing wall instructor	Desirable
Knowledge of Health & Safety	Desirable