

JOB DESCRIPTION

Job title:	SSI - CCF	AAT Grade G:	Points: 18 - 23
Reports to:	Contingent Commander/SLT		

Main job purpose

To support the Contingent Commander of the CCF to provide planning, administration and logistic support for Budmouth CCF activities. The SSI role is seen as being flexible (the flexibility being required to cover field days, camps and training etc) The SSI post is equivalent to three days per week and must include Thursday as this is when our parade is held. The other two days are flexible in agreement with the Contingent Commander.

Main responsibilities and duties

Main duties and responsibilities:

The SSI is responsible to the Officer Commanding the CCF (OC CCF) for the day to day running of the school CCF Contingent. This includes:

- Handling all the CCF post, emails and dealing with routine matters as appropriate
- Issuing, auditing and maintenance of the Army/Navy uniform stores.
- Maintenance, management, safekeeping and operation of all CCF stores and expedition equipment and similar Quartermaster duties for the Contingent and linked extra-curricular activities.
- Carrying out quantity and registration checks of weapons, as set out in the Defence Logistics Framework (DLF)
- Managing the cadet MIS (Management Information system), registering data on Westminster as applicable.
- Assisting the OC with the security, running and preparation of all books of accounts.
- Completion of annual reports to SW HQ Cadets
- The preparation of the Contingent for the Biennial Inspection to include administration, formal parade and the setting up of activities for review.
- Ensuring control of all training manuals and similar pamphlets are maintained and updated in relation to policy and training. Control security and organisation of documentation held by the CCF.
- Handling stores and similar Quartermaster duties on all section camps. Making appropriate preparations for camps, including associated administration and charges.
- Booking of MOD and Academy vehicles for all CCF and linked extra-curricular activities
- Carrying out the necessary planning for the termly field based exercises held over three weekends. Including administrative support, recces, transport, training support, military training camps, stores, ammunition and weapons.
- Assisting the Contingent Commander in the planning for weekly training in particular, liaison with the Cadet Training Team and any other external organisations.
- Preparing the stores and equipment for weekly training.
- Carrying out instruction as directed by the programme for weekly training and attending monthly CCF planning meetings.
- Carry out and complete Risk Assessments for CCF training where appropriate.
- To administer the paperwork associated with external courses for the cadets - e.g: Issuing of the joining instructions, issue rail warrants etc.
- To further expand the scope of the CCF with respect to training, exercises and other linked extra-curricular activities.
- All expenditure by the SSI must be approved by the OC CCF who is the budget holder for the CCF budget. The SSI will keep financial records of the contingent's income and expenditure.

- Attendance at all Chain of Command SSI conferences and briefings.

Other:

- Respect any and all confidential information.
- Undertake such other duties as may be required from time to time commensurate with the level of the post as determined by the Principal. The particular duties and responsibilities attached to the post may vary from time to time without changing the general character of the duties or the level of responsibility entailed.
- Comply with all decisions, policies and standing orders of the school; comply with any relevant statutory requirements, including Equal Opportunities legislation, the Health and Safety at Work Act and the Data Protection Act.
- Have a commitment to Child Safeguarding, to promoting the welfare of children and young people in accordance with the school's agreed procedure, and to meeting the five outcomes of Every Child Matters.
- Be able to work alone or as part of a team
- Undertake training, update or review sessions as required.

Supervision and Management of People

- The post holder will have no management responsibility. The post holder may also be required to provide some on-the-job training for new recruits.

Contacts and Relationships

- Maintain regular contact with your line manager/SLT Link. Assist in providing information for the making of reports to the Trust.
- The post holder will have contact with other staff members, students and parents.
- Liaising the First Aid/Health & Safety Officer when on-site to ensure pupil safety and that Health and Safety procedures are adhered to, and that contractors are made aware of relevant school procedures.

Support yourself by:

- Committing to improving your own practice through self-evaluation and reflection
- Following academy policies consistently
- Being organised and keeping appropriate and quality records that will help you to share information quickly and accurately, for example in using academy computer/paper-based systems.

Other:

- Supervision of all students on the school premises during the break times, before and after school as & when directed, both in the school buildings and grounds. This can involve supervision of children before, during and after they have eaten their lunch.
- To maintain high expectations in terms of behaviour from the students and to follow the academy's behaviour policy.
- To ensure Health and Safety regulations are complied with at all times
- To ensure the safety of students at all times
- To liaise with other members of staff and parents
- To be a point of contact and communication between parents and teacher/school when necessary.

Knowledge & Skills

- The ability to interpret, analyse and disseminate information through a range of different channels to all levels of staff.
- Competent in the use of IT systems.
- Communication
- Organisation
- Interpersonal skills
- Flexibility in working times on occasions
- Recognising own strengths and areas of expertise and using these to advise and support others.
- The ability to be flexible and creative with strategies.
- To be able to work accurately, under own initiative and to work in an organised and flexible manner.
- To take part in the Academy's staff development programme by participating in arrangements for further training and professional development.
- To engage actively in the Appraisal process

Supervision and Management

- The post holder will be expected to work for substantial periods unsupervised and to organise own workloads and priorities.
- To show a record of excellence of attendance and punctuality.
- To adhere to the Academy's dress code.

Problem Solving and Creativity

- To deal with changing and conflicting deadlines and frequent interruptions to work on a day-to-day basis.

Key Contacts and Relationships

- Close contact and consultation with all levels of staff within the school, the Trust and external bodies.
- Liaison with the IT Team
- Liaison with relevant staff from other schools within the trust as needed.

Decision Making

- Know when to seek help and advice.
- To establish and maintain clear systems and rationale
- Recognising own strengths and areas of expertise and using these to advise and support others.
- Work to set deadlines and to prioritise your own workload.

Working Environment

- Working throughout the site on more than one floor.
- General office equipment – to include access to a computer, printer, photocopier, fax, telephone etc.
- Spilt site
- Subject to frequent periods of lone working
- Travel to other AAT sites when required to assist other Academies as and when requested by the Trust.

Job description prepared by:	HR/Contingent Commander
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Date:	March 2022
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This list of duties is not intended to be exhaustive but simply highlights a number of the major tasks of the post. The post holder may be required to undertake additional duties which might reasonably be expected of him/her and which form part of the functions of the post.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. Following consultation with you, this job description may be changed by Management to reflect or anticipate changes in the job, which are commensurate with the salary and job title.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.