

Support Staff Person Specification

Job title:	SSI – School Staff Instructor			
Reports to:	Contingent Commander/SLT	Scale G:	Points 18 - 23	

CRITERIA	EVIDENCE (See Key)
EDUCATION AND PROFESSIONAL QUALIFICATIONS	
Essential	
1. GCSE English and Maths or equivalent	1, 2 & 3
2. A Skill at Arms Instructors Qualification or willingness to train as a Skill at Arms	1, 2 & 3
3. Certificate in First Aid or willingness to train as a First Aider	1, 2 & 3
4. D1 category driving licence	1, 2 & 3
Desirable	
5. Additional professional qualifications/training/experience related to this role	1, 3 & 4
6. M Qual/ECOs or KG6	1, 3 & 4
7. Any National Body Adventure Training Qualifications	1, 3 & 4
8. Any military range qualification	1, 3 & 4
KNOWLEDGE	
Essential	
9. Competent user of IT	1
10. Some understanding of Data Protection/GDPR	1, 3 & 4
11. Excellent customer service and communication skills	1, 3 & 4
12. Westminster MIS User	1, 3 & 4
EXPERIENCE	
Essential	
13. A good working understanding of Health & Safety	1, 3 & 4
14. Service as a SNCO with Armed, Reserve Cadet Forces	1, 3 & 4
Desirable	
15. Previously worked with young people	1
16. Previous experience of delivering military training	1, 3 & 4
KEY SKILLS	
Essential	
17. Sound interpersonal skills	1, 3 & 4
18. Ability to work independently but know when to seek help	1 & 3
OTHER FACTORS	
Essential	
19. Ability to form and maintain appropriate relationships and personal boundaries with children in accordance with Safeguarding practices	1, 3 & 4
20. Personal and professional resilience	1 & 3
21. Flexibility in working hours according to the needs of the role/school	1 & 3
22. Ability to deal sensitively and appropriately with confidential, personal information	1, 3 & 4
23. Ability to work under pressure, to set deadlines and to prioritise	1, 3 & 4
24. Ability to work with a wide variety of people internal and external school	1 & 3

Person Specification prepared by:	Contingent Commander for Budmouth Academy		
Designation:	Budmouth Academy Weymouth	Date:	March 2022

Evidence method for criteria - 1. Application Form 2. Sight of Certificates 3. Interview 4. References