



**Chessington Community College**  
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Headteacher: Mr A Ali MaEd, BSc (Hons), PGCE



## **CCF School Staff Instructor**

**Required from January 2018**

**Salary to be Negotiated**

**Closing Date: Noon 8 December 2017**

**“Everyone valued, everyday an opportunity,  
every moment focused on success”**

## *Message from the Headteacher*

*Dear applicant,*

*I am incredibly proud to be the Headteacher at Chessington. This is a school with a rich past and such a bright future; one where Great things happen for young people each day.*

*We have made excellent strides in recent years and are now considered a national 'High performing School'. We have done this by instilling pride in our students and making them ambitious for their futures. Each child is valued, each day considered a vast opportunity and each moment is focussed on their success. Whomever takes on this role will need to be someone who values student wellbeing but knows that this is achieved through the very highest expectations, consistency and drive each day as a leader in the school. Moreover, the right person for this role will demonstrate passion for their area. In this case a passion for the role military life can play in the development of young people ready for the 21<sup>st</sup> Century.*

*We are ambitious for the future of the school and are moving forward fast. Now judged Good by Ofsted we want to become a Great school in the next three years. This means we continue a rigorous focus on standards, a forensic approach to outcomes and of course a holistic understanding of the needs of every child that walks through our doors each day. The ideal candidate for this role will share this focus and will, each day, want the very best for the young people of Chessington.*

*Equally, every member of staff is hugely valued. When joining us you will join a culture where we keep striving to be better each and every day. We will support your career development through internal CPD programs, mentoring, coaching and through a range of external programs including Masters in Education or Middle and Senior Leadership development programs. Rest assured each day here the highest of learning and teaching practice will be expected but you will be supported and given time so that you can deliver a Great experience to each of our students.*

*I look forward to meeting you and to welcoming you on our journey to becoming a truly Great school.*

*Mr Ash Ali*

*Headteacher*



## ***CCF School Staff Instructor***

Chessington Community College is a co-educational 11-16 proudly comprehensive community school located in South West London, next to Chessington South train station, half an hour from the centre of London. Achievement at the college has risen consistently for the last 7 years and continues to improve rapidly. Significant recent investment has meant that the college offers an outstanding environment for learning.

We are an inclusive school that firmly believes in traditional values, manners and discipline. We believe that military values instil resilience and ambition in young people. As such we are delighted to be one of the few comprehensive schools awarded CCF status for launch and first parade in March 2018.

The role will be an exciting one. Creating the CCF alongside very willing volunteer members of staff, you will have the opportunity to shape this ensuing tradition.

## ***Job Description***

### **Main purpose of job:**

To ensure the smooth and efficient running of the CCF Contingent and to develop the leadership potential of cadets. Duties are military, educational and outdoor in nature and require planning, preparation and responsibility.

### **Main responsibilities:**

The core responsibility is the day to running, leadership and development of the CCF at Chessington. This is in association with the minority school duties as required.

### **Quartermaster Responsibilities:**

#### **Armoury:**

- Safeguarding and control of all arms and equipment shown in the armoury ledger.
- Maintenance and cleanliness of all stored weapons and ancillaries.
- Liaison with the Security Services Company and organisation of the required alarm maintenance and servicing visits
- Completion of weapons checks (quantity & serial number) as required.
- Liaise with unit armourer in order to repair weapons which can't be repaired by the unit.
- Preparation of all weapons, equipment and documents required for the Equipment Care Inspection Team (ECIT) 6 monthly and annual inspections.

#### **Ammunition Storeman:**

- Attend Unit Ammunition Storeman's Course.
- Demand, control and account for all Contingent ammunition.
- Prepare ammunition account, documentation and ammunition store in advance of any Inspection.

#### **General Stores:**

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- Implement the Equipment Care Policy.
- Issue, receipt, care, maintain, condition and account for all MoD and Contingent stores and equipment.
- Ensure all stores areas are kept in an orderly state.

#### **Accounts:**

- The control and maintenance of the Contingent clothing accounts, and records of issues and receipts for both Service Sections
- The submission of bills for kit losses
- The control and maintenance of the Contingent loan stores account
- The raising of issue and receipt vouchers for all loan stores.
- Checking of stores and maintenance of accurate registers to ensure that uniform is not lost

#### **Unit Security Officer (USO):**

- Attend the USO course and refresher course as required.
- Produce and update Unit Security Orders.
- Ensure all staff have completed the necessary disclosure and security clearance forms.
- Main Key Holder to the armoury and magazine. Ensure the procedure for keys and codes is maintained.
- Comply with LANDSO 2901 (Security of Cadet Forces) and associated security regulations and documents.
- As primary key holder respond to any armoury alarm activation.

#### **Pamphlets (MOD controlled documents explaining policy in all areas of training)**

- The control and maintenance of records of MOD pamphlet issues.
- The submission of these records for audit.
- The insertion of the latest amendments to all MOD pamphlets.

#### **Administrative duties:**

- Maintain and input all required administrative, training records and mandatory annual test for cadets and staff onto the Cadet Management Information Systems (Westminster/Bader).
- Entering weekly register onto system.
- Entering changes to cadet and CFAV details (Westminster/Bader).
- Act as office manager, maintaining files, documents and training manuals.

#### **Training:**

- Deliver some training according to the training programme.
- Arrange and confirm Cadet Training Team attendance at parades or other training where applicable.
- Assist with:
  - The production of the annual CCF (A) training programme
  - The Planning, preparation and coordination of all weekly, weekend training and camps

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- Providing assistance and guidance required for ceremonial parades and duties.
- Ensure policy for authority to train is implemented and completed.
- Submission of all supporting exercise documentation in a timely manner, to include (where applicable) Exercise Instructions; Range Action Safety Plan (RASP); Exercise Action Safety Plan (EASP); Risk Assessments; Joint Services Adventurous Training Form 'Alpha' (JSATFA); Land Clearance; Attend Recces of proposed training.

### **Camps and Field Days**

- Provide administrative support for the Contingent in the field
- Book appropriate elements of Field Days and camps, including transport, training support, military training camps, stores, ammunition and weapons.
- Keep abreast of forthcoming events and ensure that administrative plans are in place and executed, ensuring the School policy for trips and expeditions is complied with.
- Assist CC/OC Army Section with the planning, preparation and coordination of the annual CCF (A) Central Camps.

### **General duties:**

- Assist with school duties as required as part of 1/3 Timetable for school specific role.
- Planning, preparation and coordination of any special contingent event. E.g. Recruits open event, remembrance parade.
- Advise and lead in all other aspects associated with the Contingent.
- Undertake visits and journeys deemed appropriate by the CC on Contingent business.
- Attend all Brigade SSI conferences and single service or Contingent Commanders' conferences as required
- Maintain and update CCF noticeboard with test results, programmes, scores, letters etc.
- Preparation of bids for MOD ranges and training areas; Transport from the MOD Transport Agency; Training stores for camps and exercises; CTT support; Ammunition for training.

### **General:**

- This job description does not define in detail all responsibilities and the responsibilities and activities in the job description may be varied to meet the changing demands of the school at the reasonable direction of the Principal
- All staff employed by Chessington Community College are expected to take responsibility for promoting and safeguarding the welfare of children and young persons for whom they are responsible or with whom they come into contact
- All staff should be aware of the School's Safety Policy and implement it as appropriate.

## **Application Pack**



## *Personal Specification*

### **Summary of Duties and Responsibilities:**

To ensure the smooth and efficient running of the CCF Contingent and to develop the leadership potential of cadets. Duties are both military and outdoor in nature and require a significant amount of planning, preparation and responsibility.

Applicants ought to possess a range of the following qualities and qualifications, plus a willingness to continue to develop their skills and attainments as befits the role:

### **Qualifications & Attainments**

1. Attended or willing to attend King George VI Memorial leadership course
2. First Aid qualified, or willing to work towards
3. Full, clean UK driving licence
4. Range qualifications, or be willing to gain
5. Suitable qualifications in outdoor pursuits, adventurous training and Mountain Leader or willing to achieve them.

### **Experience & Knowledge (Desirable)**

6. Served recently as an Officer/SNCO or other in the Armed forces or be an active member or leader of a CCF or ACF (or tri-service equivalent).
7. Experience with cadets, e.g through Cadet Training Team or Army Youth Team preferred.
8. Demonstrable high level of administrative experience
9. Good leadership/management experience
10. Experienced in delivering training
11. Experience of managing multiple projects
12. Experience of managing stores
13. Familiarity with the Bader/Westminster management systems
14. Knowledge of the Army/RAF proficiency syllabi
15. A good knowledge of health and safety



### **Skills & Qualities**

16. Ability to interact well with young people
17. Ability to work in a team, as well as being able to work alone with minimum supervision
18. Highly motivated, enthusiastic and a self-starter with the ability to work independently
19. Excellent communication skills, both in writing and verbally, with a range of people
20. Excellent planning and organisational skills with strong attention to detail
21. The ability to work well under pressure and prioritise demanding workloads
22. Good IT skills - experienced at using all Microsoft Office packages

### **Values & Ethos**

23. Creative and practical, with an openness to new ideas and practices, with a positive 'can do' attitude
24. A supportive understanding of the ethos of independent education, with a commitment to the school and its success.

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25. Commitment to the School's policy on, and promotion of Equality and Diversity

26. Commitment to child protection and the promotion of a safe environment for children and young people to learn in.

#### **Work Circumstances**

- 27. Ability to work flexibly within the demand of the role, including long hours, weekends and away from home.

Staff will be affected the opportunity of a 360 Performance Appraisal to inform Professional Development

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.

This job description is current at the date shown but, in consultation with you, may be changed by the Principal to reflect or anticipate changes in the job, commensurate with the grade and job title.

