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|  **JOB TITLE**  | School Staff Instructor (SSI) |
| **DEPARTMENT/SECTION**  | Non-Teaching |
| **REPORTS TO**  |  Contingent Commander |
| **JOB SUMMARY:** Responsibilities include delivering training and supporting CCF staff and cadet NCOs to deliver an effective, exciting CCF training programme. The SSI will oversee the administration required for training activities to take place. The SSI will maintain the armoury, indoor air rifle range, stores, the Westminster and Bader systems and relevant areas of the Forest School database, in accordance with current MoD and school policies. In addition you will prepare the contingent for all inspections and foster, in conjunction with the CCF staff, a high level of discipline, dress, enthusiasm and engagement from the cadets. |
| **KEY DUTIES AND RESPONSIBILITIES:** Administrative* Be responsible for the management of stores and equipment including stock control, billing and distribution.
* Ensure all weapons, armoury and indoor range are properly maintained and secured in accordance with current MoD regulations and Forest School’s Healthy and Safety policies.
* Prepare for and attend administrative, annual, biennial, administrative, MEIs, ECIs, and other inspections
* Set up and oversee the weekly parade.

Security* Hold the position of Unit Security Office and hold current qualifications required for the role.
* Undertake additional training as necessary.
* Maintain contingent security standing orders in accordance with Defence Manual of Security and current MoD policies.
* Conduct the annual Establishment Security Self-Assessment (ESSA)
* Conduct weekly arms checks.
* Maintain records of monthly weapons serial number checks and other administrative tasks that may be required.

Safety* Act as the training and safety advisor for the Contingent Commander and work closely with the London District Training and Safety Advisor.
* Liaise with Forest School’s Health, Safety and Compliance Director to ensure in-house policies and procedures are adhered to.

Database Management* Maintain adult and cadet records, parade attendance registers and the contingent calendar of events.
* Ensure the contingent keeps to MoD Governance standards and arranging for weapons handling, Red Book and other compliance tests as required to maintain the currency of CFAVs.
* Ensure that the Westminster, Bader and School databases for the CCF are current and accurate.

Parades, Camps and Field Days* Administer and develop the training programmes for camps, field days and weekly parade days and other events in conjunction with the Contingent Commander and CCF staff. This will include bids for training facilities, stores, equipment, transport, food and accommodation and attendance at camp and training area conferences as necessary.
* Contribute to and attend weekly parades, camps, field days and other training activities.
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| **SAFEGUARDING:**  The postholder will be required to;* submit an Enhanced Disclosure and Barring Check (DBS).
* complete Child Protection Training.
* promote and safeguard the welfare of all children and young person’s they are responsible for, or come into contact with.
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| **FOREST SCHOOL’S POLICY AND PROCEDURE**  The postholder is required to actively follow and abide by all Forest policies and procedures including Equal Opportunities, Safer Recruitment and Child Protection, and will maintain an awareness and observation of Fire and Health & Safety Regulations.  |
| If during the course of time the duties and responsibilities should change, the job description will be reviewed and amended in consultation with the postholder.  The postholder will carry out any other duties as are within the scope, spirit and purpose of this job description as requested the line manager or Head of Department/Section.  |

MS/CB – Feb 18