



COMBINED CADET FORCE **SCHOOL STAFF INSTRUCTOR (SSI)**

JOB DESCRIPTION

GENERAL

1. The SSI is appointed by the Head Master, approved by the Army Fmn HQ and is a full time employee of Clifton College Upper School. In all aspects of the job relating to CCF activities the SSI is answerable to the CCF Contingent Commander. The following responsibilities, whilst being comprehensive, are not exhaustive and may be amended by agreement between the Contingent Commander and the SSI.

RESPONSIBILITIES

2. The SSI is responsible for:

a. **G1 - Administration:**

- (1) Clerical - process incoming/outgoing CCF mail, filing, training pamphlets, potential officer's commission applications.
- (2) Health & Safety – compliance with civilian and military protocols. The compilation of risk assessments including amendments as necessary.
- (3) Courses – process tri-service course bids, joining instructions, course reports.
- (4) Maintain a record of contingent strength, parade states and training programs.
- (5) Maintain the Westminster Database
- (6) Ordering of stationery, forms and publications.
- (7) Liaison with tri-service military and civilian agencies
- (8) Prepare the contingent for Annual Inspection, Remembrance Sunday and Commemoration Day.
- (11) Maintain standards of discipline and dress within the CCF.

b. **G2 - Security:**

- (1) To act as the Unit Security Officer (USO).
- (2) Responsibility for the security of arms and ammunition assigned to the contingent. This will include the detailed arrangements for their transportation when they are required for training at an off main campus location in accordance with the current regulations (LAND SO 2901).
- (2) Regular checks on the contents of LAND SO 2901 and ensuring that its provisions are implemented, and that contingent staff are conversant with its contents and are complying with regulations.

- (3) Respond to the activation of the armoury alarm as required.
- (4) Carry out a weekly check (term time only) off all items on the Specialist Stores register.
- (5) Preparation for and dealing with inspections and documentation.
- (6) Advising upon action commensurate with security state.
- (7) Military ID cards for Cadet Force Adult Volunteers (CFAV's)
- (8) Data Handling Compliance
- (9) Maintain a record of regular visiting CCF instructors, to include up to date DBS –Enhanced clearance and Safeguard training

c. **G4 - Logistics**

- (1) The maintenance of all records for stores and equipment.
- (2) Issue of and accounting for all clothing and equipment issued to contingent staff and cadets. Action to make all necessary recoveries from those who become non-effective.
- (3) Provision and replacement of equipment as necessary.
- (4) Collection/return of stores, arms and ammunition to military establishments.
- (5) Control, maintenance, documentation, safeguarding of afloat training craft and trailers held by the contingent.
- (6) Taking necessary steps to arrange for maintenance of furniture, furnishings and firefighting equipment. Reporting visible defects to buildings within the contingent area of responsibility, together with the recording of the same along with any action to maintain/replace unserviceable items.
- (7) Preparation of stores and equipment for annual tri-service audit.
- (8) Catering – requests for internal & external catering support.
- (9) Transport – booking of internal and external transport.

d. **G7 - Training:**

- (1) Request authority to train for all activities taking place outside the designated contingent parade day.
- (2) Bid for training areas for field days, adventurous training, and summer camps.
- (3) Monitoring compliance with current military and civilian regulations and safety protocols.
- (4) Advise and render assistance to staff as required.
- (5) Provide instruction for all sections as required.
- (6) Organise the training for inspection & commemoration day.
- (7) Provide support/instruction during Field Days and Summer Camp.
- (8) Potential CFAV & CFAV continuation training.
- (9) Organise and run the Cadet Non-Commissioned Officer Leadership Cadre.
- (10) Organise and run the Recruit Platoon.
- (11) Assist with the running of the shooting team.

e. **G8 - Finance:**

- (1) Monitor College CCF budget. Prepare annual budget request with Contingent Commander and Sect OC's.
- (2) Maintain MOD Public Fund account and prepare account for annual audit.
- (3) Process CFAV's volunteer's allowance, travel and expense claims.

ADDITIONAL NON CCF ACTIVITIES

3. The SSI contributes to/organises the following:
 - a. Ten Tors Expedition team manager/trainer.
 - b. Armed Forces Careers Adviser including liaison with Tri-Service recruiting agencies.
 - c. College Outdoor Pursuits Building - "Old School House" Dyffryn Cwannon Nr Crickhowell. Manage bookings, maintenance. Raise charges, via accounts dept, against college staff for private use and external agencies.
 - d. Member of the College Health & Safety Committee.
 - e. Member of the Co-curriculum Committee.
 - f. Member of the Calendar Committee.
 - g. Member of the Major Incident and Emergency Committee.