

WORK WITH US AT FRAMLINGHAM COLLEGE

Recruitment Pack



School Staff Instructor (SSI)

Employment Status	Full Time • Permanent
Employment Location	Framlingham College Senior School
Closing Date for Applications	Midday Friday 20 th February 2026
Interviews Week Commencing	Applications will be reviewed upon receipt.

IMPORTANT INFORMATION

Framlingham College is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

framlinghamcollege.co.uk/employment

Framlingham
COLLEGE

WHERE EVERY PUPIL CREATES THEIR OWN STORY



Welcome from the Principal

Dear Applicant,

Thank you for your interest in the position of School Staff Instructor (SSI).

Framlingham College is a co-educational, independent boarding and day school for pupils aged 3-18. The College embraces pupils with a wide range of interests and abilities and offers a huge number of co-curricular activities and sports that complement our academic curriculum and enrichen our pupils' experience. We believe that learning happens within and beyond the classroom; our pupils and staff have high expectations of and for themselves within a supportive and aspirational environment. We believe in instilling curiosity, a spirit of enquiry and a love of learning for learning's sake, in every pupil. Our vision is to equip our young people with the habits and knowledge they need to thrive in their future adult world.

We are seeking to appoint an experienced, enthusiastic, and suitably qualified individual to play a key role in maintaining the high standards of the Combined Cadet Force (CCF (Army) and CCF (RAFAC)), as well as the College Shooting Team. The successful candidate will also assist with the delivery of the Duke of Edinburgh's Award.

You will possess broad knowledge and experience, together with the ability to inspire, motivate, and manage both cadets and adult volunteers. Excellent organisational and administrative skills are essential to ensure a high-quality experience for all participants.

This is a full-time position, working 40 hours per week from Monday to Saturday, across 37 weeks per year — comprising 33 weeks during term time and an additional 4 weeks during school holidays to support camps and trips. The role offers a salary of £30,148, with additional remuneration provided by the Ministry of Defence for 51 days of service at a daily rate of £87.04 (based on the 2024/25 rate). Subsidised accommodation is available as part of the role; however, this includes the responsibility of conducting daily armoury checks throughout the full 52 weeks of the year. You will be entitled to 5 weeks of holiday annually.

We offer a supportive working environment, complimentary gym membership as well as free lunch each day, the kitchen is operational. Applications will be reviewed on receipt, so you are encouraged to apply at your earliest convenience.

Please submit a cover letter outlining your suitability for the role together with an application form. Recruitment packs are available from the HR Department on 01728 723789, email: hr@framlinghamcollege.co.uk or from www.framlinghamcollege.co.uk.

Louise North
PRINCIPAL, FRAMLINGHAM COLLEGE

How to Apply

Before applying, you are strongly advised to read through the Application Guidance Notes and Job Applicant Privacy Notice (available on our website).

Please submit a cover letter outlining your suitability for the role together with an application form. CV's will not be accepted in substitution for completed application forms in the absence of good reason. CV's may be submitted in addition to the application form in order to supply additional background information.

Applications will be reviewed upon receipt. You will be notified of an exact interview date if you are shortlisted for interview. We reserve the right to close the application early so you are encouraged to apply at your earliest convenience.

Please note - If applicants do not have all the required courses at time of submitting application there must be a commitment to obtaining them prior to appointment.

Please send your cover letter and completed application form to: The HR Department,
**Framlingham College, College Road,
Framlingham, Suffolk. IP13 9EY. You can also
email your application to:
hr@framlinghamcollege.co.uk**

All information within your application will be treated confidentially.

References

All successful appointments at Framlingham College are subject to receipt of two satisfactory references and all applicants will undergo child protection screening, including checks with previous employers and the Disclosure and Barring Service. Further information can be found within the Application Guidance Notes.

Employee Benefits

The successful candidate will be eligible for the following benefits upon commencement of employment:

- Competitive rates of pay;
- A free lunch each day when the kitchen is operational;
- Free parking for all employees;
- Auto-enrolment into a contributory pension scheme with Legal & General;
- Access to a pensions adviser;
- Professional development and ongoing CPD through internal and external training;
- Personal Accident Insurance;
- 24/7 access to our Employee Assistance Programme;
- Complimentary membership of Framlingham College Sports Centre, which includes access to the swimming pool, gym, tennis and squash courts;
- Cycle to Work scheme;
- Discounts with many local businesses within Framlingham;
- Family Swimming Sessions at Framlingham College Sports Centre;
- Christmas Shutdown.

Job Information

Reports To
CO & Louise North (Principal)

Contract
Full-time

Job Location
Framlingham College Senior

Salary:
£30,148

Job Description

INTRODUCTION:

The SSI is the key enabler of success in a CCF Contingent and, in that capacity, is closely involved with the MoD through their Regional Point of Command (RPoC) as well as the College through the Contingent Commander. The SSI is, however, a school employee, recruited by the College to mainly help handle the administration and logistics for the Contingent. The SSI enables the Contingent Commander and other CFAVs to concentrate on forward planning, delivery, assessment, and supervision of cadet activities together with running the College Shooting Team and assisting with The Duke of Edinburgh’s Award.

KEY RESPONSIBILITIES:

This is not an exhaustive list, and the post holder will be expected to show flexibility and assist with other tasks of a similar nature. The post holder will be expected to work at Framlingham Prep as well as Senior School as necessary.

In Outline:

- Support the Contingent Commander in the administration and running of the CCF, DoE and the Shooting Team carrying out the duties as detailed below.

In Detail:

Administration:

- Organisation (including Governance and Compliance)
- Online access to all Publications and Pamphlets (MOD controlled Governance and documents explaining policy in all areas of training).
- The submission of records for audit where required.
- Ensuring all relevant policy is adhered to across Cadet Forces activity and equipment.
- Maintaining up-to-date records for all Contingent Personnel Administration.
- Administer new CFAV and Cadet joiners to a Contingent

Personnel and Administration:

- Maintenance of Cadet Management Information Systems (MIS).
- Entering weekly Parade Registers onto MIS.
- Updating test results and qualifications MIS.
- Entering changes to Cadet and CFAVs details.
- Seeking out and booking relevant courses for both Cadet and CFAVs
- Oversight and administration of events on Cadet MIS (WESTMINSTER / BADER) to ensure compliance with Policy.

- Linking appropriate courses to CFAVs to 'upskill' and 'up-qualify' existing CFAVs.
- Linking relevant courses and competitions to appropriate Cadet and working with the Contingent Commander to ensure that appropriate arrangements are put in place for them to attend.
- CFAV development. Track the training and development of both new and trained CFAVs to ensure sufficient numbers of trained and competent CFAVs to deliver the CCF Syllabi.
- CFAV Governance. Be the point of control for all mandated CFAV
- Governance training and checks (RBT, DBS, Security Clearance, Safeguarding etc).
- Making and managing bookings for external activities, including transport, training support, Defence Training Estate, stores, ammunition, and weapons.
- Ensuring these bookings are maintained, up to date, correct and actioned in a timely manner.

Logistics, Medical and Finance:

- Physical maintenance and operation of Equipment and Material.
- The preparation and submission of bills to the Contingent Commander for the recovery of monies for equipment losses.
- Liaison with single Service support staff for single Service clothing and equipment issue.
- Support the Awards Officer in the distribution of adventure training equipment for the DofE Award.
- Checking of stores and maintenance of accurate registers to ensure that kit and equipment is not lost.
- Carrying out mandated checks on weapons.
- Reporting of faults, issues and damage to MOD issued equipment and weapons, and arranging for appropriate remedial action.
- Ensuring all relevant inspection regimes are adhered to and correctly administered and liaison with external bodies is conducted in a timely manner where required.
- Carrying out weekly and monthly equipment and maintenance (i.e., ensuring weapon cleaning is carried out) checks, as required.
- The control and maintenance of the Contingent clothing accounts, and records of issues and receipts for all Service Sections.
- The centralisation of all demands for new clothing items due to kit losses.
- The submission of bills to the Contingent Commander for kit losses.
- The security of all accounts.
- The control and maintenance of the Contingent Loan Stores account.
- The raising of issue and receipt vouchers for all Loan Stores.
- The maintenance and operation of the Loan Stores account.
- Managing the collection and return of Loan Stores from the MOD or other Cadet Forces units where demanded.

Activities and Training:

- Reconnaissance. Attending recces of proposed activities from an administrative standpoint and liaison with catering/accommodation points of contact.
- Confirming and arranging Cadet activities, Services Training and Support Teams attendance.
- The operation of administrative support for the Contingent during external activities.
- Managing the Contingent Forecast of Events and carrying out action where required to ensure activities take place.
- The recording of activities on MIS with appropriate supporting documentation and timely submission to single Service HQs where their advice, approval or assurance is required.
- Take an active role 'on the ground' with all CCF, DofE and Shooting Team activities.





Security:

- Security of all weapons and ammunition.
- Liaison with alarm system engineers and monitoring company (Impulse).
- Ensure that buildings and armoury are secure at all times
- Completing weapons and ammunition check logs.
- Testing alarm system (one a week), conducting a physical check of the armoury (daily) and 'on call' for alarm activation in accordance with LFSO.
- Be the point of contact within a Contingent for all matters relating to security.

Communications:

- Attendance at all Chain of Command SSI conferences and briefings, and single Service conferences as required.
- Ensuring all relevant parties are always aware of relevant information.
- Ensuring both Cadets and Cadet Force Adult Volunteers are aware of training programs, lessons and upcoming events and activities.
- Disseminating information from the RPoC to relevant people by appropriate means.

Miscellaneous:

- Public Relations (e.g. display, update contributions to CCF website, school newsletter, etc)
- Briefings and Meetings with the OC.
- To adhere to and implement, as appropriate, policies and procedures of the school
- Completing Charge Sheets.

It is the post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact with, to adhere to and ensure compliance with the school's Safeguarding Policy at all times. If in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school s/he must report any concerns to the school's Designated Safeguarding Lead.

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. Employees will be expected to comply with any reasonable request from management to undertake work of a similar level that is not specified in this job description. It is understood that areas of responsibility are from time to time subject to review and are negotiable in the light of the needs of the school and the professional development of the staff.

Person Specification

E = Essential • D = Desirable

QUALIFICATIONS

Skill at Arms Instructor (LA98A2 Cadet General Purpose Rifle, Cadet Target Rifle, Cadet Small Bore Target Rifle & Air Rifle)	E
Range Management SA (A) 90, SA (B) 90 or equivalent Course	E
Exercise Conducting Officer (Military Qual) Course	E
If applicants do not have all the required courses at time of submitting application there must be a commitment to obtaining them prior to appointment.	E

SNCO PROFESSIONAL EXPERIENCE

Regulars and Reservists	E
Held a position or had experience in stores and stores accounting	D
Experience working with a Cadet Training Team	D
MyDrive – Enable to drive Military Green and White Fleet Vehicles	D
Awareness of Cadet Safety Management System	D
Dangerous Goods Awareness Training	D
National Rifle Association Rifle Coaching Course	D
National Small Bore Association Range Conducting Officer	D
Experience of Westminster Data Handling	D

PROFESSIONAL COMPETENCIES AND SKILLS

Data Protection Responsible for Information Course	D
Senior Planning Officer Course	D
Cadet Small Arms Ammunition Course	D
Branch Security Officers Course	D
First Aid TQUK Level 3 FAW or First Aid Individual Training Requirement	D

PERSONAL ATTRIBUTES

Good Communication skills, both oral and written, in MOD and civilian context	E
Good initiative with ability to work unsupervised	E
Able to prioritise workload	E

SAFEGUARDING

Awareness of safeguarding issues	E
Knowledge of safeguarding children legislation and good practice	E



Our Location

Framlingham College comprises of the Prep School in the beautiful surroundings of the idyllic neo-Tudor Brandeston Hall beside the River Deben in the village of Brandeston, and the Senior School, set amongst stunning surroundings in the market town of Framlingham - approximately five miles from Brandeston.

The town of Framlingham pre-dates its mention in the Domesday Book of 1086 and is perhaps most famous for its castle. This magnificent monument occupies a hill on one side of the town's mere, while the Senior School campus tops the rise opposite.

On Tuesdays and Saturdays, the town centre hosts a busy market selling food and drinks, gifts and collectibles. Framlingham boasts a range of independent shops, covering practically every need, while the numerous eating places and pubs cater to almost every taste.

Just a few miles from Suffolk's Heritage Coast - embracing Aldeburgh and Southwold, amongst many other seaside locations - Framlingham is about 35 minutes by car from the county town of Ipswich, 40 minutes from Bury St Edmunds in the west of the county and an hour from the city of Norwich in Norfolk.

There are regular trains from Ipswich to London's Liverpool Street station. London Stansted Airport and Norwich Airport are each just over an hour's drive away from Framlingham.

About Framlingham College

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The College embraces pupils with a wide range of interests and abilities and offers a huge number of co-curricular activities and sports that complement our academic curriculum and enrich our pupils' experience. We believe that learning happens within and beyond the classroom; our pupils and staff have high expectations of and for themselves within a supportive and aspirational environment. We believe in instilling curiosity, a spirit of enquiry and a love of learning for learning's sake, in every pupil.

Our vision is to develop in each child the knowledge and skills they need to thrive as global citizens in their adult world.