

JOB DESCRIPTION

SCHOOL STAFF INSTRUCTOR (SSI)

Line Manager

CCF Contingent Commander

Job Purpose

To organise and/or deliver military and adventurous training. The SSI role is central to the smooth and efficient running of the contingent and the development of the leadership potential of Cadets in the school.

Responsibilities

Instruction and Training

- Plan and/or deliver military and adventurous instruction and training to CCF Staff and Cadets including mandatory safety tests.
- Assist with both military and adventurous training camps, shooting and Cadet competitions.
- Assist in the management of the Duke of Edinburgh Award Scheme for the CCF and for pupils outside the CCF.
- Assist in the management and execution of other extra-curricular adventurous trips as the operational needs of the school make necessary.

Equipment and Administration

- Responsibility for the issue, care, maintenance and accountability of all MoD and CCF equipment and run the school's stores.
- The daily control of the issue, receipt, maintenance, security and serviceability of arms, ammunition and explosives held in the armoury security facilities. Function as the principal key controller to the armoury.
- Take a key role in the running of the Westminster Database.
- Responsible for the administration required to carry out training including booking training areas, accommodation, ammunition and transport.
- Responsible for the currency and upkeep of all pamphlets.
- Maintain an up to date governance state for the contingent.

Other duties

- Attend all meetings and conferences as required.
- Oversee repairs to CCF buildings, grounds, stores and equipment and the liaison with the relevant outside agencies required for this.
- Follow all policies and procedures as outlined in the staff handbook.
- Carry out other reasonable duties within the responsibilities of the post and capabilities and training as required by the contingent commander.



Oswestry School
Founded 1407

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Job Requirements

essential

- DBS checked
- Health and safety awareness
- Proficient IT user (word-processing, spreadsheets, databases, internet use)
- Ability to liaise with and relate to a wide range of people, including school pupils, parents and staff
- Excellent spoken and written communication skills
- Organised and methodical approach to work
- A 'can-do' attitude
- A willingness to put in long, and at times anti-social hours for the furtherance of the school's aims

preferred

- D1 and E driving licence
- Previous military experience
- Experience in working with pupils with a wide variety of needs and aptitudes

Signed	Signed
Print name	Print name
Dated	Dated
<i>(Post holder)</i>	<i>(Line Manager)</i>