

- clarity & accuracy of written communication;
- ability to work to deadlines & to work on several tasks in parallel;
- a strategic mindset;
- attention to detail, especially in planning & administration;
- moral courage to challenge poor behaviour & low standards;
- ability to assess risk & to reduce it to an appropriate level;
- a good understanding of safeguarding in schools & appreciation of its critical importance;
- high levels of resilience- the strength & will to “adapt & overcome”;
- self-awareness, humility, patience, & tact;
- a healthy sense of humour;
- flexibility in working alongside the OC to achieve the best outcome for Cadets regardless of notional divisions of responsibility;
- physical robustness sufficient for the training to be conducted; &
- high standards of personal bearing & turnout.

C2-4. Management Structure

- In all aspects of the role relating to CCF activities the SSI is answerable directly to the OC & then to the Headmaster.
- All requests from the School to add additional responsibilities to the SSI’s job description must be made formally to the OC in the first instance.
- The SSI will be a member of the School’s support staff & will not be required to carry out sports coaching, form tutoring, cover duties, or break/lunch time duties.
- The SSI will be entitled to a free school lunch on weekdays in St Benedict’s term time.

C2-5. Working Hours & Days

- The SSI will be employed by the School to work on site (or off site at a meeting, briefing, recce, or course) on all weekdays during St Benedict’s School term time, including staff training days & all CCF events which occur during the school working week, such as:
 - Year 8 CCF taster day (July) - 1 day*
 - LFMT (July) - 1 day*
 - CCF-led activities for non-CCF pupils (July) - 1 or 2 days.*
 The SSI may not claim VA for weekdays during St Benedict’s School term time.
- Normal term-time hours of work will be:
 - Mondays 1000hrs-1900hrs
 - Tuesdays 1000hrs-1800hrs
 - Wednesdays, Thursdays, & Fridays 0900hrs-1700hrs.
 The SSI is expected to attend all regular Contingent parades (Mondays 1600hrs-1900hrs) & arrange for the supervision of Corps of Drums training sessions (Tuesdays 1600hrs-1800hrs) if no other CFAV is available.
- In addition to attending as many CCF events as possible (see below), the SSI will be employed to work an average of one day each week outside term time, on dates agreed with the OC, in order to carry out essential planning, administration, inspections, & armoury checks as required. Wherever possible, administrative & planning work may be completed at home.
- Planning & administration days outside term-time are remunerated by the School as part of the SSI’s contract with the School; the SSI may not claim VA for these days.
- The SSI may claim VA (up to the maximum of 51 days *per annum*) for every day at a weekend or during St Benedict’s School holidays on which the SSI attends a CCF event.
- The SSI may, by agreement with the OC, take one or two weekdays in lieu during St Benedict’s School term time whenever a CCF event has taken up the preceding weekend. These days must be agreed with the OC in advance & cannot be taken on a Monday.
- The SSI is expected to attend - as agreed with the OC - as many as possible of the following CCF events at weekends & in school holidays, as well as additional *ad hoc* events.
 - Recruit Induction (September) - 1 day*
 - Recruit Weekend (October) - 2 days*
 - OPA fireworks stewarding (October) - 1 evening*
 - Field Training Exercise (October) - 3 days*
 - Ealing Borough Remembrance Parade (November) - 1 day*
 - Skill-at-Arms training weekend (November) - 2 days*
 - Leadership training days (December) - 2 days*
 - First Aid qualification training days (December) - 3 days*
 - CCF Foundation Dinner (January) - 1 evening*
 - Field training exercises (February) - 4 days*
 - LFMT (March) - 1 day*
 - OPA rugby festival stewarding (March) - 1 evening*
 - Recruit Camp (March/April) - 4/5 days*
 - Gold DofE Practice (April) - 4 days*
 - CCF Annual Review (May) - 1 day*

Grenadier Guards Regimental Remembrance Day (May) - 1 day
DofE Bronze Qualifier (May) - 2 days
DofE Silver Practice (May) - 1 day additional to above
DofE Silver Qualifier (June) - 3 days
Ealing Borough Armed Forces Day event (June) - 1 day
Grenadier Guards Grenadier Day competition (June) - 1 day
DofE Gold Qualifier (July) - 5 days
Summer Camp (July) - 7 days
Leadership training days (late August) - 3 days
Parachute course (TBD) - 2 days
AT Camp (TBD) - 5 days
National & Regional Music Camps (TBD)

C2-7. Main Duties & Responsibilities

The following requirements are not exhaustive & may be amended by agreement between the OC & the SSI.

G1 Personnel & Administration

- Deal with mail & e-mail (both incoming & outgoing).
- Maintain an up-to-date hard-copy filing system.
- Maintain the CCF on-line secure repository containing all documentation, paperwork, & planning materials.
- Compile weekly parade registers & event registers, chasing up absentees & recording authorized absences.
- Maintain accurate attendance registers on WESTMINSTER & SOCS.
- Maintain Teeling (Recruit) Troop scores, both individual & section.
- In conjunction with the OC, coordinate & organise attendance on military & adventurous training courses for CFAVs & Cadets.
- Manage the inspection cycle for CFAV qualifications checks, Cadet training, ammunition holdings, weapon holdings, clothing & equipment holdings & issues, & administrative records.
- Maintain standards of discipline & dress within the CCF.
- Maintain good working relationships with all NCOs, particularly the Senior NCOs.
- Maintain unit nominal roll & ORBAT, & update as required.
- Attend School Open Days, ensuring that equipment & presentation boards are available & up to date.
- Order training area maps, & produce & laminate maps for events as necessary.
- Ensure that pamphlets are up to date with the latest revise.
- Ensure that the OC regularly updates all Standing Orders.
- Manage the Contingent's Governance so that all mandatory qualifications - e.g. Weapon Handling Tests, Responsible for Information, DBS, safeguarding - & qualifications are kept in-date.
- Line-manage volunteer Stores Cadets.
- Ensure that all information supplied by parents of new Recruits is fully & correctly entered on WESTMINSTER, & that changes or updates are added in a timely fashion.
- Produce up-to-date medical & contacts lists for all CCF activities.
- Ensure that full insurance cover with the CCFA is purchased & confirmed annually.

G2 Security

- Jointly with the OC, ensure compliance with Contingent Security Standing Orders.
- Jointly with the OC, maintain weapon & ammunition accountability, including regular mandated quantity & serial number checks.
- On a day-to-day basis, & as laid down in the relevant MoD publications, manage the security of weapons, ammunition & buildings, as well as liaison with MoD Security Officers, local Police (if necessary), the Alarm Monitoring Company, & the Alarm Contractor.
- Keys: register, rotate, account for all issued, & store securely.
- Attend security briefings as required.
- Respond (as second responder) to calls from alarm company.
- Advise OC upon action commensurate with security state.
- Maintain security of pamphlets.
- Oversee issue & return of CFAV MoD90 ID cards.
- Oversee data handling compliance, in particular that sensitive information is not transmitted using School systems, & that printouts of medical/personal details are issued only in case of need & destroyed once finished with.
- Control & record the issue/return of ammunition in conjunction with nominated CFAVs.
- Control & record all weapon loans to/from other units.
- Ensure that the OC conducts all mandatory checks.

G3 Operations

- If appropriately qualified, plan & complete paperwork (such as Admin Instructions, RAs, EASPs, CASPs, RSDs etc.) for some training exercises as agreed with OC.
- Review content of field training exercise paperwork written by other CFAVs (including OC) prior to upload to WESTMINSTER or submission to TSA.
- Book all training areas, accommodation, & catering for exercises & camps.
- Book all ranges for LFMT.
- Procure additional stores as required (including collection & delivery), for example rations, fuel, ammunition, & loan equipment.
- Collect & deliver additional weapons & ancillaries from other units.
- Recce training areas & attend Training Area conferences.
- Take over & hand back training areas & accommodation.
- Book all transport (either through LONDIST, school, or external hire); inspect vehicles on delivery & handover; arrange vehicle cleaning on completion of exercises.
- Using information supplied by OC, compile nominal rolls for all exercises annotated with medical conditions, special needs, dietary requirements, etc.
- Complete ration request proforma & daily feeding states.
- Complete any contract assessment proformas on completion of exercise.
- Complete actual usage forms & clearance certificates on leaving training areas & ranges.
- Take an active role in improving safety arrangements for all CCF activities in conjunction with OC & TSA, ensuring that all relevant safety regulations are followed.
- Inspect & return all ammunition, completing all forms required.
- Issue loan equipment to Cadets & maintain comprehensive records; ensure swift return on completion of exercises; chase up late returns.
- Compile & supply to OC billing lists for items lost by Cadets, & write-off action for any equipment damaged.
- Instruct & supervise CFAVs & Cadets as required to increase their subject knowledge.
- Co-ordinate issues of weapons, drill rounds, & magazines prior to all weapon training sessions.
- Undertake visits & journeys deemed appropriate by OC/HM on Contingent/ School business.
- Encourage Cadet participation in Duke of Edinburgh's Award Scheme (DofE).
- Administer the Contingent's DofE programme, in liaison with the DofE managers at St Benedict's & Cardinal Wiseman schools.

G4 Logistics

- Complete annual bidding forecast for ammunition & ORP.
- Ensure that all necessary equipment is available for Parade afternoons, field training, overnight exercises, courses, & camps.
- Maintain integrity, cleanliness, & utility of CCF HQ building & stores shed in liaison with School Estates Department.
- Ensure maintenance & safety of air rifles, air rifle range, & all targetry & fittings, in consultation with OC.
- Liaise with Safety Inspectors & implement all requirements.
- Act as QM & supply organiser & be responsible for care, recording & maintenance of CCF clothing & equipment stores, delegating as much as possible of this role to volunteer Stores Cadets. Organise repair & exchange of clothing.
- Maintain accurate usage logs of all AT equipment & monitor expiry dates.
- Keep accurate usage logs for all Infra-Red Tactical Engagement Simulation System weapons. Maintain & prepare systems, & certify CFAVs for the safe use of IRTESS.
- Keep accurate usage logs for all SCAR-P 'paintball' systems. Maintain & prepare systems for use, & certify CFAVs in the safe use of SCAR-P.
- Maintain accurate equipment care documentation & records of losses, damages, & replacements.
- Ensure serviceability & availability of all CCF-owned CIS equipment.
- Ensure serviceability & availability of all CCF-owned First Aid equipment, including the unit AED.
- Liaise with CTT RQMS/CQMS in respect of ordering, updating, writing-off, & other stores matters.
- In liaison with volunteer Stores Cadets, issue, record & control all clothing & equipment issues to all Cadets & CFAVs, including control & maintenance of clothing

- & equipment accounts, & compiling lists of lost/damaged equipment as necessary.
- Indent for supply of CFAV uniform.
- Advise OC on purchase of items required for training, & maintain same.
- Be routinely available at published times to CFAVs & Cadets for CCF-related requirements (e.g. kit issue, exchange, & replacement).
- Ensure that items ordered by parents on the CCF on-line shop on TeamApp are readied for collection.
- Carry out all first-line weapon inspection & repairs. Deliver & collect any unserviceable weapons, & keep accurate maintenance records.
- Prepare for, & be in attendance for, all periodic inspections, including:
 - i. Biennial Inspection & Annual Review.
 - ii. Equipment Care Inspections.
 - iii. Mandatory Equipment Inspections.
 - iv. School Electrical Appliance Testing.
 - v. Unit Fire Inspection.
 - vi. Unit Security Inspection.
 - vii. Alarm Testing.
 - viii. Electrical Installation Inspection.
- Maintain as necessary other records, documents, pamphlets etc, including their preparation & presentation at any periodic inspections required by military authorities.

G5 Plans

- Take a key role in planning in conjunction with OC.
- Ensure that the training & teaching plots are publicized to all CFAVs, & that CFAV availability for events is constantly reviewed & updated.
- Ensure that all CCF events are entered into the St Benedict's & Cardinal Wiseman school calendars, & that Estates are aware of all requirements & facilities have been booked.
- Recce training areas & attend Training Area conferences.
- Take an active role in improving safety arrangements for all CCF activities in conjunction with OC & TSA, ensuring that all relevant safety regulations are followed.
- Where appropriately qualified, plan & complete paperwork (such as Admin Instructions, RAs, EASPs, CASPs, RSDs etc.) for some training events as agreed with OC.
- Review content of event paperwork written by other CFAVs (including OC) prior to upload to WESTMINSTER or submission to TSA.
- Complete annual bidding forecast for ammunition & rations.
- Act as Senior Planning Officer where appropriately qualified.
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G6 Communications

- Prepare & man all CCF demonstrations on Open Days.
- Promote the Contingent to HM Armed Forces locally & nationally.
- Promote CCF membership to colleagues & pupils at every opportunity.
- Assist the OC with the use of *Stack TeamApp* for communications with Cadets & parents.
- Attend all necessary chain of command conferences & briefings (e.g. Summer Camp briefings).
- Attend all CFAV & NCO meetings & take minutes.
- Compile & maintain records of units with which we have dealings: contact names, phone numbers, & other relevant details.
- Maintain good working relationships with Cardinal Wiseman School authorities & CFAVs.
- Engage & liaise with the Grenadier Guards, nurturing our existing relationships with RHQ & Wellington Barracks.
- Nurture existing good relationships with local Contingents, pooling & exchanging resources for mutual benefit, & build new relationships where possible.
- Nurture existing good relationship with Cadets Branch, HQ LONDIST, as well as key CTT personnel including OC CTT, RQMS, & TSA.
- Build upon existing good relationships with Deputy Lord Lieutenant & Booking Cell DTE.

G7 Training

- Constantly seek to refresh & extend own training & qualifications in order to deliver a full, varied & challenging training package to Cadets.

- Maintain all professional qualifications pertaining to the role.
- Encourage & support other CFAVs to refresh & extend their own training & qualifications.
- Assist OC with applications for training courses for CFAVs & Cadets.
- Support CFAVs & Cadets in preparing for training courses.
- Be conversant with all safety regulations, to ensure that correct standards are maintained in all aspects of training.
- Maintain high standards of turnout & discipline within the Contingent.
- Deliver specific training to Cadets, whilst ensuring that NCOs carry out designated tasks effectively.
- Monitor training programme to ensure completeness, compliance with MOD directives, & safety.

Central (Summer) Camp:

- In consultation with the OC, address the programme, including recesses as required.
- Assist with planning, administration & arrangements for staffing & transport.
- Ensure that all Cadets & CFAVs adhere to camp times, rules, regulations & discipline.
- Assist with training & attend daily camp conference.

G8 Finance

- Process/decline VA claims made by OC & other CFAVs.
- Act as a signatory for the CCF budget account.
- Monitor & annually audit the CCF PRIVATE account.
- Ensure that full insurance cover with the CCFA is purchased & confirmed annually.