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| **Ernest Bevin College - Person Specification**  **Salary: Scale 5 £24,618 to £26,658 paid pro rata for 2 days per week (subject to previous experience) as well as the opportunity to claim up to 51 days of Voluntary Allowance** |

Reporting to : Contingent Commander

Assisted by : Assistant Principal

The SSI is the cornerstone on which a successful CCF Contingent is built and the successful candidate should be an inspirational figure not only to the cadets but also to the CFAVs. The role requires a person with the following attributes and experience:

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| **CRITERIA** | **ESSENTIAL – The applicant must hold OR have the ability to obtain these qualifications** | **DESIRABLE** |
| QUALIFICATIONS | * Skill At Arms Instructor * Exercise Conducting Officer * Range Conducting Officer – Short and Long Range * Unit Security Officer * UK Driving Licence | * Current military qualifications in First Aid. * Current adventurous training qualifications such as JSML, Mountain Leader, sailing, canoeing/kayaking and climbing. * Mini-bus category driving licence. |
| EXPERIENCE | * Military experience as a regular or reserve member of the Armed Forces OR experience of working within a cadet force. | * Military experience as a Warrant Officer, SNCO or senior rate. * Understanding and/or experience of the particular ethos and demands of a diverse and vibrant community school. * Previous experience with cadets or young people * A proven record of administration, preferably in a training environment. |
| KNOWLEDGE AND SKILLS | * Sufficient IT literacy and communication skills to administer the CCF and maintain IT systems. * Have good administrative skills – ability to control accounts, book transport, and courses. * Have an awareness of Health and Safety in a CCF environment. * Commitment to the promotion of equal opportunities. * Awareness of responsibility towards the safeguarding of pupils. * Knowledge of the Cadet forces ethos and a desire to support, encourage and develop cadets. * Ability to prioritise work load. * Ability to work on own initiative or under pressure. * Good communication skills both written and oral. | * Be familiar with and ability to use the Westminster MOD Data base. * Have a good network of contacts within the services. |
| PERSONAL QUALITIES AND CHARACTERISTICS | * Exemplary military bearing and leadership to inspire cadets and provide a military role model. * Loyalty, integrity, diplomacy and understanding of the College culture and ethos. * Enthusiastic, self-motivated, well-organised and interested in both developing young people and teaching staff. * Highly-developed interpersonal skills. * Good organisational and time management skills. * Initiative and resilience; a ‘can-do’ attitude. * Be prepared to work long hours, sometimes at weekends and week-long camps away from home. | * An understanding of the ethos and values of the Royal Marines and Royal Navy. |

July 2018