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Recruitment Information Pack

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## CCF School Staff Instructor (SSI)

Required for: September 2020  
Location - Holt, North Norfolk, UK

*Gresham's School 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.*

# Message from Douglas Robb, Headmaster

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I am delighted that you are considering Gresham's as an employer and hope that you will want to apply for this position once you have found out a little more about us.

Gresham's is an independent co-educational boarding school based in the beautiful Georgian town of Holt, in North Norfolk. The School occupies a large campus across three sites: Nursery and Pre-Preparatory, Preparatory and Senior Schools, with approximately 800+ pupils ranging from 2 years to 18 years. We currently employ almost 400 staff in positions such as teaching and pastoral care, finance, information technology, administration, site services and maintenance, and catering.

We take great pride in our reputation and recognise that this is built on, the commitment and skills of our staff. The success of the School and the well-being of staff and its pupils depends very largely on co-operation, trust and respect between us.

We recognise that much time and thought goes into preparing an application, and we in turn, will give your application serious consideration, should you decide to apply.

If you would like to visit the School before sending in your application, please do not hesitate to contact our HR department (01263 714623) who will make the necessary arrangements.

With best wishes,

A handwritten signature in black ink, reading 'Douglas Robb', with a long horizontal flourish extending to the right.



# Gresham's Combined Cadet Force (CCF)

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The Combined Cadet Force Charter states that it is a youth movement, based in schools and sponsored by the Ministry of Defence. The aim of which is to provide a disciplined organisation in a school, so that pupils may develop powers of leadership by means of training, to promote the qualities of responsibility, self-reliance, resourcefulness, endurance and perseverance, and to encourage a sense of service to the community.



There is, naturally, a certain amount of military training in the CCF. The function of this is:

- a) to provide an opportunity for young people to exercise responsibility and leadership, and to learn from the Services how they can best be developed
- b) to impart a basic knowledge and understanding of the role of the Defence Forces
- c) to encourage those who have an interest in the Services to join the Armed Forces.

The CCF at Gresham's is one of the largest Contingents in the country with a proud history that stretches back to 1901 with the establishment of the school cadet corps. It has, at present, around 300 cadets comprising of a Royal Navy Section (60 cadets), Army Section (160 cadets) and RAF Section (80 cadets). There are 14 Officers and many additional civilian staff who assist with a varied programme designed to achieve the above aims and to provide a wide range of experiences and opportunities for the cadets, including outdoor pursuits, adventurous training and military activities.

The CCF is part of the Gresham's service/activity programme, which occupies the whole school on Friday afternoons. Pupils in year 9 are given a detailed briefing about the options available to them and then make a choice during the Lent Term between the CCF RN, Army and RAF sections or the non CCF option. [90%+ usually opt to join the CCF]. They are expected to serve for a minimum of two years, although many decide to stay on in the form to serve as NCOs or do continuation training. In year 10 cadets will aim to complete their basic proficiency certificate, following the CCF syllabus and progressing to the advanced proficiency in year 11 before potentially training to be NCOs. In the 6th form many pupils continue as NCO instructors or opt to join the REME section, to assist in stores or train as pool lifeguards.



There is a strong link between the CCF and the Duke of Edinburgh's Award scheme at Gresham's as there is considerable overlap between the Award and many elements of the CCF training. The Award has, since its inception been integrally connected with the CCF training at Gresham's and large numbers of pupils successfully complete the award at all levels while members of the CCF. The CCF has an impressive array of expedition and adventurous training equipment to enable cadets to partake in DofE expeditions as well a range of AT activities including sailing, climbing, kayaking and mountain biking. Further activities such as caving and powerboating are available on additional camps and or courses.

Gresham's also has a very strong reputation for its shooting both within and alongside the CCF. There is an 8-lane indoor range and smallbore shooting happens throughout the school week. There are regular trips to Bisley for fullbore shooting and the school enters teams for competitive shooting at all levels as well as providing a significant number of members for national teams. Shotgun shooting is also a strong sport at the school with success at the national cadet clay championships and other clay competitions.



# JOB DESCRIPTION: CCF School Staff Instructor (SSI)

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REPORTING TO: CCF Contingent Commander

The role of the SSI is to be responsible to the Contingent Commander for the administration of all aspects of the CCF and its activity programme.

## TASKS AND DUTIES

- To meet regularly with the Contingent Commander to plan and review
- To oversee the work done by the CQMS & Chief Clerk in accordance with their job descriptions
- To work with all CCF officers & staff in planning and delivering effective training & activities
- To liaise with the MOD & civilian contacts over the provision of consumables, clothing, equipment, weapons, ammunition & rations in support of CCF training and events
- To maintain and ensure the security of CCF stores & equipment including regular inventory of holdings and issues
- To ensure the security of, clean & maintain military issue kit & weapon systems
- To organise & execute the storage & movement of weapons & ammunition in accordance with MOD regulations
- To liaise with RFCA & school over the maintenance and inspection of the buildings including the range, HQ & stores
- To liaise with the MOD over mandatory external inspections including arranging, preparing for, hosting and enact the recommendations of these inspections
- To maintain the vehicles and trailers used by the CCF, including arranging the tax, MOT, regular checks & servicing records
- To support and participate in CCF parade afternoons
- To participate in CCF events including Field Days, field training exercises, adventure training events and courses run by the CCF
- To support additional CCF activities including shooting, DofE expeditions, Annual & Biennial Reviews
- To act as an ambassador for the CCF in school marketing through Open Day displays, CCF tours & reporting of CCF activities to the marketing department
- To keep up to date with relevant MOD & CCF policies to ensure the contingent functions in accordance with correct procedures
- To develop and maintain personal qualifications in the relevant fields appropriate to the role
- To undertake any other duties that the School may deem to be appropriate to the role as SSI

As a School Staff Instructor (SSI), a requirement of the role is that you live no more than 20 minutes from the School site.





## KEY REQUIREMENTS

Qualifications	Essential	Desirable
A good standard of general education	✓	
Selection of military, shooting, NGB adventurous training qualifications	✓	
Child protection/Safeguarding training (training will be given)		✓
First Aid at Work qualified (update training can be given)	✓	
Driving licence (including Cat D1+E)	✓	
Work Experience	Essential	Desirable
Work within the military at SNCO rank or above	✓	
Experience of working with young people	✓	
Responsibility for related planning, organisation and administration	✓	
Management of a wide variety and levels of relationships	✓	
Personal Competencies and Skills	Essential	Desirable
Strong vocational affinity for working with young people	✓	
Have a warm and sympathetic personality	✓	
Excellent interpersonal, people and relationship management skills	✓	
A well organised, practical and calming influence	✓	
A skilled intermediary – empathetic and sympathetic but firm	✓	
Ability to relate to young people	✓	
Flexible attitude towards work	✓	
Positive 'can-do' attitude	✓	
Ability to communicate effectively	✓	
Confident working unsupervised	✓	
Ability to work in a team	✓	
Be practical and able to keep a cool head in emergencies	✓	
Competent IT skills	✓	
Sense of humour	✓	
Professional appearance and manner	✓	
Personally committed to CPD	✓	
Supports Gresham's culture and ethos	✓	

## REMUNERATION AND OTHER BENEFITS

40 hours per week across the full academic year. The position requires a level of flexibility with regard to the working hours and days of work (due to the timings of CCF events), and it is expected that this will include some weekends and occasional evenings. Salary £25,000 - £28,000 depending on experience.

- School's Contributory Pension Scheme (after completion of three months' service)
- Private Health Scheme
- 5 weeks Holiday
- Free meals while on duty (term time)
- Car parking on site is also available
- Use of certain School facilities in and out of term time when available (swimming pool, gym, tennis & squash courts, etc.)

## PERSONAL DETAILS

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**Eligibility to work:** For all posts, we are legally obliged to confirm that the appointee is eligible to work in the UK before they start working for us. When you apply for positions it is important that you are aware of your eligibility status as government restrictions apply to the employment of migrant workers. If an applicant selected to be appointed requires permission to work in the UK, Gresham's may issue a conditional offer of employment subject to the School being able to sponsor the applicant.

For more information, visit the Home Office website at <http://www.bia.homeoffice.gov.uk/workingintheuk/>

### Equal Opportunities Monitoring Form

In order that we can continue to develop our commitment to equal opportunities you are asked to complete the Monitoring Form. This will be detached from your application on receipt and kept securely within the HR Department. It is used purely for monitoring the effectiveness of the School's Equal Opportunities Policy Statement and will not be seen by those responsible for shortlisting and interviewing. A copy of the School's Equal Opportunities Policy Statement is available on request.

### Retention of Records

The application forms of unsuccessful candidates will be held confidentially in the HR Department and destroyed after three months.

All documents resulting from the interview process will be retained on file by the HR Department and destroyed after six months (Data protection policy available on our website: [www.greshams.com](http://www.greshams.com)).

**Disclosure and Barring Service:** Gresham's aims to promote equality of opportunity for all and therefore welcomes applications from a diversity of candidates. Criminal records will be taken into account for recruitment purposes only where the conviction is relevant.

As the School meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, your offer of employment will be subject to an enhanced disclosure from the Disclosure and Barring Service (DBS) before the appointment is confirmed.

### Interview Process

If you are invited to attend an interview you will be required to provide evidence of identity, from the following examples:

- **Passport and/or UK driving licence (including a photo-card);**
- **A UK birth certificate**
- **UK firearms licence**
- **EU photo identity card**
- **A utility bill or bank/building society statement showing your name and home address (less than three months old);**
- **Documentation confirming your National Insurance Number (P45, P60 or National Insurance Card);**
- **Original documents confirming any educational and professional qualifications referred to in your application form.**

If you have changed your name by deed poll or any other mechanism (e.g. marriage, adoption, and statutory declaration) you will be required to provide documentary evidence of the change.

In advance of your interview you will be asked to complete an application form for an enhanced Disclosure which you should bring with you, along with your identity documents. In the event that you are unsuccessful please be assured that your DBS application form and photocopies of documents taken will be destroyed immediately.

**For Teaching Posts:** You will be contacted prior to your interview with the details of at least one teaching lesson that you will be expected to take. The interview process will involve a number of interviews with different members of staff and a tour of the School and/or department.

**Support Posts:** As well as a face to face interview, the selection process may include some other form of assessment e.g. administrative test, demonstration of practical skill, a presentation, etc.

### **Conditional Offer of Appointment**

Any offer to a successful candidate will be conditional upon the following:

- receipt of a minimum of two satisfactory references;
- verification of identity and qualifications;
- a satisfactory DBS (Disclosure and Barring Service) disclosure;
- verification of professional status such as Qualified Teacher Status (QTS), where required, verification of successful completion of statutory induction period (applies to those who obtained QTS after 7 May 1999);
- Where the successful candidate has worked or been resident overseas in the previous five years, such checks and confirmations as the School may require in accordance with statutory guidance;
- Verification of medical fitness. Completion of a medical declaration and satisfactory medical examination in certain circumstances;
- Completion of Educare Child Protection Training.

### **Safeguarding**

All adults working at Gresham's have a responsibility to safeguard and promote the welfare, both physical and emotional, of every pupil, both inside and outside the school. This involves ensuring that pupils are protected from significant harm and having a positive commitment to ensure the satisfactory development and growth of the individual.

Everyone working in the School must be aware of, understand, and follow the School's Safeguarding and Child Protection Policy, which follows Norfolk Safeguarding Children's Partnership (NSCP) practice and procedures, and Keeping Children Safe In Education 2019 statutory guidance. All staff are required to be trained in Safeguarding and Child Protection as part of their terms and conditions of employment, and this is carried out before employment commences.

### **Warning**

Where a candidate is found to be on the DBS Children's Barred List or the Protection of Children Act List, or the DBS disclosure shows he/she has been disqualified from working with children by a Court, or found to have provided false information in, or in support of, his/her application, or has been the subject of serious expressions of concerns as to his/her suitability to work with children, the facts will be reported to the Police and/or the DfES Children's Safeguarding Operation Unit.

### **Queries**

If you have any queries at all about your application or the recruitment process, please contact the HR Department on 01263 714623 or email [hr@greshams.com](mailto:hr@greshams.com).



# How to Apply

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## School Staff Instructor (SSI)

If you would like to apply for the position of School Staff Instructor (SSI), you will need to complete an application form. Completing the application form is the first stage of the selection process. The information you provide will be used to decide whether or not you will be shortlisted for further stages/an interview. It is therefore very important that you complete your application form accurately and as fully as possible, including all the information you think is relevant.

### Completing your application form

- Please read through all information provided before completing your application form;
- We require information about all applicants to be presented in a consistent format: **Please do not submit a CV;**
- Complete all sections; do not leave any blanks enter N/A if not applicable and provide as much information as possible;
- Continue on a separate sheet if you require more space to complete any section.

### Guidance for the completion of the section 'Statement of Qualities/Attributes'

This is an important section of the application form as it gives you the opportunity to tell us specifically why you think you should be considered for the job, showing how well your skills, abilities and experience meet our requirements. Please provide clear examples when outlining all your experiences whether relevant or not.

For teaching staff it is important that you use this section of the application form to outline how you will contribute to extra-curricular activities at Gresham's.

### References

All offers of employment are subject to the receipt of a minimum of two satisfactory references. One of your references must be from your current or most recent employer. If your current/most recent employment does/did not involve working with children, then the second referee should be from the employer with whom you most recently worked with children (this applies to teaching posts). **Neither referee should be a relative or someone known to you solely as a friend.**

- Shortlisted applicants for teaching posts are advised that references will be taken up **prior to interview**.
- Shortlisted applicants for support posts are advised that references **may be taken up prior to interview**.

**Please note, unless you ask us not to we will assume it is acceptable to contact your referees at any time.**

**Submission of applications** - All application forms should be returned to, [applications@greshams.com](mailto:applications@greshams.com) or by post to:

HR Department  
Gresham's School  
Old School House  
Church Street  
NR25 6BB

Please submit your application by the closing date of **Sunday 17<sup>th</sup> November 2019**. your application is submitted after this time, we will not be able to accept it. Interviews will be held on **Friday 6<sup>th</sup> December 2019**. If

If you wish to talk informally about the role before applying, please contact Lt Col Simon Gates, CCF Contingent Commander, at [sgates@greshams.com](mailto:sgates@greshams.com) or 01263 714535

**Start Date: 1<sup>st</sup> September 2020**

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*Please be aware that if you have not heard from us within 21 days of the closing date, unfortunately, your application has been unsuccessful. Due to the overwhelming response we receive to our vacancies we provide feedback only to those applicants who are interviewed.*



*THE GRESHAM'S ETHOS IS THAT RESPECT SHOULD BE SHOWN TO ALL:  
TEACHER TO PUPIL, PUPIL TO TEACHER AS WELL AS PUPIL TO PUPIL AND TO THE WIDER COMMUNITY.*



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Registered Charity No: 1105500