



Brentwood School

CCF Quartermaster (QM)

Department:	Combined Cadet Force (CCF)
Hours:	<p>Permanent, part time equivalent to 3 days a week.</p> <p>Staff Term Time (equivalent to 175 days) plus 36 days out of term requirements. Hours typically 8am-5pm (to include 1 hour unpaid for lunch) with scope for flexibility (such as some days 7am-4pm or 9-6pm as agreed in advance with the Contingent Commander). Requests to undertake 3 days over 4 or 5 days will be considered by the Contingent Commander where it is deemed that all responsibilities can be performed to a high standard,</p> <p>Out of term requirements include:</p> <ul style="list-style-type: none">• Weekends required to fulfil the CCF Syllabus (e.g. SAA training, ranges and fieldcraft training exercises) and competitions (e.g. Air Squadron Trophy or Combat Cadet)• Supporting camps (including Easter AT Camp/Summer Camps) during pupil holiday periods <p>The 175 days of term includes:</p> <ul style="list-style-type: none">• Attendance at staff inset days• 3 Saturdays including representing the CCF at Open Mornings and Remembrance fundraising• Remembrance Sunday parade
Report to:	CCF Contingent Commander
Job Purpose:	<p>Brentwood School CCF is amongst the oldest and largest in the country with over 600 cadets. The CCF is a key USP of the school and an important part of our role in the community alongside its role in developing the students as responsible and skilled young adults.</p> <p>The Quartermaster is a key CCF staff member whose principal role is to facilitate and administer military and adventurous training to all members of the CCF. The school runs a tri service Contingent with large numbers in each of the Royal Navy, Army and Royal Air Force sections.</p>
Key Responsibility/Accountability	With the size of our Tri-Service CCF, this is similar to a QM/RQMS J4 role but also includes some CCF J7 paperwork required to facilitate training.

The Quartermaster will manage the CCF Stores and ensure that the correct management checks are completed on weapons, vehicles and equipment at the required intervals. They will also ensure that the CCF and CFAVs are kept updated with the latest directives from MoD and outside agencies regarding equipment and equipment care.

They will ensure that the CCF has the required stores to deliver training during weekly sessions, field days and summer camps. Preparation for events may also include recces, briefings and the booking of training areas, transport, accommodation, ammunition, equipment and additional instructors.

The school has a 25m range, armoury and magazine. The Quartermaster will ensure that they are correctly maintained and inspected with the support of the SSI.

It would be desirable for the Quartermaster to have the IT skills and knowledge to complete School EVOLVE paperwork and military paperwork such as the RN F17, Army CASP, RA, RAF RSD and/or EASP (or latest iteration). Training on all digital platforms will be provided as needed.

There is also scope for the successful applicant to also apply to be a Cadet Force Adult Volunteer for the CCF and claim Volunteer Allowance when away on training weekends, camps and courses.

Due to access to arms and ammunition, this post requires security clearance which will be applied for on appointment if required.

A level of flexibility is a part of all school based roles and requirements of the role adapt alongside the school vision. There are also opportunities to support aspects of our growing Outdoor Education programme if this is of interest to the role holder.

Person Specification

- Essential:
- Excellent organisational and administrative skills
 - Excellent communication skills both written and oral and able to communicate at all levels
 - ICT literate to a good standard and able to use Microsoft Office / Google Suite including Excel, Word and email or equivalent
 - An ability to work on own initiative and be able to be flexible to accommodate the needs of the role
 - Preparedness to attend external courses deemed appropriate
 - Full UK driving licence
 - A sense of humour whilst insistence on high standards
- Desirable:
- Experience working in the military stores environment
 - Familiarity with military equipment and the accounting system
 - A working knowledge of establishment health & safety procedures
 - Full UK driving licence including D1+E (minibus and trailer)
 - Experience as a serving or recently retired Service Person, CFAV or a current SSI in another CCF Contingent
 - The following qualifications:
 - Arms and Ammunition storeman
 - Range Management

	<ul style="list-style-type: none"> ○ SAA instructor ○ Drill Instructor ○ First Aid at Work ○ AT qualifications ● Familiarity of the Cadet Syllabus and training requirements ● Experience of training cadets <p>To find out more about this role please contact the HR Department at hr@brentwood.essex.sch.uk who will be able to put you in touch with the Contingent Commander.</p>
	<p><i>To be committed to the safeguarding and promotion of the welfare of young people. To demonstrate this commitment in every aspect of this post. To adhere to, and ensure compliance with, the School's Safeguarding Policy at all times. You are required to report any safeguarding or child protection concerns to your line manager or the School's Designated Safeguarding Lead.</i></p>