



# Haberdashers' Monmouth Schools

## Job Description – CCF School Staff Instructor (SSI) and Outdoor Pursuits Co-ordinator

### based at Monmouth School for Boys

The job description is not intended to be an exhaustive list of responsibilities but should accurately represent your contribution to the Haberdashers' Monmouth Schools. Your job description should be reviewed every two years as part of the appraisal process and may be amended by agreement between the Senior Management, Contingent Commander and the SSI.

**Working hours:** Full time position with some weekend work required.

**Responsible to:** The Headmaster and the Senior Management Team (through the Bursar) although some responsibility may be delegated to the contingent commander who will oversee the role.

#### **Summary of the role:**

The CCF SSI is to provide the liaison between the contingent and 160<sup>th</sup> Infantry Brigade and Headquarters Wales, including the Cadet Training Team (CTT). He / She is also to liaise with the Air Cadet Organisation via the RAF Section Officers and RAF Test NCO as required. The Outdoor Pursuits Coordinator will be responsible for all outdoor pursuits activities run by the school and include the Duke of Edinburgh Awards.

#### CCF School Staff Instructor (SSI)

#### **Safety**

He / She is to be conversant with all Safety Regulations as laid down in CCF documentation, and by MOD Health and Safety Authorities to ensure that the correct standards are maintained in all aspects of training. Write risk assessments, where applicable for all training activities. Hold and maintain a current applicable first aid qualification. Maintain all other professional qualifications pertaining to the role.

#### **Security**

As the Unit Security Officer the SSI is responsible for the security of weapons, ammunition and buildings. Liaison with MOD Security Officers, the local police, the Security Alarm Monitoring Company, Alarm contractor and be on call for alarm response to attend site. Attend Unit Security Officers Courses as required and comply with the requirements for security as laid down in the relevant MOD publications.

#### **Buildings**

Liaise with Safety Inspectors and implement requirements following regular inspections. Arrange the maintenance of the CCF buildings, stores and shooting range, through the various authorities e.g. RFCA, MOD and School Estates Departments.

#### **Inspections**

Prepare for, and be in attendance for all periodic inspections as follows:

- Biennial Inspection
- Equipment Care Inspections (ECI / LEA)
- Mandatory Equipment Inspection (MEI)
- Annual Stock Taking Audits
- Financial Audit
- Unit Fire Inspection
- Unit Security Inspection

- Alarm Testing
- Electrical Installation Inspection
- Shooting Range Inspection
- Ammunition Inspection
- Monthly Armoury Inspection / Audit by the Cadet Training Team

### **Officer Training, Recruitment and Retention**

Maintain comprehensive P-Files (Personal Files) for all CCF Staff on strength.

Complete transfer papers for those officers joining / leaving, inform 160<sup>th</sup> Infantry Brigade and Headquarters Wales, and the Receiving Unit where applicable.

Arrange for delivery of Commissioning Papers for new officers, and assist in the completion & submission.

Arrange and assist with security vetting of all CCF personal.

Advise on Officer Training courses.

Apply for, and arrange loading on Westminster Database, of Officers on promotion and trade courses e.g.

Basic Course Frimley Park, ML Training, Range Qualifying Courses, and First Aid etc.

Update the Westminster Database with changes to Officers' status.

Indent for supply and for the maintenance of Officer Uniforms.

### **Cadet Database - Westminster**

Train with and keep updated with the cadet Westminster data base

Maintain up to date records of CCF Officers, to include length of service, courses undertaken, promotions, qualifications and any other relevant details.

Maintain officers pay records

Manage Cadet Records (ensure all data is complete and updated weekly / monthly as applicable)

Complete weekly parade register

### **Meetings**

Attend all contingent officer meetings and take and record the minutes.

Attend meetings at CTT, CTC Frimley, Training Areas, Brigade, Division and HQ LAND Forces as required.

### **Training / Parade Days**

Maintain discipline within the contingent.

Support and assist Army, RAF Section Commanders with any training or activities when help is requested.

Monitor training to ensure completeness, compliance with MOD directives, and safety.

Assist with the planning of the training programme; publish for all contingent officers, and assisting units.

Produce warning orders and weekly instructions for notice boards and distribution amongst officers.

Maintain a high standard of turnout and discipline.

Ensure NCOs carry out designated tasks.

Teach specific subject periods.

Be available for some evening or weekend training sessions if required.

Oversee Officer teaching practices, particularly on weapons systems.

### **Cadet NCO's:**

Maintain good working relationships with all NCOs, particularly the Senior NCOs of each Section.

### **Weekend Exercises & Training Camps and Exercises:**

Plan and write training exercises as required.

Apply for and manage all external military shooting ranges and Training areas Complete Application to Train requests and submit to 160th Infantry Brigade and Headquarters Wales

Review content of the training exercises prior to submission to Brigade Training Safety Advisor.

Write risk assessments, range letters, RAMs & EAMs as required.

Recce of training areas and attend at Training Area Conferences.

Writing and distribution of admin letters and parental consents as directed.

Write and distribute Military Admin Instructions as required.  
Arrange the procurement of additional stores, including collection and delivery, and local purchase where applicable. e.g. rations, fuel, ammunition, loan equipment.  
Collect and deliver any additional weapons, ancillaries and additional stores from supporting units.  
Be responsible for the take over and hand back of training areas and accommodation.  
Booking of transport, be responsible for the inspection of vehicles on delivery and handover.  
Arrange vehicle cleaning on completion of exercise.  
Compile nominal rolls for all exercises annotated with medical conditions, special needs, dietary requirements etc.  
Manage the contract for catering on camps. Complete ration request documents and daily feeding states.  
Complete contract assessment documents on completion of exercise.  
Complete Actual Usage Forms on leaving Training Areas & Ranges.  
Run Battle Exercises as required, ensuring Cadet Training and Safety Precautions are followed.  
Inspect, and return all Ammunition, complete AFB 8226s.  
Issue loan equipment to cadets and maintain records, ensure swift return on completion of exercises, chase up any late returns.  
Bid for a summer camp for the contingent  
Attend the Pre Camp conference and carry out the mandatory recce.

### **Equipment and Stores**

Complete annual bidding forecast for Ammunition and Rations.  
Maintain the ammunition store as per MOD regulations.  
Maintain an inventory of all clothing and equipment held on loan from the MOD  
Control all stores issues and receipts.  
Arrange the procurement of all additional clothing and equipment.  
Organise the repair and exchange of clothing.  
Maintain all other records, documents, pamphlets etc. including their preparation and presentation at those periodic inspections required by military authorities.  
Organise purchase and issue of boots and clothing etc in readiness for each new recruit intake.  
Ensure all first aid kits are maintained and well stocked.  
Order training area maps as required.

### **Liaison**

Maintain good working relationships with:  
Visiting Service Instructors - Cadet Training Team, RAF Test NCO.  
Area Admin Assistant, Brigade Training Safety Advisor, Division and HQ LAND Forces.  
Local Regular and reserve force Army Barracks.  
All other Army and RAF units that assist with training

### **General**

Organise venue, menu and invitations for any external functions as directed.  
Amend and update cadet application forms annually and arrange distribution to new intake.  
Maintain unit nominal roll and update as required.  
Check weekly parade registers.  
Compile completed new application forms.  
Maintain and update CCF Notice Boards in School as required.  
Load cadets onto external courses, process applications and distribute joining instructions.  
Update unit forecast of events on the Westminster Database.  
Maintain and update unit standing orders in accordance with MoD regulations.  
Maintain and update shooting range standing orders in accordance with MoD regulations.  
Attend School Open Days, ensuring equipment and presentation boards are available and up to date.  
Manage CCF stand on Open Days if required.

## Outdoor Pursuits Co-ordinator

The Outdoor Pursuits Co-ordinator is responsible for all outdoor pursuits' activities run by the School. This includes:

### **Duke of Edinburgh Awards**

Being conversant with the D of E scheme and being the nominated D of E Manager

Write to parents introducing the award scheme

Arrange a presentation to students by staff from the DofE headquarters

Order / Issue new entry packs as required

Recover monies for the entry packs issued

All Duke of Edinburgh's Award Scheme Bronze and Gold

Accompanying Bronze and Gold D of E expeditions

Route planning and booking of venues for D of E expeditions

Organisation of all UK based expeditions

Recce of expedition areas used, if required

Maintain the D of E database. Liaising with the Senior Deputy Head

Arrange and coordinate training for School Staff to qualify as leaders, supervisors and/or assessors

Ensure pupils who achieve grades are awarded certificates

### **Equipment and Transport**

Outdoor pursuit's equipment procurement

Equipment accounting, including issues and receipts

Repair and replacement

Health and safety/risk assessments

External agencies

Transport and fuel

### **General**

Arrange any outdoor pursuit activity requested by departments within the school.

He /she is the budget holder for the Outdoor Pursuits budget and will keep financial records of all income and expenditure, consulting the Bursar and the accounts staff for appropriate information and advice.

The CCF SSI and Outdoor Pursuits Co-ordinator will be expected to attend Staff Meetings and other school events as required. Undertake other duties as reasonably requested by the Headmaster and Senior management team for the good and benefit of the school.