



THE PORTSMOUTH GRAMMAR SCHOOL

PGS JOB DESCRIPTION – COMBINED CADET FORCE SCHOOL STAFF INSTRUCTOR

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

Summary of the role

The Portsmouth Grammar School is a leading co-educational school located in the historic heart of Portsmouth. We are very much a family school known for excellent teaching, superb pastoral care and wide-ranging co-curricular opportunities and offer an education across the age range from Pre-School to Sixth Form.

An exciting opportunity has arisen for a suitably qualified and experienced School Staff Instructor (SSI) to join our well-established Combined Cadet Force (CCF). Reporting to the Contingent Commander, the CCF SSI provides administrative, logistical and training support to the contingent. Our CCF SSI oversees essential operations, including inventory, health and safety, and the planning, delivery and administrative support for training exercises and camps. Core duties include managing military equipment and weapons, conducting risk assessments for training, and maintaining pupil and staff records on the Westminster system.

It is expected that candidates will have a Regular, Reserve or Cadet service background. Strong administrative and IT skills are essential together with a willingness to undertake all necessary MoD training for the role. In addition to the pre-appointment checks required by the school, the successful candidate will need to complete any required MOD checks before appointment.

It will be a requirement of the role to drive school minibuses in support of CCF activities and the successful candidate will have a full clean driving licence and ideally have experience of driving vehicles larger than a car. It is desirable that candidates have a D1 category licence or a commitment to work towards achieving this qualification within 1 year of

appointment. Ongoing MiDAS training will be provided by the school as needed and all training and refresher courses must be completed by the post holder, to include a driver medical, to the required timeframes and standards. It is expected that the candidate either has, or will work towards, an outdoor first aid qualification.

It is an aspiration that the role holder will develop and maintain CCF partnerships with state schools in the future, as resourcing allows and with strategic direction from the MoD and the Head.

Working Pattern and Hours

The role of CCF School Staff Instructor (SSI) is a part-time, year-round position, working 18.75 hours per week (equivalent to 2.5 days). A standard working day is 7.5 hours, inclusive of a 30-minute unpaid lunch break. The role will involve an expectation of approximately 15 additional days per annum, worked during weekends and school holiday periods, in support of CCF camps, expeditions, and trips. These additional days will not attract additional pay and instead will be compensated through Time Off in Lieu (TOIL), to be taken at mutually agreed times, subject to operational requirements and with prior approval from the line manager.

The post-holder is required to attend Professional Development Days (PDDs), as directed by the line manager, attend mandatory training and briefing sessions as required by the Head or Bursar; and participate in the wider life of the School where reasonably required.

Working Arrangements

The post-holder will be required to work Mondays during term time, from 09.30 to 17.30, to support cadet parade activities. A second fixed on-site day each week will be agreed in consultation with the CCF Contingent Commander. The remaining hours may be worked flexibly, subject to operational requirements and prior agreement, to ensure the effective delivery of the role.

The role will also require occasional evening and weekend working, including attendance at events such as information evenings, ceremonial occasions, and formal dinners and availability to support key CCF activities outside normal working hours, as part of the overall remit of the post.

CCF Camps

To support the delivery of the CCF programme, the role holder will plan and conduct all logistics for the following

weekend and holiday camps (although this requirement may vary from year to year):

- A weekend contingent camp in October (3 days) – *role holder to lead*
- Single Service camps in March (2 days) and May (2 days) – *role holder to lead the Army camps*
- CCF AT Summer camp in July (6 day camp and 2 days follow-on admin) – *role holder to lead*

A six-month probationary period will apply to this appointment to the support staff of the school.

Required Qualifications and Experience

These are the qualifications required to fulfil the role. Candidates will have completed, or be working towards completion of, the following qualifications:

- Skill at Arms (Movement)(MQual) (*Mandated in advance of appointment*)
- Skill at Arms Instructor (SAAI) (*Mandated*)
- Range Safety Supervisor (KQual) (*Mandated*)
- Westminster trained (*Mandated*)
- Short and Long Range Qual (*Mandated*)
- Branch Security Officer (BSO) (*Mandated*)
- General Security Awareness (GSA) (*Mandated*)
- Arms and Ammunition Security Awareness (AASA) (*Mandated*)
- ACTO & FOME trained (*Mandated*)
- All Arms Ammunition Storeman (*Mandated*)
- Risk Assessments Practitioners Course (ACSMS) (*Mandated*)
- AT Qualifications i.e. ML, SUP Instructor (*Desirable*)
- Working experience of Microsoft products i.e. Teams (*Desirable*)
- Working experience of standard education software i.e. ISAMS, SOCS, CPOMS (*Desirable*)

	<p>How to apply:</p> <p>Candidates are asked to apply using the online MyNewTerm application form linked to our advert on the ‘Work With Us’ page of our school website or directly at https://mynewterm.com/school/The-Portsmouth-Grammar-School/116583</p> <p>Any enquiries about the role or how to apply are welcome at recruitment@pgs.org.uk or alternatively to Mr Paul Bristow, our CCF Contingent Commander, at p.bristow@pgs.org.uk</p> <p>The closing date for receipt of applications is midday on Friday 3rd July 2026 and interviews will be scheduled to take place on the school site on Thursday 9th July 2026.</p> <p>Candidates are encouraged to apply as soon as possible as early applications are welcome, and we reserve the right to interview and appoint prior to the closing date.</p> <p>The start date will be September 2026 or as soon as possible thereafter.</p>
<p>Line management responsibility for</p>	<p>This role has no line management responsibility.</p>
<p>Main duties and responsibilities</p>	<p>The CCF SSI is line managed by the CCF Contingent Commander and supports that person in the following areas:</p> <p>Base Administration:</p> <ul style="list-style-type: none"> • To provide admin, logistic and training support and advice to the Contingent. • To prepare and be responsible for all Brigade/Cadet Training Team (CTT) inspections/ audits; ECI (equipment care inspection), MOD and SERFCA inspections, ammunition storage inspections, weapon inspections, Munitions inspections and security. • To collate all returns to MOD (records of service qualifications, MOD held equipment and assets, Staff/Officers qualifications). • To monitor the Governance Report and assist the Contingent Commander in ensuring all officers remain current in all key components e.g. WHT • To maintain the Westminster database, to include weekly attendance, training and diary events and staff and cadet qualifications. • To ensure the security of arms and ammunition. Liaise with an alarm company for servicing and work. Control and record the issuing and return of ammunition and weapons in accordance with MOD procedures. Act as prime

call out and point of contact with emergency services in the event of the alarm going off during working hours. Assist the Contingent Commander with staffing the out of hours to call out duties, along with other Contingent officers.

- To assist the Contingent Commander with the duties of Unit Security Officer.
- To be responsible for ensuring that Security Standing Orders are kept up to date in line with LANDSO 2901.
- To liaise with HQ Land, Brigade CTT, the Training Safety Advisor (TSA) and other military establishments as and when required, respond to all requests for returns and information.
- To be responsible for paperwork and forms required for new CCF officers and forwarding them to appropriate single service headquarters.
- To assist the Contingent Commander in maintaining the relevant financial accounts including the CCF public fund and the private No. 2 Account. Prepare and submit for audit as required.
- To monitor and respond to all routine correspondence from Brigade, CTT, TSA and to implement new instructions and procedures while keeping the Contingent Commander informed.
- To update standing orders, regulations and training manuals etc.
- To attend courses appropriate to the duties of SSI. This includes achieving and maintaining qualifications as appropriate to the role of SSI e.g. range, adventurous training, weapons etc.
- To keep SERFCA informed of all repairs and maintenance required for MoD owned property. To keep the School Maintenance Team informed of all repairs and maintenance required for CCF property with School responsibility.
- To assist the Contingent Commander in the planning and administration of the Biennial Inspection, the Remembrance event in school and the Remembrance service at the Portsmouth Guildhall.

Quarter Master (QM) Duties:

- To act as quartermaster (QM) and supply organiser to the CCF and to be responsible for maintaining all CCF clothing, equipment and AT stores.
- To liaise with parents and pupils to issue, record and control clothing and equipment issues to cadets and staff, including control and maintenance of clothing and equipment accounts, and provision of information for billing for lost/damaged equipment to the Contingent Commander as necessary.
- To be routinely available to staff and cadets for CCF-related requirements (kit issue, exchange and replacement).
- To carry out all first-line weapon inspection and book repairs. Ensure that all Contingent weapons are inspected at correct MOD stipulated dates.
- To control and record all weapon and equipment loans.
- To purchase, after discussion with the Contingent Commander, and maintain items required for training.
- To issue, care, maintain and account for all MOD and CCF private stores and equipment including adventure training equipment, weapons and ammunition. This includes the mandatory weekly and monthly range,

weapons, and ammunition checks.

- To be responsible for maintaining combinations and key security logs.
- To liaise with Alarm Company for armoury alarm maintenance and faults.
- To be responsible for arranging the collection/receipt of ammunition, weapons, rations and other stores as required.

Training Delivery Support:

- To support TOs in the planning, administration and delivery of training for cadets. Including bids for training facilities, stores, equipment, transport, food, accommodation and attendance at camp and training area conferences.
- To ensure that all necessary equipment is available for Parade afternoon, CCF training, field days, overnight exercises, courses and camps.
- To assist in the planning and organisation of the termly training programme, liaising with CTT and booking external personnel/agencies, and transport as appropriate.
- To assist in the preparation of risk assessments, EAMs needed for contingent training and to ensure that all activities are carried out with risk managed to an acceptable level.
- To administer the booking of staff and cadets on courses.
- To supervise, instruct and advise all staff and cadets on military matters, including range work, drill and ceremonial.
- To teach and test all cadets and staff on skill at arms (Cadet L98, Cadet small bore target rifle, Scorpion Air Rifle).
- To deliver military lectures and training serials upon request from the CC and/or ESO iaw suitable experience and qualifications.

Logistics:

- To complete all associated administration/returns. This will include bids for training facilities, stores, equipment, transport, portable toilet facilities, food and accommodation and attendance at camp and training area conferences as necessary.

Camps and Trips:

- To conduct all required logistics necessary to plan and organise CCF weekend and holiday camps with required attendance on Army camps and range days.

To assist with other duties associated with the Contingent deemed appropriate by the Contingent Commander and any

	<p>other duties as may be reasonably required by the Head or Bursar from time to time.</p>
<p>Safeguarding responsibilities</p>	<ul style="list-style-type: none"> • The role is based on the main school site and will involve working with pupils daily and therefore involves regulated activity with children. • It is a requirement of the role to attend Professional Development Days as required by the line manager and to attend other essential staff training sessions throughout the year, as required by the Head or Bursar.
<p>Benefits</p>	<p>The Portsmouth Grammar School prides itself on being a caring employer and all staff are encouraged to discuss any aspects of their terms and conditions of employment initially with their line manager and, as necessary, with the Bursar who signs all contracts of employment on behalf of the Governing Body.</p> <p>The school is a strong supporter of Continuing Professional Development (CPD) and support staff wishing to undertake appropriate professional training can apply for financial support towards any associated costs.</p> <p>The pro-rata salary for this part-time role will be set at a point on the support staff pay scales in a range depending upon the qualifications and experience of the successful candidate. The FTE salary range which applies is expected to be within the range £30,549 to £33,882 per annum. Based on this range, the pro-rata calculation is £15,274 to £16,941.</p> <p>In addition, as SSI the successful candidate will be able to claim up to 51 days of VA per year directly from the MoD and for 2026 the rate is £94.23 per day.</p> <p>The salary offer will be confirmed to the successful candidate following the selection process and may be discussed further at interview.</p> <p>Key financial benefits of employment at PGS include:</p> <ul style="list-style-type: none"> • A generous salary structure • School fees remission is available to eligible employees following successful completion of a six-month probationary period, subject to criteria and approval; applied pro rata for part-time staff • For eligible employees, pension provision is offered through either the NEST or AVIVA scheme, both of which

	<p>operate on a salary sacrifice basis</p> <ul style="list-style-type: none"> • Non-contributory death-in-service policy calculated at 3 times annual salary <p>Other key benefits include:</p> <ul style="list-style-type: none"> • Cycle to Work Scheme • Free use of the school's Sports facilities which include a well-equipped Fitness Centre • Employee Assistance Programme • A staff parking space on site on a first come first served basis <p>The school is always looking for innovative ways to improve the working conditions and remuneration of its employees and welcomes suggestions from all staff.</p>
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Person specification			
The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment			
	Essential	Desirable	Method of assessment
	These are qualities without which the Applicant could not be appointed	These are extra qualities which can be used to choose between applicants who meet all of the essential criteria	

<p>Qualifications</p>	<p><i>The professional, technical or academic qualifications that the Applicant must have to undertake the role or the training that they must have received</i></p> <ul style="list-style-type: none"> • A good standard of education, with excellent spoken and written English • A full, clean driving licence • Skill at Arms (Movement) (MQual) • Skill at Arms Instructor (SAAI) • Range Safety Supervisor (KQual) • Westminster trained • Short and Long Range Qual • Branch Security Officer (BSO) • General Security Awareness (GSA) • Arms and Ammunition Security Awareness (AASA) • ACTO & FOME trained • All Arms Ammunition Storeman • Risk Assessments Practitioners Course (ACSMS) 	<p><i>The professional, technical or academic qualifications that the Applicant would ideally have to undertake the role or the training that they should ideally have received</i></p> <ul style="list-style-type: none"> • D1 and Midas training to drive school minibuses • Current Outdoor First Aid qualification • AT Qualifications e.g. ML, SUP Instructor 	<p>Production of the Applicant's certificates</p> <p>Discussion at interview</p> <p>Independent verification of qualifications if necessary</p>
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Experience	<p><i>The categories of work or organisations, types of achievements and activities required by the Applicant that would be likely to predict success in the role</i></p> <ul style="list-style-type: none"> • Experience from military service in Regular, Reserve or Cadet service • Experience of working in a team • Experience of working with databases, management systems and digital resources 	<p><i>The categories of work or organisations, types of achievements and activities that would be likely to contribute to success in the role</i></p> <ul style="list-style-type: none"> • Experience of working with young people in an educational setting • Previous experience of a paid or volunteer role in a Combined Cadet Force • Experience leading expeditions • Experience of leading and collaborating with colleagues • Working experience of Microsoft products i.e. Teams • Working experience of standard education software i.e. ISAMS, SOCS, CPOMS 	<p>Contents of the application form</p> <p>Interview</p> <p>Professional references</p>
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Skills	<p><i>The skills required by the Applicant to perform effectively in the role</i></p> <ul style="list-style-type: none"> • The ability to work well in a team • Highly organised and with excellent attention to detail • A flexible and proactive attitude to the role • Exceptional communication skills and ability to engage effectively with all CCF stakeholders • Excellent time management skills, to be able to plan and manage workload including the ability to prioritise • Strong IT skills including Microsoft Office with a willingness to learn other software packages as required • Ability to remain calm in a busy school environment • Ability to work with discretion and maintain confidentiality at all times • Ability to follow instructions safely and effectively to ensure a safe working environment 	<p><i>The skills that would enable the Applicant to perform effectively in the role</i></p>	<p>Contents of the application form</p> <p>Interview</p> <p>Professional references</p>
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Knowledge	<p><i>The knowledge required by the Applicant to perform effectively in the role</i></p> <ul style="list-style-type: none"> • A willingness to develop knowledge and understanding of legislation relating to current guidance in Keeping Children Safe in Education and other guidance issued by the Department for Education and ISSR • A willingness to develop knowledge and understanding of GDPR legislation • A willingness to undertake all training required by the school including safeguarding training • A willingness to develop knowledge to support all areas of provision • A willingness to undertake all MIDAS training to support continued registration as a school minibuss driver 	<p><i>The knowledge that would enable the Applicant to perform effectively in the role</i></p>	<p>Contents of the application form</p> <p>Interview</p> <p>Professional references</p>
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<p>Personal competencies, qualities, attitude and behaviours</p>	<p><i>The personal qualities, attitude and behaviours that the Applicant requires to perform effectively in the role and to ensure that the Applicant safeguards and promotes the welfare of children and young people</i></p> <ul style="list-style-type: none"> • motivation to work in a setting with children and young people • ability to form and maintain appropriate relationships and personal boundaries with children and young people • ability to work collaboratively across departments and support functions • ability to develop positive relationships with staff, parents, pupils and outside agencies • willingness to work as an integral part of a busy team in the accomplishment of common goals and strategy objectives • willingness to support the aims and ethos of the school 	<p><i>The personal qualities that would assist the Applicant to perform effectively in the role</i></p>	<p>Contents of the application form</p> <p>Interview</p> <p>Professional references</p>
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