



## Job Description

**Post Title:** School Staff Instructor (SSI)

**Pay Band:** Band 8 SCP17 – SCP22

Additionally, SSIs can claim up to 51 days per year volunteer allowance from the Ministry of Defence at approximately £90/day for additional work

**Contract:** Permanent, term time only

**Line Manager:** Contingent Commander

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### Purpose of the Role:

The role of the School Staff Instructor is to provide administrative support to the Contingent, in order to enable both weekly training and external events and camps.

The School Staff Instructor shall be appointed by the Head Teacher and will need to be approved by Brigade.

### Generic Introduction:

The following information is furnished to assist staff joining the School to understand and appreciate the work content of their post and the role they are to play in the organisation. The following points should be noted:

1. Whilst every endeavour has been made to outline the main duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings, therefore, may have been used below, in which case all the usual associated routines are naturally included in the job profile.
2. Employees should not refuse to undertake work, which is not specified on this form, but they should record any additional duties they are required to perform and these will be taken into account when the post is reviewed.
3. Our School is an Equal Opportunities employer and requires its employees to comply with the Exceed Academies Trust Equality Statement and Objectives.
4. We are committed, where possible, to making any necessary reasonable adjustments to the job role and the working environment that would enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a condition covered under the Equality Act 2010.

Together we **Exceed**

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Exceed Academies Trust is a charitable company limited by guarantee and registered in England and Wales with company number 10050238. The registered office is as per the above address

## **Fluency Duty**

In line with the Immigration Act 2016; the Government has created a duty to ensure that all staff working in customer facing roles can speak fluent English to an appropriate standard.

For this role the post holder is required to meet the Advanced Threshold Level.

### **Personnel:**

- Assist the Contingent Commander and other adult volunteers with the effective use of the Westminster Cadet Management Database
- Keep cadet and adult volunteer records up to date and conduct regular checks to ensure data is current
- Record weekly attendance of cadets
- Support adults and cadets with the booking of courses

### **Stores and Accounts:**

- The physical maintenance and operation of a Quartermaster's Stores.
- The preparation and submission each term of bills to the Contingent Commander for the recovery of money from parents for kit losses.
- The preparation of the contingency clothing accounts for periodic (six monthly) audit by the Administrative Assistants of each Service Section.
- The centralising of all demands for new clothing items as a result of kit losses.
- The raising of issue and receipt vouchers for all loan stores.

### **Publications and Pamphlets:**

- The control and maintenance of records of MOD produced documents in relation to policy and training.

### **Conferences:**

- Attend all SSI conferences and training events.

### **Weapons:**

- Carrying out quantity and registration checks as set out in the Defence Logistics Framework (DLF).

### **Training:**

- Booking field days and camps – including administrative support, recces, transport, military training camps, stores, and other resources.
- Provide administrative support for the Contingent in the field including the physical collection and return of rations and loan stores from the MOD.
- Provide support to enable weekly training at school location.
- Additionally, School Staff Instructors should, ideally, dual role as Cadet Force Adult Volunteers if they choose to – allowing for the delivery of training, and wider access to courses. They may be entitled to additional remuneration for events supported in the CFAV role.
- Successful employment will be subject to receiving Security Clearance from the MoD and a clean, enhanced DBS check.



This job description should be seen as enabling rather than restrictive and will be subject to regular review.

This job description is not your contract of employment, or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation. This document must not be altered once it has been signed but it will be reviewed annually as part of the performance management process or as appropriate.

The post holder must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the Equality Act 2010.

In addition, the post holder must have the ability to cope with requirements of the post, which may include working with pupils who have emotional and behavioural difficulties or physical difficulties. For posts working with pupils who have physical difficulties, it may be an unavoidable core component of the job for the post holder to be capable of lifting and carrying. However, suitable training will be provided, should this be the case.



## Person Specification

Area of specification	Essential/ Desirable	Method of Assessment
<b>QUALIFICATIONS</b> <ul style="list-style-type: none"> <li>Minimum of GCSE English and Mathematics at grade C or above (or equivalent)</li> <li>Previous military service or experience within a Cadet Forces organisation</li> <li>Further professional qualifications relevant to the role</li> </ul>	<b>E</b> <b>E</b> <b>D</b>	Application and interview
<b>EXPERIENCE</b> <ul style="list-style-type: none"> <li>Experience of administrative work, including record keeping and database use</li> <li>Experience of working with young people in an educational, youth, or cadet environment</li> <li>Experience of working within MOD, Armed Forces, or uniformed services environment</li> <li>Experience of supporting training events, camps, or residential activities</li> </ul>	<b>E</b> <b>E</b> <b>E</b> <b>D</b>	Application and interview
<b>KNOWLEDGE/SKILLS/ABILITIES (Core competencies)</b> <ul style="list-style-type: none"> <li>Strong IT skills, including databases and Microsoft Office applications</li> <li>Ability to maintain accurate records and handle confidential information</li> <li>Organisational skills with the ability to manage multiple tasks and deadlines</li> <li>Knowledge of Westminster Cadet Management System (or similar)</li> <li>Understanding of MOD policies, procedures, and documentation</li> <li>Ability to manage clothing accounts, stores documentation, and audit processes</li> </ul>	<b>E</b> <b>E</b> <b>E</b> <b>D</b> <b>D</b> <b>D</b>	Application and interview
<b>PERSONAL QUALITIES</b> <ul style="list-style-type: none"> <li>Be committed to raising standards</li> <li>Be someone who can create an atmosphere in which children can thrive and succeed</li> <li>Have excellent interpersonal skills</li> <li>Effective communication and organisation skills</li> <li>Ability to manage workloads and work calmly under pressure</li> </ul>	<b>E</b> <b>E</b> <b>E</b> <b>E</b> <b>E</b>	Application and interview

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