****

**PERSON SPECIFICATION**

**Job Title: CCF Administrator and School Staff Instructor (SSI)**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Selection criteria** **(Essential)** | **Selection criteria** **(Desirable)** | **How Assessed** |
| **Qualifications****and Experiance** | Served recently as an Officer/SNCO in the Armed Forces or be an active member of leader of a CCF or ACF (or tri-Service equivalent).Conduct on dischargementmust be Exemplary.Have at least one outdooreducational trainingqualification (preferably wateror mountain leader), suitablefor teaching children across allage range.Have a good understanding ofthe Duke of Edinburgh’s Awardprogramme.Appropriate rifle rangequalification and to be currentand competent in the cadetweapons or be willing to attendcourses, as necessary, tobecome and maintaincompetence.Must hold a driving licence witha DI classification and beprepared to train to and driveschool minibuses.Be willing to undergo furthermilitary/civilian training asrequired.Must be First Aid Trained/SSA/SRC. | Previous experience of working in a school or with Cadets | AF / I / ACAF / I / ACAF / I / ACAF / I / ACAF / I / ACAF / I / ACAF / I / ACAF / I / AC |
| **Knowledge and Skills** | Previous experience ofworking with and influencing atSNCO level or equivalent inthe Regular or Reserve Forcesor other similar body.Ability to teach children acrossall age ranges.Proven track record inleadership and management,or be able to demonstrate thatyou have this competence.Be an excellent communicatorand team player, able to useinitiative as well as takedirection. | SIMS | AF / I / ACAF / I / ACAF / I / ACAF / I / AC |
| **Personal Competencies and Qualities** | Good verbal and writtencommunication skillsAbility to work flexibly and aspart of a teamAbility to take instructionUse of initiative / pro-activeConfident, polite andpersonable – good people skillsTidy, organised and methodicalapproach with attention to detailAbility to work under pressureand multi-taskTrustworthy | . | AF / I / ACAF / I / ACAF / I / ACAF / I / ACAF / I / ACAF / I / AC |
| **Work Circumstances** | Interest in professionaldevelopment and willingness toattend training coursesTakes pride in work and hashigh expectation of self andothersWillingness to work occasionalovertime if required |  | AF / I / ACAF / I / ACAF / I / AC |

**NB. - Any candidate with a disability who meets the essential criteria will be guaranteed an interview.**