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**PERSON SPECIFICATION**

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

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|  | **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 dischargement  must be Exemplary.  Have at least one outdoor  educational training  qualification (preferably water  or mountain leader), suitable  for teaching children across all  age range.  Have a good understanding of  the Duke of Edinburgh’s Award  programme.  Appropriate rifle range  qualification and to be current  and competent in the cadet  weapons or be willing to attend  courses, as necessary, to  become and maintain  competence.  Must hold a driving licence with  a DI classification and be  prepared to train to and drive  school minibuses.  Be willing to undergo further  military/civilian training as  required.  Must be First Aid Trained/SSA/SRC. | Previous experience of working in a school or with Cadets | AF / I / AC  AF / I / AC  AF / I / AC  AF / I / AC  AF / I / AC  AF / I / AC  AF / I / AC  AF / I / AC |
| **Knowledge and Skills** | Previous experience of  working with and influencing at  SNCO level or equivalent in  the Regular or Reserve Forces  or other similar body.  Ability to teach children across  all age ranges.  Proven track record in  leadership and management,  or be able to demonstrate that  you have this competence.  Be an excellent communicator  and team player, able to use  initiative as well as take  direction. | SIMS | AF / I / AC  AF / I / AC  AF / I / AC  AF / I / AC |
| **Personal Competencies and Qualities** | Good verbal and written  communication skills  Ability to work flexibly and as  part of a team  Ability to take instruction  Use of initiative / pro-active  Confident, polite and  personable – good people skills  Tidy, organised and methodical  approach with attention to detail  Ability to work under pressure  and multi-task  Trustworthy | . | AF / I / AC  AF / I / AC  AF / I / AC  AF / I / AC  AF / I / AC  AF / I / AC |
| **Work Circumstances** | Interest in professional  development and willingness to  attend training courses  Takes pride in work and has  high expectation of self and  others  Willingness to work occasional  overtime if required |  | AF / I / AC  AF / I / AC  AF / I / AC |

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