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**JOB DESCRIPTION**

**CCF Administrator and School Staff Instructor.**

**Department** CCF

**Salary:** NJC Grade 4 Range: £19’819 - £23’111

**Reporting to** Headteacher

**Purpose of Job**

The CCF Administrator/SSI is ideally a person from a military background who, through previous experience and training, will play a key role in maintaining the high standards of the Combined Cadet Force and lead The Duke of Edinburgh’s Award scheme through the school.

These standards should be achieved and maintained by:

* Motivating staff and cadets to develop their own military and adventurous
* training skills to the highest possible standards through: internal training;
* attending courses provided by the various services and keeping training
* records on individuals; using the national cadet databases (Westminster
* and Bader) to co-ordinate and plan consistent progress across all aspects of the training process.
* Maintaining environments and equipment to a standard that facilitates the efficient training of individuals in the CCF.
* Carrying out general administration and maintenance duties, ensuring the efficient day to day running of the CCF.

The CCF Administrator/SSI will have the following areas of responsibility:

**Administration:**

Action all correspondence: emails, facsimiles and telephone calls (main POC in absence of OC)

Maintain records on the following:

* Security
* Training courses
* Officers’ and cadets’ records
* Transport requisitions
* Ration ordering
* Ammunition accounts
* Weapons registers and repair log
* Clothing and equipment accounts
* Training programmes
* Shooting: range bookings, RAMs and training records.
* Exercises: bookings, EAMs and training records.
* Easter and Summer Camp details with OC
* Claims for officers: training days, courses and conferences via Westminster/Bader
* Clothing:
	+ Issues and exchanges
	+ Ordering new clothing
	+ Cleaning and maintaining clothing
* Weapons and ammunition: accounting, security, issues and serviceability
* Applications for officers’ and cadets’ military and adventurous training courses
* Overseas cadet exchanges if appropriate (e.g. Canada)
* Pamphlet / publications library
* ‘Health and Safety’ policy and issues
* Liaison with: sponsor unit, CTT and HQ 42 Brigade / G3 (Cadets) Trg / SO2 / RFCA.

**Security:**

* Check and maintain Contingent Security Standing Orders with OC
* Weapons issues and returns records
* Ammunition issue and usage records
* Act as Unit Security Officer with OC
* Keys issue records
* Brief officers on current threats / terrorism
* Brief officers on MoD. policy changes
* Officers’ vetting with OC
* CCF buildings with OC
* Liaison with Police with OC
* Liaison with alarm system engineers and monitoring company with OC
* Ensure that buildings and armoury are secure at all times with OC
* Weapons check log
* Testing alarm system (weekly) and ‘on call’ for alarm activation
* Weekly ammunition check
* Monitor Assets Register
* Conduct an annual Establishment Security Self Assessment (ESSA) with OC

**Training:**

* Preparation of officers for ‘Frimley’ basic and advanced training courses
* Preparation of officers to pass other courses such as Range Management Qualifications
* Preparation of cadets for training courses
* Selection and preparation of cadets attempting to become NCOs
* Liaison with and briefing NCOs on matters of instruction and discipline within CCF.
* Assist with production and implementation of training programmes for Army.
* Selection and practising of Shooting Team members at the following levels:
* **Small Bore**: No 8 Rifle
* **Full Bore**: Cadet GP weapon and Target Rifle

Select and practise Shooting Team members to compete at national and

International (Great Britain) level.

Organisation and participation in training activities for:

* Parade Nights
* Field Days
* Easter Camp
* Summer Camp
* Visits

Organising and preparing ‘Guards of Honour’ (Remembrance Sunday, Biennial Reviews)

**Inspection Cycle:**

POC in absence of OC

CCF officer qualifications check

Cadet training and regulation standards

Security reviews and training

Ammunition holdings

Weapon holdings

Clothing on issue

Equipment Care (ECI) – UMEI/MEI as appropriate

Electrical Installation Inspection (EII)

General administration records

Biennial Review programme with OC

**Adventure Training:**

Assisting with safety on expeditions

Assist Contingent Adventure Training Officer with adventure training (including D of E) with

* Expeditions
* Training days
* Ration ordering
* Transport requisitions
* Equipment acquisitions

**Cleaning and General Maintenance:**

CCF Stores

CCF Office

Range and Armoury

Area immediately surrounding CCF buildings (Parade Square)

All Weapons (Cadet GP Rifles, No 8 .22” Rifles and Target Rifles

Ancillary shooting equipment (eg. Magazines, BFAs)

Military clothing and webbing

Pamphlet and video library (including amendments maintenance)

Military Portable Appliance Testing

Alarm Systems

Liaison with RFCA over repairs

Annual Radiation Returns

**Miscellaneous:**

Public Relations (eg display, update contributions to CCF website, school newsletter, etc) with OC

BTEC oversight with OC

To adhere to and implement, as appropriate, policies and procedures of the school

This job description is not exhaustive and will be reviewed as and when necessary in accordance with the needs of the school.

**Date of Issue:** September 2018