

Full-Time CCF School Staff Instructor (SSI) (Permanent)

Whitgift is one of Britain's leading independent boarding and day schools for boys aged between 10 and 18 years, with approximately 1550 pupils and over one hundred boarding or flexi-boarding pupils. It was founded in 1596 by Elizabeth 1st last Archbishop of Canterbury, John Whitgift, and is the oldest school in Croydon. Whitgift enjoys facilities of outstanding quality, amongst the best available nationally, in a beautiful parkland estate in South Croydon with excellent links to London, Surrey and the south coast.

OUTLINE OF POST:

This is an exciting opportunity for a School Staff Instructor (SSI) to further develop the school's Combined Cadet Force (CCF). This post would suit a recent or current regular or reserve SNCO or indeed an experienced CCF CFAV. We would happily consider someone who has recently left the Armed Forces with experience of working with cadets. We seek to appoint an experienced, enthusiastic and suitably qualified applicant who has demonstrated the skills and character needed to coordinate the contingent.



The CCF at Whitgift has a long and distinguished history and currently has a volunteer cadet body of over two hundred cadets including partnerships with two local schools. We parade weekly on Tuesday afternoons during term time and offer a wide range of activities over weekends and in the school holidays.

The SSI is responsible to the Contingent Commander for the safe, efficient and effective running of the school's contingent, including administration and organisation, ensuring that all activities are fully prepared and each student is supported and positively encouraged to develop their potential to the full. The core purpose of this post is to manage and support the school's CCF, assist with the running and organisation of the contingent and to participate fully in CCF activities.

The SSI will support the Contingent Commander with the training and development of all CCF CFAV's and the development of the cadet NCO's. In addition, the SSI will also support the student led Corp of Drums, shooting team and DofE. The SSI will help oversee training, stores, equipment, security, weapons maintenance, and administration.

This position is offered on a full-time basis, year-round but with potential flexibility to reduce during the school holiday periods. This is based on 37.5 hours+ per week with core working times Monday, Wednesday & Friday between the hours of 8.30am and 4.30pm with an hour unpaid lunch break and on the CCF and Corps of Drums weekly parade days, currently Tuesdays and Thursdays, working times will be 08:30 – 18:30 with an hour unpaid lunch break. In addition to working normal working commitments, there will be weekend and holiday commitments where a willingness to work flexible hours is necessary.

The SSI position reports to the Contingent Commander.



MAIN DUTIES AND RESPONSIBILITIES:

- To advise the Contingent Commander on all CCF matters, such as: training programmes; administration; security; staff career training and manning
- To advise and assist with the planning and conduct of CCF syllabus training and adventurous training
- Work closely with the Contingent Commander to plan and manage the annual calendar of events, which will include training days, camps, etc
- Making arrangements for all exercises, camps, inspections, and training days; including all catering and transport arrangements (both MoD and Whitgift)
- To teach and instruct cadets of all three services in the syllabus subjects as required
- Play a lead role in the organising and delivery of school events such as Remembrance Parade, Celebration of Whitgift Life and Founders Day
- To support the Corps of Drums with preparation and planning of internal and external parade events.
- Responsibility for the delivery of Skill-At-Arms training and testing, small bore and full bore shooting and to develop the shooting team at Whitgift
- To attend a First Aid at Work course every three years, thus providing the necessary cover when carrying out CCF training, exercises and range work
- To attend meetings necessary for the effective running of the Contingent, including CCF conferences
- To assist the Contingent Commander in setting the core values and standards of the Contingent, in line with the ethos of the Armed Forces. In particular, ensuring standards of dress and discipline remain high
- Regular liaison with the Service cadet training team supporting the contingent's section and with affiliated and sponsoring regular or reserve units;
- To be the Indoor Range Warden, ensuring that both internal and external users are fully briefed on current MOD safety regulations, guidelines and they fully comply with Range Standing Orders
- To attend external MOD courses and keep up to date with current policies and procedures
- To liaise with Partnership School's CCF staff in support of our sponsorship and outreach effort
- Ensure all Contingent data is up-to-date on the MOD secure IT systems Westminster & BADER.
- Use the School co-ordination systems (Evolve & SOCS) to register and gain prior approval for all activities
- To upload onto the MOD's secure system (Westminster), all documentation such as Authority To Train (ATT), Cadet Activity Safety Plans (CASP), Range Safety Document (RSD) and Risk Assessments so that they are available to HQ LONDIST, HQ RAFAC and HQ RN cadets
- To monitor all communication from MOD, Brigade and Regional Command and respond appropriately, liaising with the Contingent Commander, acting as the unit Point of Contact on a daily basis.
- To ensure the maintenance of unit arms, ancillaries, ammunition, clothing, equipment and stores. Carrying out unit, daily, weekly and monthly checks as per current MOD regulations
- To ensure the maintenance of unit buildings and facilities in liaison with local Reserve Forces and Cadets Association and school maintenance staff
- To manage all Contingent clothing and equipment ensuring it is ordered in good time, accounted for, organised for individual issuing, have it laundered, carry out exchanges of uniform, produce CCF charge sheets at the end of each term for kit losses, damages and purchases
- To be the Contingent's Unit Security Officer and be familiar with JSP 440 ensuring adherence, producing the Contingent Security Standing Orders & Annual Establishment Security Self-Assessment (ESSA) and to monitor the security of all unit arms, ancillaries and ammunitions

- To liaise with the relevant emergency services and the security alarm company with regards to the Armoury alarms being activated and be first responder to the alarm
- To support the Contingent Commander with unit PR, recruitment and publicity - internal (staff, parents and pupils) and external. To assist on Open Days, ensure the Marketing Department is informed of CCF news and to operate CCF social media platforms.

It should be noted that a job description is not an exhaustive list of activities, and employees may be asked to carry out other duties commensurate with the grade of the post. The job description may also be amended to take account of changed circumstances, and employees will be consulted if this is necessary.



PERSONAL RESPONSIBILITIES

To carry out the duties and responsibilities of the post, in accordance with the School's Health and Safety Policy and relevant Health and Safety Legislation.

The Whitgift Foundation is committed to safeguarding and promoting the welfare of young and elderly people in their care and expects all staff and volunteers to share this commitment.

PERFORMANCE STANDARDS

To ensure that all services within the areas of responsibility are provided in accordance with the School's commitment to high quality service provision.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.



PERSON SPECIFICATION:

	ESSENTIAL	DESIRABLE
EDUCATION		
Qualified ECO; Range Qualifications; SAA Instruction Qualifications; AT Qualifications		X
KGVI Course (or equivalent) qualification in planning and running exercises		X
Adventurous training, DofE, First Aid, Minibus driving		X
SKILLS & EXPERIENCE		
Military experience gained in the regular, reserve or Cadet forces	X	
Highly organised and accurate with an eye for attention to detail		
Experience of planning, prioritising and organising resources to tight deadlines under pressure	X	
High level of computer literacy and numeracy.	X	
Strong communication skills with the ability to develop and maintain effective professional working relationships and networks with a wide range of stakeholders	X	
Ability to produce reports and convey information that needs explanation or interpretation	X	
Enthusiasm, confidence and the ability to promote high professional standards within the CCF and challenge actions that go against protocol	X	

FURTHER INFORMATION

All of our staff benefit from a competitive remuneration package, including:

- Holiday allowance, pro rata for part-time or fixed-term positions
- Membership of a generous money purchase pension scheme for all support staff which includes 3 x salary life assurance cover
- Free access to an Employee discount Club, which offers discounted rates on a range of products and services, including insurance, holidays and travel, fashion and retail
- Discounted school fees for permanent staff working at the Foundation Schools
- Access to onsite gym
- Membership of the BUPA Cash Plan Scheme, which gives financial support towards the cost of optical, dental and medical costs as well as a free 24 hour advice line for all staff
- A range of family-friendly benefits including enhanced maternity pay and childcare vouchers
- Season ticket loan
- Lunch is available onsite during term time

CONDITIONS OF SERVICE

The role is full-time, year-round but with potential flexibility to reduce during the school holiday periods. This is based on 37.5 hours+ per week with core working times Monday, Wednesday & Friday between the hours of 8.30am and 4.30pm with an hour unpaid lunch break and on the CCF and Corps of Drums weekly parade days, currently Tuesdays and Thursdays, working times will be 08:30 – 18:30 with an hour unpaid lunch break.

There will be an occasional requirement for flexibility with start and finishing times to meet the needs of the department or for school events throughout the year. In addition to working normal working commitments, there will be weekend and holiday commitments where a willingness to work flexible hours is necessary. Any changes will be mutually agreed in advance with your line manager.

The salary range for this post will be between £35,000 - £40,000, dependant on qualifications and relevant experience. Any reduction in hours during holiday periods would be on a pro rata basis. The role is to start ASAP.

We welcome applications from all parts of our community as we aspire to attract staff that matches the social and cultural diversity of our student intake.

For any general queries, please telephone 020 8688 9222 and ask for the Human Resources Department or email SchoolHR@whitgift.co.uk. For any specific queries, please e-mail Lt Col. Glenn Hogben, CCF Contingent Commander at g.hogben@whitgift.co.uk.

Applications will be reviewed daily, and interviews may take place at any time. We therefore invite interested candidates to apply as soon as possible.

Closing date is midnight on Friday 06 October 2023.

As a result of the Asylum and Immigration Act 1996, employers now have to verify that new recruits who are not British Nationals are eligible to work in this country. Therefore, any applicant who is offered an interview will be asked to provide official documentation to verify their ID, address and right to work in the UK. It is also normal practice for the School to ask for original qualifications and professional membership documents as detailed on their application.

Whitgift School (part of the Whitgift Foundation) is committed to safeguarding and promoting the welfare of young people and vulnerable adults and expects all staff and volunteers to share this commitment. Where applicable, applicants must be willing to undergo child protection screening including checks with past employers and the Disclosure and Barring Service and online media checks (including personal, professional and other online activities)

Sept 2023