



VACANCY INFORMATION
Combined Cadet Force (CCF), School Staff Instructor (SSI)

For September 2022







INTRODUCTION

Thank you for your interest in the post of CCF School Staff Instructor at the Royal Grammar School Guildford. In this booklet you will find details about the job, salary and terms and benefits that would apply to you in this role.

As a member of the support staff you will be part of a large and friendly community of professionals who support our students' education and experience.

The RGS comprises an independent senior and preparatory (prep) boys' day school based in central Guildford. The RGS senior school has 975 pupils aged 11-18 and the prep school has 315 pupils aged 3-11. The whole school has an excellent reputation and is a thriving organisation from the perspective of pupils and staff.

The RGS employs staff across a wide range of functions including Finance, Human Resources, Estates and Specialist Sports and Activities to provide full support across all sites.

This is a permanent, full-time role. The salary for this role is circa £32,000 per annum dependent upon skills and experience.

I look forward to receiving your application in due course.

HEADMASTER



SCHOOL VALUES

The RGS is a kind, inclusive, tolerant community where diverse opportunity, personal development, high achievement and collaborative partnership define who we are, and where our values underpin all we do.

Inclusivity

We remain loyal to our founding principles to educate bright local students, irrespective of background or financial circumstances, and we inherently believe in establishing a culture of diversity and acceptance, and in educating our students in a welcoming, tolerant community where each individual is valued and enjoys a deep sense of belonging.

Scholarship

We encourage the growth of intellectual curiosity, independence, creativity, innovation and habits of learning within a scholarly community through inspirational subject specialists who provoke and stretch the students' minds and inculcate a lifelong love of learning.

Integrity

We promote the development of self-discipline and responsibility, spirituality and a personal moral code, and cultivate an ethos where enduring qualities of decency, honesty, courtesy, humility and good humour are celebrated.

Respect

We nurture an atmosphere of mutual respect between all members of our community, and foster self-respect and self-esteem in terms of physical health, emotional maturity and personal well-being, while establishing lasting friendships in a positive, happy environment.

Courage

We develop leadership, teamwork, resilience and life skills through a diverse range of activities where all students, regardless of their talents and attributes, are encouraged to challenge themselves, take appropriate risks and work hard to fulfil their potential.

Collaboration

We work closely with others for mutual enrichment, and encourage a spirit of generosity and service, a sense of perspective, and a firm belief that we can work in partnership with others, locally and internationally, to make a difference and have a positive impact on society.



JOB DESCRIPTION

Responsible to: Assistant Head (Co-curricular)

Role Summary

Working with the CCF Contingent Commander, the SSI is responsible for the running of our tri-service Combined Cadet Force (CCF). The role covers the training of cadets and staff, administration of all areas of delivery, and compliance with regards to the MoD and School policy.

Working with the Head of Outdoor Education, the SSI will also instruct on the Year 9 Expedition and Adventure (EXAD) programme.

Principle Responsibilities

- To liaise with the three Heads of Section and the Contingent Commander (CC) to formulate the annual training programme for all three services for Mondays (Mon 8) and Field Days (FDs).
- To liaise with single service Cadet Training Teams (CTT) and Area Instructors (AIs) with regards to interaction with the CCF and programme delivery.
- To publish weekly orders to staff and cadets.
- To run the weekly Contingent parade and maintain a high standard of turnout and discipline for all CCF activities.
- To work with section officers and NCOs to develop training resources and materials for delivery of the programme. Be available for both staff and cadets for this purpose.
 - Deliver training sessions to cadets as required.
 - Arrange and accompany cadets to relevant Brigade (and other) competitions.
 - Arrange and accompany cadets on either an annual week-long central camp, or self-run military or AT camp as determined by the CC.
 - Carry out recces required to deliver training.
 - Liaise with local units when additional resources are required and implement collection and return.
 - Train staff as required, to assist them with their CCF role.
 - Attend training courses, as required, to remain current, qualified and competent in areas of delivery.
 - Assist with the school's shooting programme and the logistics to support it.



- Administration
 - Ensure accurate registers of attendance are recorded on both School and MoD systems (Westminster and Bader). Follow up on absentees as per School Policy.
 - Maintain cadet and staff personal details on MoD systems.
 - Complete all required MoD and School system admin for all CCF training and events.
 - Work with staff running training to produce exercise and range paperwork.
 - Write admin instructions, parental letters and consent as required.
 - Update training completion and qualifications onto MoD systems.
 - Book staff and cadets onto centrally-run camps and courses.
 - Book appropriate elements of field days and camps, including transport, training support, third party providers, military training camps, stores, ammunition and weapons.
 - Physical maintenance and operation of a Quartermaster's Stores with published opening times.
 - Run all aspects of the store including all ordering, from both MoD and civilian supply chain and maintain a record of issue and current stock.
 - Prepare for and staff the CCF stand at Open Days.

- Compliance
 - Accounts
 - The control and maintenance of the contingent clothing accounts and records of issues and receipts for all service sections.
 - The centralising of all demands for new clothing items as a result of kit losses.
 - The submission of recharge to the Accounts Department for clothing and equipment recharge.
 - The security of all books of account.
 - The control and maintenance of the Contingent loan stores account.
 - The raising of issue and receipt voucher of all loan stores.
 - The physical maintenance and operation of the ration account.

 - Facilities – Manage the control, cleaning and maintenance of
 - Armoury and Range:
 - Including de-leading of the range and cleaning and maintenance of all weapons.

 - CCF Office
 - CCF Stores

 - Security



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- Attend the Unit Security Officer (USO) Course and updates in order to fulfil the role of Assistant Unit Security Officer.
 - Action the required key changes.
 - Be a key holder for the Armoury or Magazine as required and be available for callout cover during term time and the School holidays.
 - Arrange a cover rota for the Armoury and Magazine and if cover is not possible, action the transport of weapons for storage in sponsor unit armouries.
 - The operation of the armoury daily issues book, security check register and repair book.
 - Health and Safety
 - Act as the unit Health and Safety Office and ensure that the CCF is compliant.
 - Publication and Pamphlets
 - The control and maintenance of records of MOD pamphlets.
 - The submission of these records for audit.
 - Ensure access to current, amended pamphlets.
 - Inspections - Prepare for and manage the periodic inspections as required by the MoD:
 - Biennial Inspection
 - Equipment Care Inspections
 - Mandatory Equipment Inspections
 - Annual Stock Taking Audits
 - Financial Audit
 - Unit Fire Inspection
 - Unit Security Inspection
 - Alarm Testing
 - Electrical Installation Inspection
 - Shooting Range Inspection
 - Ammunition Inspection
 - Armoury Inspection and Weapon audit
 - Conferences and training
 - Attend Brigade conferences and training courses as required to complete the SSI duties.



Other Additional Responsibilities

Working with the Head of Outdoor Education, the SSI will also instruct on the Year 9 Expedition and Adventure (EXAD) programme.

The programme includes:

- Climbing on the School's wall
- Expedition skills in preparation for a 2 day and 1 night expedition
- Team building
- First aid
- Air rifle firing

Attend the School's Duke of Edinburgh Award expeditions as a supervising member of staff for the Silver and Gold Practice expeditions.

Take an active role in the School's co-curricular clubs and societies programme.

Assist with the general logistics for the School's field days.

To provide assistance to the Assistant Head (Co-curricular).



Criteria	Essential/ Desirable	How Assessed
Qualifications		
Full driving licence with D1+E endorsements (*the School will support gaining the D1+E if not held and has an established process for qualifying staff.)	Essential	Licence/Certificates
Cadet Force Range Conducting Officer (SA(LR)07 Cadet)	Desirable	
Cadet Force Exercise Conducting Officer (SA(M)07 Cadet)	Desirable	
Cadet Force Skill at Arms Instructor (SAAI Cadet)	Desirable	
First Aid at Work Certificate	Desirable	
Additional outdoor NGB or military skills qualifications	Desirable	
Experience		
Regular service within the UK Armed Forces or Cadet Forces	Essential	Application Form / Interview
Previous experience working with cadets	Desirable	
Knowledge & Understanding		
Knowledge of the cadet forces ethos and a desire to support, encourage and develop children	Essential	Application Form / Interview
Good understanding of the G4 process	Essential	
Skills and Competencies		
Good administrative and communication skills	Essential	Application Form / Interview
Good literacy and numeracy skills	Essential	
Information and communication technology literate	Essential	
Attributes		
The ability to lead, motivate, engage and develop pupils and staff	Essential	Application Form / Interview
The ability to work as part of a team and on own initiative	Essential	
Well organised with attention to detail and good time management	Essential	
Other Requirements		
Satisfactorily meeting the Royal Grammar School employment checks – Disclosure and Barring Service check, health assessment, references, qualifications and legal entitlement to work in the UK	Essential	Checks and clearances



WORKING FOR THE RGS

Hours of Work	Full time, 40 hours per week (inc. breaks). However substantial flexibility is required during holidays and weekends for which time in lieu will be given in addition to 28 days annual leave.
Remuneration	Circa £32,000 dependent on experience
Working arrangements	Full time
Annual Leave	28 days leave plus bank holidays to be taken during school holidays.
Private Healthcare Scheme	Private medical cover is available for all staff. This is paid for by the School, but is a taxable benefit so there is an indirect cost to the individual
Pension Schemes for all staff	All support staff are automatically enrolled into the generous company pension scheme.
Commuting loan	Interest-free loans are available for rail season ticket holders.
Charitable Payroll Giving Scheme	The scheme enables employees to donate regularly from their gross pay to charities of their choice
Dining	A choice of hot lunches, a delicious salad bar and range of desserts are provided daily in the Staff Dining Room during term time.
Free use of school gym	The school gym is available for staff to use at specific times.
Parking	Free car parking for all staff provided in the heart of Guildford.

If you would like to know more about the RGS please visit our website www.rgsg.co.uk. The closing date for receipt of completed applications and a covering letter is midday on 29th July 2022. Interviews will be held on 2 and 3rd August 2022.

If you have any questions, please contact the HR Department on 01483 887165 (email recruitment@rgsg.co.uk). The HR department is open from 8.30am to 3.30pm, Monday to Friday.





EQUAL OPPORTUNITIES

The RGS aims to promote equality of opportunity for all with the right mix of qualifications and abilities, talent, personal qualities, skills and potential. The RGS welcomes applications from candidates of diverse backgrounds and personal circumstances. A detailed Equal Opportunities policy is available.

SAFEGUARDING THE WELFARE OF CHILDREN

All employees of The RGS have a responsibility for and commitment to safeguarding and promoting the welfare of children. All staff at RGS are expected to understand and follow the School's detailed Policy on Safeguarding as part of their professional responsibilities.

RECRUITMENT OF EX-OFFENDERS & SECURITY OF DISCLOSURE INFORMATION

The RGS meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974. All applicants who are offered employment will be subject to an enhanced criminal record check from the DBS before the appointment is confirmed. This will include details of cautions, reprimands or final warnings, as well as convictions. It is of fundamental importance to the RGS and RGS Prep. to ensure, so far as possible, that those who take up appointments do not pose a risk to the children in its care.

Further details will be sent to applicants invited to interview which will expand on the above.

APPLICATION PROCEDURE

All applications will be acknowledged. All applicants will be notified after the closing date whether or not they are to be invited to interview. Successful applicants will be advised of the date and time of the interview and the form the interview will take. References will normally be taken up prior to interview as will proof of identity and domicile. Candidates unsuccessful at interview will receive written notification.

APPLICATIONS

All applications should be submitted via the RGS website and consist of:

- a covering letter addressed to the Headmaster, Dr JM Cox; and
- a fully completed application form.

If applicable:

- a voluntary disclosure form.

Note: The necessary forms may be found on the School website along with the Safeguarding Policy. The School's website is www.rgsg.co.uk