



Bloxham School

JOB DESCRIPTION AND PERSON SPECIFICATION

SCHOOL STAFF INSTRUCTOR

Department:	Broader Curriculum Department
Reports to:	CCF Contingent Commander
Responsible to:	Director of Co-Curriculum
Line Management responsibility:	No

JOB DESCRIPTION

Summary of the Role:

Responsible for the administration of the contingent and will be the main military presence on parade afternoons and on overnight exercises.

Departmental Overview:

The Broader Curriculum Department at Bloxham School is dedicated to providing a holistic educational experience that extends beyond traditional academics. Our purpose is to offer a diverse range of extracurricular activities, including arts, sports, community service, and leadership programs, designed to foster personal growth, creativity, and resilience. By encouraging students to explore their interests and develop new skills, the department helps them build confidence and form well-rounded personalities. We aim to enrich the students' educational journey, preparing them for balanced, fulfilling lives and responsible citizenship.

Main Duties and Responsibilities:

- To provide all admin, logistic and training support and advice to the Contingent.
- To prepare and be responsible for all Brigade/Cadet Training Team (CTT) inspections/audits; ECI (equipment care inspection), MOD and SERFCA range inspections, ammunition storage inspections, weapon inspections, MI inspections, security, fire and the Biennial Contingent Admin Inspection.
- To plan, administer and deliver effective training experiences, producing all exercise, range instructions, coordinating/admin instructions for all Contingent events/activities including Risk Assessments etc.
- To act as quartermaster and supply organiser to the CCF and to be responsible for maintaining all CCF clothing, equipment and stores.

- To ensure that all necessary equipment is available for Parade afternoon CCF training, field days, overnight exercise, courses and camps.
- To issue, record and control all clothing and equipment issues to all cadets and staff, including control and maintenance of clothing and equipment accounts, and billing for lost/damaged equipment as necessary.
- Mandatory attendance to all CCF events including Summer Central Camp, 3rd Form Adventurous Training Camp and Field Weekends.
- To complete all associated administration/returns and training programmes on behalf of the Contingent Commander. This will include bids for training facilities, stores, equipment, transport, portaloos, food and accommodation and attendance at camp and training area conferences as necessary.
- To produce all risk assessments, Ras and EAMs needed for contingent training and to ensure that all activities are carried out as safely as possible.
- To be routinely available for staff and cadets for CCF-related requirements (kit issue, exchange and replacement).
- To collate all returns to MOD (records of service qualifications, MOD held equipment and assets, Staff/ Officers qualifications).
- To input all the above information into the Westminster cadet database, including weekly parade night attendance and logging of all CCF training events in the Westminster events diary, book all courses, meet Governance Report requirements etc.
- To ensure the security of arms and ammunition. Liaise with alarm company for servicing and work. Control and record the issuing and return of ammunition and weapons in accordance with MOD procedures. Act as prime call out and point of contact with emergency services in the event of the alarm going off during working hours. Act as primary call out, assisted by other Contingent officers, out of hours (if living within regulatory 20 mins of Bloxham).
- To carry out all first-line weapon inspection and repairs. Ensure that all Contingent weapons are inspected (MEI) at correct MOD stipulated dates.
- To issue, care, maintain and account for all MOD and CCF private stores and equipment including adventure training equipment, weapons and ammunition. This includes the mandatory weekly and monthly range, weapons and ammunition checks.
- To teach, instruct and advise all staff and cadets on military matters, including range work, drill and ceremonial.
- To liaise with HQ Land, Brigade CTT, the Training Safety Advisor (TSA) and other military establishments as and when required, responding to all requests for returns and information, RAM's, EAM's, Co-ordinating Instructions, Risk Assessments, etc.

- To be responsible with the Contingent Commander for the CCF staff pay in accordance with MOD and Bloxham School requirements and to maintain with the Contingent Commander the relevant financial accounts including the CCF public fund.
- To respond to all routine correspondence from Brigade, CTT, TSA and to implement new instructions and procedures while keeping the Contingent Commander informed.
- To advise and assist with all adventure training documentation and seek authority clearance from the various agencies with MOD.
- To undertake visits and journeys deemed appropriate by the Contingent Commander on contingent business (e.g. reconnaissance of proposed training areas).
- To coordinate and organize attendance on military and adventure training courses for adults and cadets.
- To keep SERFCA informed of all repairs and maintenance required for MoD owned property. To keep the School Maintenance Team informed of all repairs and maintenance required for CCF property with School responsibility.
- To undertake the duties of Unit Security Officer.
- To be responsible for the physical collection/receipt of ammunition, weapons, rations and other stores as required.
- To assist with other duties associated with the Contingent deemed appropriate by the Contingent Commander.

Other Duties and Responsibilities:

- Wear uniform and PPE as required.
- Adherence to the General Data Protection Regulations.
- Promoting and safeguarding the welfare of children and young persons for whom the post holder is responsible, or with whom they come into contact.
- Adhere to and ensure compliance with the School's Child Protection Policy at all times.
- Report any concerns to the School's Designated Safeguarding Lead.
- Comply with all health and safety provisions and systems provided by the school to practically prevent risk to the health, safety and welfare of all.
- Undertake such other comparable duties as reasonably required from time to time.

CHILD PROTECTION

Safeguarding and the promotion of our students' welfare, safety, physical and mental health by fostering an honest, open, caring and supportive climate is of paramount importance at Bloxham School. All staff are expected to share in this commitment and to ensure that they are familiar with all policies and procedures related to child protection and security.

CONFIDENTIALITY AND DATA PROTECTION

A strict code of confidentiality must be maintained at all times to protect the pupils and their families, other staff and the general business of Bloxham School. In line with General Data Protection Regulations (GDPR), information and other personal data may not be disclosed to third parties.

CYBERSECURITY

All employees are required to uphold the school's commitment to cybersecurity. This includes adhering to established security protocols, recognising and reporting potential threats, and participating in mandatory cybersecurity training sessions. Employees must practice safe online behaviours, ensure the protection of sensitive information, and actively contribute to the prevention of cyber incidents. Your participation is crucial in upholding our collective responsibility to protect not only the school's information assets but also the privacy and security of our community and ensure a safer cyber space for everyone involved.

PERSON SPECIFICATION

	Essential	Desirable
Qualifications	<ul style="list-style-type: none">• Educated to 'A' Level or equivalent• SC Level Security Clearance• MQual – Exercise Conducting Officer*• SAAI – Skill At Arms Instructor*	<ul style="list-style-type: none">•
Knowledge and Experience	<ul style="list-style-type: none">• Experiences of working with the armed forces at any level	<ul style="list-style-type: none">• Current reservist or current/retired from armed service
Skills and Abilities	<ul style="list-style-type: none">• Full Driving Licence	<ul style="list-style-type: none">•
Personal Qualities, Attitude and Behaviours	<ul style="list-style-type: none">• Good rapport with children	<ul style="list-style-type: none">•

*or a plan for how these will be obtained