



STRATHALLAN  
SCHOOL

Opportunities for all to excel



# School Staff Instructor (SSI) for Combined Cadet Force (CCF)

To start in post from 25 August 2021

## Introduction

We are seeking an experienced, well-organised School Staff Instructor (SSI) to support the Contingent Commander of Strathallan's Combined Cadet Force (CCF). This is a part-time, term-time\* only position working 24 hours across 3 days per week. There is a requirement for flexibility regarding the actual hours of work as weekends and evenings may be required on occasion. \*This will be term-time plus 10 days per year on average in order to account for CCF camps and other activities.

The post-holder will provide administrative support to the Contingent Commander as well as being responsible for training and training records, organisation of field trips and monitoring and maintenance of the CCF stores, equipment and uniforms in accordance with Ministry of Defence regulations. The successful candidate will be highly organized, meticulous and forward-thinking, providing outstanding support to the Contingent Commander.

The School is keen to consider applications from those who might offer other skills such as Outdoor Education and Transport Fleet Management, which could, if considered suitable, allow the post to be offered as a Full time 1 FTE.

SSIs are appointed by the head teacher, but their appointment is subject to Regional Point of Command approval. SSIs may normally be retired Warrant Officers (WOs) or Senior Non-Commissioned Officers (SNCOs) of any Service, although suitable candidates without a Service background may be considered.

## The School



Strathallan School is a leading co-educational boarding and day school with an outstanding reputation academically, in sports and the arts. There are 545 pupils of ages 8-18, divided between Strathallan Prep School and Strathallan Senior School. There are three senior Girls' Houses and the four senior Boys' Houses and a junior boarding house. Approximately 65% of the pupils are full boarders.

The School is situated in the beautiful Earn Valley as a self-contained wooded estate of 153 acres on the edge of the village of Forgandenny. Perth is the nearest town some ten minutes away by car and access to the motorways puts Edinburgh (45 mins), Glasgow (1 hr) and the Scottish Highlands within easy reach. The school is well-resourced with a mixture of traditional and modern buildings. The Main Building, a Grade B listing, was once a large private mansion, bought by the School's founder, Harry Riley, in 1920 when he moved the School from its original 1913 location in Bridge of Allan.

Strathallan employs 215 members of staff: 98 teaching staff and 99 support staff and 18 instructors.

The School exists to provide an inclusive all-round education for its pupils in a nurturing and caring environment. Our aim is to engage pupils to be their best and prepare them for the demands of further study and future work in an increasingly diverse and global university and employment market. We do this through opportunities that inspire and challenge and by expecting effort and hard work from each individual pupil in achieving their best, based on values of respect, kindness, honesty, hard work, humility and excellence all underpinned by the fundamental value of love.



## The Combined Cadet Force

The aim of the Combined Cadet Force (CCF) is to enable the development of personal responsibility, leadership and self-discipline. The CCF is an educational partnership between Strathallan School and the Ministry of Defence. Strathallan's CCF has Royal Navy, Royal Marines and Army Sections. Approximately 150-200 pupils are in the CCF and the School normally has between 8 and 12 staff involved weekly in delivering this activity.

### Job Description

<b>Job Title:</b>	School Staff Instructor (SSI)
<b>Reporting to:</b>	Combined Cadet Force (CCF) Contingent Commander
<b>Responsible for:</b>	Supporting and administering the CCF
<b>In liaison with:</b>	CCF Section Officers, CCF cadets, Ministry of Defence regulators, Highland Reserve Forces and Cadets Association and other relevant agencies, Suppliers and Contractors, Accounts department and other school staff.

#### **Core Purpose:**

To facilitate the running of the CCF, the School Staff Instructor (SSI) plays a significant role in facilitating and developing the training plans and activities, as well as ensuring the safety of cadets and adult staff. Working alongside the Contingent Commander and Section Officers, the role offers plenty of challenges and an opportunity to shape a generation of cadets.

The post-holder is expected to uphold the values and ethos of Strathallan School and act as an ambassador for the School.

#### **SSI responsibilities:**

The School Staff Instructor (SSI) will support and work under the direction of the CCF Contingent Commander in order to ensure the successful and safe training of all sections of the CCF at Strathallan School. The SSI has particular responsibility for:

- Administration, receipts and maintenance of CCF stores including ammunition, clothing, rations and weapons. This includes weekly ammunition and weapon checks for quantity and registration checks as set out in the Defence Logistics Framework.
- Administration and maintenance of the CCF building and rifle range in conjunction with the Highland Reserve Forces and Cadets Association. This includes maintenance and provision of First Aid and firefighting equipment.
- Maintaining and updating the Cadet management Information system (Westminster).
- Maintaining an overview of the weekly Section training and providing the necessary stores



and equipment.

- Booking Cadet courses and attending central camps out of term time.
- Guiding senior cadets on training matters.
- Acting as Unit Security Officer.
- Liaise with external agencies: HQ 51 Brigade CTT, Royal Navy and Royal Marine Cadet HQ, Reserve Units, and other agencies.
- Arrange authorisation of training and ensure all correct supporting exercise bookings and documentation are provided in a timely manner. This will include: Exercise Instructions; Cadet Action Safety Plan (CASP); Exercise Action Safety Plan (EASP), Main Events List (MELs), Risk Assessments (5010c) and Land Clearance (TOPL).
- Book all administrative support for camps and field days including recces, transport, training support, military training camps, stores, rations, ammunition and weapons.
- Attend conferences at all Chain of Command SSI conferences and briefings.
- Maintaining the security and management of all books of account.
- The control and maintenance of all MOD produced documents in relation to policy and training.
- Complete Courses within 12 months of appointment if not held (SAA, M Qual, K Qual, Ammo Awareness, CADSEC, Cadet Ammo Storekeeper, SPO, WM Adv).
- On appointment complete Security Clearance (required where access to weapons and or ammunition is expected), complete Army Form 7130, complete PVG.

#### **National and School Standards (all staff):**

- Maintain professional expertise by undertaking regular CPD;
- Adhere to the GTCs Code of Professionalism and Conduct as well the School's Code of Conduct for staff;
- Undertake regular Child Protection training and complying with child safeguarding requirements (GIRFEC) and understanding the reporting responsibilities;

## **Person Specification**

<b>Attributes</b>	<b>Essential / Desirable</b>
<b>Qualifications</b>	
Skill at Arms	<b>D</b>
Range Management Qualification	<b>D</b>
Ammunition Storekeeper	<b>D</b>
Full UK driving licence	<b>E</b>
Full UK driving licence, DI and E	<b>D</b>
First Aid at Work	<b>D</b>
Adventurous Training qualifications	<b>D</b>
<b>Experience</b>	
Experience as a current or recently retired Warrant Officer, SNCO or a current SSI in another contingent.	<b>D</b>
Knowledge of military equipment, the accounting system and stores experience	<b>D</b>
Experience of working with military or youth organisations	<b>D</b>
Experience and a passion for the outdoors	<b>D</b>
A working knowledge of establishment health and safety procedures	<b>D</b>
<b>Skills</b>	
Excellent communication skills both written and verbal	<b>E</b>
Excellent organisational and administrative skills	<b>E</b>

ICT literate to a good standard and able to use Microsoft office and email	<b>E</b>
An ability to work on own initiative and to be flexible	<b>E</b>
Ability to prioritise and work calmly under pressure	<b>E</b>
Excellent planning skills	<b>E</b>
<b>Personal characteristics</b>	
Positive and enthusiastic	<b>E</b>
Confident, friendly and approachable	<b>E</b>
A team player	<b>E</b>
Smart and professional appearance	<b>E</b>
An affiliation with the ethos and values of Strathallan School	<b>E</b>
Maintain standards of discipline and ethos of CCF training	<b>E</b>

## Terms & Conditions

### Hours of work:

24 hours across 3 days per week, term-time only. \*This will be term-time plus 10 days per year on average in order to account for CCF camps and other activities.

### Remuneration

Competitive salary; commensurate with experience.

### Other Benefits

During the School Term, you will, when on duty, be entitled to such meals as are available at the School for pupils free of charge.

### Other Info

As the work is in a school context, you will be required to attain PVG membership.

You should, if possible hold a valid full UK driving license and must be eligible to live and work in the UK.

## APPLICATION PROCESS

Further details of the School are available on the School's Website [www.strathallan.co.uk](http://www.strathallan.co.uk)

***A completed application form along with a CV and covering letter should be emailed to [hr@strathallan.co.uk](mailto:hr@strathallan.co.uk) or posted to the HR Manager, Strathallan School, Forgadenny, Perth, PH2 9EG***

***The deadline for applications is Monday, 28 June 2021 (12 noon).***

***Applications will be assessed on an on-going basis with interviews expected to be held on either Wednesday 30 June or Thursday 1 July 2021.***