**FIR VALE SCHOOL**

**Job Description**

**Post Title: School Staff Instructor**

**Hours of Work: 16 hours per week , 39 weeks per year**

**Actual Salary:** **Actual salary paid by school - £4,915 plus MoD plus MoD daily rate of £77.61 per day**

**Responsible To: Contingent Commander**

**Specific duties and responsibilities**

The School Staff Instructor shall be appointed by the Head Teacher and will need to be approved by Brigade (via the Cadet Training Team). In addition to attending all training, they shall be directly responsible for the following:

Personnel

Assist the Contingent Commander and other CFAVs with the effective use of the Westminster Cadet Management Database (Army) and BADER (RAF system).

Keep cadet records up to date and conduct regular checks to ensure data is current.

Record weekly attendance of cadets.

Accounts

The control and maintenance of the Contingency clothing accounts, and records of issues and receipts for all Service Sections.

The preparation of the contingency clothing accounts for periodic (six monthly) audit by the Administrative Assistants of each Service Section.

The centralising of all demands for new clothing items as a result of kit losses.

The submission of bills to the Contingent Commander for kit losses.

The security of all books of account.

The control and maintenance of the Contingent loan stores account.

The raising of issue and receipt vouchers for all loan stores.

The control and maintenance of the Contingent ration account.

The control and maintenance of the Contingent radios and tels account.

The control and maintenance of the special store register.

Pamphlets

The control and maintenance of records of MOD pamphlet issues.

The submission for these records for audit.

The insertion of all the latest amendments to all MOD pamphlets.

Annual Inspections

The preparation for annual inspection of all items under the following headings:-

Security pamphlets, ledgers, documents .

Radios & Tels documentation.

Stores documentation.

Biennial Inspection

The preparation for annual inspection of all items under the following headings:

Security pamphlets, ledgers, documents.

Radios & Tels documentation.

Stores documentation.

Conferences

Attend all Brigade SSI conferences and training events.

Quartermasters Stores

The physical maintenance and operation of a Quartermaster’s Stores

The preparation and submission each term of bills to the Contingent Commander for the recovery of money from parents for kit losses.

Weapons

Carrying out quantity and registration checks as set out in the Defence Logistics Framework (DLF).

**Training**

To plan and assist the development of the Combined Cadet Force.

Attend all training on the 12-month training plot.

To organise and plan experiences to enhance the Cadet provision such as field exercises, adventurous training days and military visits (1-2 per term)

Attend all recces of proposed training.

The operation of administrative support for the Contingent in the field including the physical collection and return of compo rations and loan stores from MOD.

To deliver training to cadets during parade times, as necessary.

Bids

Assist the Contingent Commander with the preparation of the following:

* Centralised bidding for MOD ranges and training areas from the relevant agencies.
* Centralised bidding for transport from the MOD Transport Agency.
* Centralised bidding for training stores for camps and exercises.
* Centralised bidding for officers and cadet courses
* Liaison with the Cadet Training Team for event support.

Funding

Seek funding from a variety of funding streams to ensure the sustainability of the Cadet Unit.

To maintain and prepare the contingent accounts for annual audit.

To work with the Contingent Commander, School Business Manager and Schools Cadet Expansion Officer to seek external funding to sustain CCF.