



# HATTON ACADEMIES TRUST

## JOB DESCRIPTION

- Job Title:** School Staff Instructor CCF
- Line Manager:** CO of the CCF for the routine operation of the CCF Contingent  
Vice Principal of the Academy for personnel and administrative matters
- Salary:** £25,000 FTE per annum, pro rata salary c£9,500 per annum
- Hours/weeks:** Term Time: 14 hours per week – to be worked from 10.00am to 5.30pm on Tuesdays and one other day by negotiation (½ hour unpaid lunch break)
- Additional hours will be required for camps / competitions and to attend training courses in order to fulfil the requirements of the role. Hours to be mutually agreed and will be during term time and school holidays

### Outline:-

- SSI CCF.
- Head of Shooting.
- First Aid Trg.
- Minibus Driver Assessment (MiDAS) Trg

### Main Duties & Responsibilities:-

#### Administration

#### 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 ammunition 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.

Hatton Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

- The control and maintenance of the special store register.

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### 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.

### Works Services

- The submission of all maintenance work services to the Contingent Commander on CCF property supplied by or partly maintained by RFCA.
- The follow-up to all such requests.

### Annual Inspections

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

Security	pamphlets, ledgers, documents .
Ammunition	ammunition, account records, ocumentation.
Armoury	documentation, workshops, procedure issues.
Radios & Tels	documentation.
Stores	documentation.

### Biennial Inspection

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

Security	pamphlets, ledgers, documents.
Ammunition	ammunition, account records, documentation.
Armoury	documentation, workshops, procedure issues.
Radios & Tels	documentation.
Stores	documentation.

### Security

- You are the Assistant Unit Security Officer and must attend an initial USO's course with an update course every four years.
- Assist the Contingent Commander with the security of the armoury and ammunition stores' keys.
- The physical changing of the security keys every six months, with those held by ??????? and notifying the Contingent Commander.
- As the second key holder share the callout cover during term time and the school holidays.

### Conferences

- Attend all Brigade SSI conferences.

### Indoor Range

- The control, cleaning and maintenance of the school indoor .22 range.
- The de-leading each term of the range bullet catcher.

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### Quartermasters Stores

- The physical maintenance and operation of a Quartermaster's Stores with published daily opening times for cadets to exchange, return or withdraw clothing or equipment.
- The physical maintenance and operation of a laundry service for returned soiled clothing, bagging, delivering and returning these items to the laundry.
- The physical operation and maintenance of a tailoring service for new clothing items, bagging, delivering and returning these items to the tailors.
- The preparation and submission each term of bills to the Contingent Commander for the recovery of money from parents for kit losses.

### Ammunition Store

- The physical maintenance and operation of the ammunition stores.
- The physical collection of ammunition from Chilwell and the return of brass.
- The operation of bin cards for ammunition receipts and issues.
- The operation and recording of ammunition expenditure certificates.

### Armoury

- The physical maintenance and operation of the armoury (weapons stores).
- The cleaning and maintenance of all weapons.
- The operation of a daily issues book, a security check register and a workshops repair book.
- The physical distribution and collection of weapons for repair to the MOD Workshops.
- The physical collection of new replacement weapons from MOD Ordnance at Donnington.

### Rations

- The physical maintenance and operation of the ration account.
- The physical collection of compo rations from MOD.

### Loan Stores

- The physical maintenance and operation of the loan stores account.
- The physical collection of loan stores from MOD prior to training.
- The physical return of loan stores to MOD after training.

### Training

#### Training Plot

- Attend all training on the 12-month training plot.

### Camps

- The physical maintenance and operation of a Quartermaster's Store within published daily opening times for cadets to exchange, return or withdraw clothing or equipment.
- The operation of administrative support for the Contingent in the field.

## Reconnaissance

- Attend all recesses of proposed training.

## 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
  - Centralised bidding for 13 CTT support
  - Centralised bidding for ammunition for training.

## Transport Manager

Management of the Contingent and School's fleet of 10 vehicles, including bookings, maintenance, and servicing.

## Other Duties:-

- Deal with incidents of First Aid as a qualified First Aider and attend training as required
- Maintain confidentiality at all times.
- Responsibility for safeguarding and promoting the welfare of children at the Academy. The Board of Directors is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.
- The Academy has a commitment to be inclusive in terms of ethnicity, gender, disability, social background and academic ability and expects all staff to share this responsibility.
- Share and actively promote the Academy's commitment to promoting equal opportunities and tackling discrimination.
- Demonstrate a commitment to personal and professional development by attending related courses, workshops or seminars. Participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with the line manager
- In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances.
- Ensure that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons, and comply with policies and procedures relating to health and safety within the Academy.
- To comply with academy policies and procedures including those related to pastoral provision.

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- To carry out other relevant duties as may be reasonably requested by the Principal, Leadership Team and Board of Directors commensurate with the pay and grade of the post.

Signature of Post holder

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Date

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Signed on behalf of the Academy:

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Date

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