



## Person Specification

**Post Title:** School Staff Instructor (SSI) – Combined Cadet Force (CCF)

**Reports To:** Contingent Commander (OC CCF) / Headteacher

### Qualifications

#### Essential:

- Educated to GCSE level (or equivalent) including English and Maths
- Willingness to undertake required MOD and CCF training
- Eligibility to become a Non-Uniformed Volunteer (NUV) under MOD CFAV policies

#### Desirable:

- Previous military, cadet forces, or youth leadership experience
- First Aid qualification (or willingness to obtain)
- Relevant safeguarding training

### Experience

#### Essential:

- Experience working with young people in an educational or youth setting
- Experience in administrative and record-keeping duties
- Experience organising activities, events, or training programmes
- Experience managing equipment, stores, or inventories

#### Desirable:

- Experience within a Combined Cadet Force, Armed Forces, or similar youth organisation
- Experience in health and safety compliance
- Experience in security procedures or asset management
- Experience supporting outdoor learning or adventurous training activities

### Knowledge

#### Essential:

- Understanding of safeguarding and child protection principles
- Knowledge of health and safety requirements within a school setting
- Awareness of data protection and confidentiality requirements
- Basic understanding of administrative systems and record management

**Desirable:**

- Knowledge of MOD policies relating to CFAVs
- Familiarity with CCF training syllabi and cadet progression frameworks
- Understanding of weapons safety, ammunition handling regulations, and security procedures (or willingness to undertake training)

**Skills & Competencies****Essential:**

- Strong organisational and logistical skills
- Excellent written and verbal communication skills
- Ability to maintain accurate and detailed records
- Ability to manage and secure equipment and stores responsibly
- Strong attention to detail
- Ability to work collaboratively with senior leadership, sponsoring units, and external partners
- IT competency (e.g., Microsoft Office, record management systems)
- Ability to motivate, support and develop young people
- Ability to plan and prioritise workload effectively

**Desirable:**

- Leadership and mentoring skills
- Instructional or training delivery skills
- Ability to manage inspections and compliance cycles
- Confidence in briefing and liaising with NCOs and cadets

**Personal Attributes**

- High level of integrity and professionalism
- Reliable and dependable
- Calm under pressure
- Flexible and adaptable
- Commitment to promoting the values and ethos of the CCF
- Commitment to equality, diversity and inclusion
- Willingness to undertake ongoing professional development

**Additional Requirements**

- Satisfactory enhanced DBS clearance
- Willingness to attend evening training sessions, camps, and residential visits
- Willingness to undertake relevant MOD and CCF qualifications
- Ability to fulfil the responsibilities of Unit Security Officer in conjunction with the OC