



KING EDWARD VI GRAMMAR SCHOOL

HOLISTIC, ACADEMIC, EDUCATION

Encouraging Excellence and Nurturing Talent in Every Individual

This role has two parts:

Part 1: Cover, Enrichment & Curriculum Administrator

Part 2: School Staff Instructor (CCF)

Job Description

Reporting to:	Part 1: Deputy Head (Academic)
Hours:	Part 1: 40 weeks per year [38 weeks term time + 10 days during school holidays including Inset Days] Monday to Friday Working Day – within the hours of 7:30-4:00.
Salary:	Part 1: KE4- £15,092.59 – 21hours across 5 days
Reporting to:	Part 2: CCF Contingent Commander
Hours:	Part 2: 51 days remuneration from MOD directly, with additional 51 days paid for by King Edwards
Salary:	Part 2: £74.80 per 8 hour day – 1 day paid for by MOD; 1 day paid for by King Edwards at KE4 rate as above

Job Description

Job Purpose:

Part 1: Cover, Enrichment and Curriculum Administrator

- Cover: ensuring that all classes are suitably staffed
- Enrichment - supporting the Deputy Head (Academic) in the running of the school's ground-breaking enrichment program.
- Curriculum - supporting the Deputy Head (Academic) in maintaining the school's options process and timetable.

Part 2: School Staff Instructor (CCF)

You will also have the opportunity to be part of the school's highly successful Combined Cadet Force (CCF) being responsible for the day-to-day administration of the CCF facilities, including overseeing the security and management of both School and MOD property (including weaponry), preparing for mandatory inspections. The SSI also supports the Contingent Commander and Section OC's in organising and delivering military skills and training exercises including arranging camps, administering CCF funds and managing CCF stores. You will also be required to undergo an Enhanced DBS check and a Security Clearance check via the MOD.



Duties and Responsibilities

Cover

- To ensure that all classes of absent teachers are covered each morning. This will involve implementing the staff cover rota, liaising with local Supply Agencies, and maintaining the school's list of retired teachers who live locally who can be called on at short notice
- Being the person that staff contact if they are too ill to attend work
- Receiving cover work from the ill teacher or from their Head of Department and issuing this work to the cover teacher.
- Using the SIMS COVER 7 software to allocate and organise cover (full training will be given)
- Checking supply teacher's claim forms each month and liaising with the school's Payroll Office
- Maintaining good relationships with the local supply agencies and contacting them for short-term or long term vacancies as required
- Coordinating the room changes across the school as required
- Working with Deputy Head Academic on general staffing and rooming issues

Enrichment

- To help prepare lists of Enrichment option choices for students
- Use School Cloud Events software (full training given) to collate student Enrichment choices
- To be the person that staff and students contact with Enrichment queries (you are not expected to know all the answers!)
- To provide administrative and organisational support for the school's CCF, DoE and Educational Visit's coordinator

Curriculum

- To provide administrative support to Deputy Head Academic as he plans and maintains the timetable. This includes:
 - Producing the GCSE options booklet and Options form each year
 - Entering student option choices
 - Entering class set lists from Head of Departments
 - Making changes to student subjects
- All of this is done within the SIMS Curriculum suite of software (full training given)

School Staff Instructor (SSI)

- See Annex A

The Post holder may be required to perform duties other than those given above. These may vary from time to time without changing the general level of responsibility. Such variations would not justify the re-evaluation of a post.

NB: All staff are required to complete a 6-month probationary period during which time suitability for the post will be assessed.



Person Specification

ATTRIBUTES	ESSENTIAL	DESIRABLE	EVIDENCE
Personal	<ul style="list-style-type: none"> Ability and confidence to use own initiative Resourceful, patient and tolerant Highly attentive and able to multi-task Calm, unflustered manner Ability to work in a team understanding school roles and responsibilities Excellent communication skills Commitment to equal opportunities and inclusion Ability to maintain a professional manner in challenging situations. Confidence to be firm and fair with students, staff and parents A sense of humour 		Application form Interview References
Competence Knowledge Abilities Skills Experience	<ul style="list-style-type: none"> Excellent organisational and good time keeping skills Experience in administrative work Effective communication with children, parents/carers, school staff and other professionals Ability to manage own workload, while working within KEVIGS protocols/ procedures Excellent IT skills to include Word, Excel, and other Microsoft software Take responsibility for personal professional development and seek out opportunities to build own capabilities. 		
Qualifications and Training	<ul style="list-style-type: none"> Maths and English GCSE (or equivalent) at grade C or above Further or Higher Education Experience of administrative/ clerical role First Aid qualification or willingness to gain qualifications. Willingness to develop IT skills 		Application form References Certificates*
Special Requirements	<ul style="list-style-type: none"> No adverse criminal record. Flexibility in work pattern may be required occasionally 		

* Please note original certificates will be required by shortlisted candidates



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Annex A

KING EDWARD VI GRAMMAR SCHOOL

COMBINED CADET FORCE

EDWARD STREET, LOUTH, LINCOLNSHIRE, LN11 9LL

Tel: (01507) 600456

Email: ccf.ssi@kevigs.lincs.sch.uk

Internet: www.KEVIGS.org Twitter: @kevigsccf



Contingent Commander: Squadron Leader P D Reeve

School Staff Instructor Post

ABOUT THE CONTINGENT

KEVIGS CCF is a highly successful after school, voluntary, youth organisation which is sponsored by the Ministry of Defence. Our unit comprises of two sections, one Army (badged Royal Anglian) and one Royal Air Force. We are the largest youth organisation in the area, with approx. 130 members when at full strength. The aim is to provide pupils with a chance to develop their leadership, self-confidence, teamwork and take part in many new adventurous and training activities, mostly free of charge or subsidised. Cadet meetings are on Tuesdays between 4 and 6pm, with numerous other opportunities. We are seeking to recruit a School Staff Instructor to start at the earliest opportunity.

ABOUT THE POST

The School Staff Instructor (SSI) to the Combined Cadet Force (CCF) is responsible to the Contingent Commander for the administration of the Cadet Force and its associated activities. As a fully inclusive unit, the post will also include instructing cadets. The post holder will be responsible for the day-to-day administration of the CCF facilities, including overseeing the security and management of both School and MOD property (including weaponry), preparing for mandatory inspections. The SSI also supports the Contingent Commander and Section OC's in organising and delivering military skills and training exercises including arranging camps, administering CCF funds and managing CCF stores. The successful candidate will be vigilant and disciplined, with excellent attention to detail.

The appointment of an SSI is a matter for the headteacher, but the appointment must also be approved by both the RPOC and the Service whose uniform the individual would seek to wear. Candidates will also need to undergo DBS clearance, and Security Clearance (SC) through the MOD, before appointment is confirmed.

The post-holder will be required to comply with the King Edward VI Grammar School Code of Conduct for Staff and Volunteers. King Edward VI Grammar School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

This post is specifically for the role of CCF School Staff Instructor, being remunerated by the 51 days Volunteer Allowance provided by the MOD, but there may be the opportunity to include other roles at the school for the right candidate.



SCHOOL STAFF INSTRUCTOR (SSI) JOB SPECIFICATION

Typical SSI duties include (but are not limited to):

1. Security of weapons. This is a vital part of the SSI role in terms of the security and maintenance of weapons.
2. Accounts:
 - a. The control and maintenance of the contingent clothing accounts, and records of issues and receipts for all Service sections.
 - b. The centralisation of all demands for new clothing items because of kit losses.
 - c. The submission of bills to the Contingent Commander for kit losses.
 - d. The security of all books of account.
 - e. The control and maintenance of the contingent loan stores account.
 - f. The raising of issue and receipt vouchers for all loan stores.
3. Publications and Pamphlets (MOD controlled documents explaining policy in all areas of training):
 - a. The control and maintenance of records of MOD pamphlet issues
 - b. The submission of these records for audit.
 - c. The insertion of the latest amendments to all MOD pamphlets.
4. Conferences. Attendance at all chain of command SSI conferences and briefings. Attendance at single Service conferences as required.
5. Reconnaissance. Attending recces of proposed training.
6. Quartermaster's Stores:
 - a. Physical maintenance and operation of a Quartermaster's Stores with published opening times for cadets to exchange, return or withdraw clothing or equipment.
 - b. The preparation and submission of bills to the Contingent Commander for the recovery of money from parents for kit losses.
 - c. Liaison with RAF Training Evaluation Support Team (TEST) SNCOs for RAF issue uniforms.
 - d. Checking of stores and maintenance of accurate registers to ensure that kit and equipment is not lost.
 - e. Carrying out quantity and registration number checks on weapons.
 - f. Carrying out weekly and monthly checks, as required.



7. Loan Stores:
 - a. The physical maintenance and operation of the loan stores account.
 - b. The physical collection of loan stores from the MOD prior to training.
 - c. The physical return of loan stores to the MOD after training.
8. Cadet Management Information Systems (Westminster and Bader as applicable):
 - a. Entering weekly parade registers onto system.
 - b. Updating test results and qualifications on system.
 - c. Entering changes to cadet and CFAVs details.
 - d. Seeking out and booking relevant courses for both cadets and CFAVs
 - e. Linking appropriate courses to CFAVs to 'upskill' and 'up-qualify' existing CFAVs.
 - f. Linking relevant courses and competitions to appropriate cadets and working with the Contingent Commander to ensure that appropriate arrangements are put in place for them to attend.
9. Booking Field Days and Camps. Booking appropriate elements of field days and camps, including transport, training support, military training camps, stores, ammunition, and weapons.
10. Communication. Acting as a filter to ensure that relevant information comes to the Contingent Commander. Maintaining and updating a CCF noticeboard with test results, programmes, scores, letters, courses etc.
11. Training activities:
 - a. Acting as quality control over all CCF training.
 - b. Confirming and arranging Cadet Training and Support Team attendance.
12. Camps and Field Days:
 - a. The operation of administrative support for the contingent in the field.
 - b. Keeping abreast of forthcoming events and ensuring administrative plans are in place and executed.
13. CFAV development – to track CFAV progression to ensure that all contingent CFAVs are up to date with mandated qualifications and tests (including annual RBT, DBS, etc)