WOLSINGHAM SCHOOL & COMMUNITY COLLEGE

School Staff Instructor – CCF

**EDUCATION, QUALIFICATIONS & TRAINING**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Essential** | **Desirable** | **Method of Assessment** |
| * Access to a car or means of mobility support.
 | Yes |  | Application Form |
| * SA(90)B Range qualification.
 |  | Yes | Application Form |
| * SAA – Train and Weapon Test Cadets.
 |  | Yes | Application Form |
| * SA07(M) or equivalent.
 |  | Yes | Application Form |
| * SML or JSMEL.
 |  | Yes | Application Form |
| * KGVI Course at CTC.
 |  | Yes | Application Form |
| * SP/RLT climbing qualifications.
 |  | Yes | Application Form |
| * HAZMAT qualifications.
 |  | Yes | Application Form |
| * First Aid at Work qualified.
 |  | Yes | Application Form |
| * Outdoors activity qualifications (RYA/BCU etc).
 |  | Yes | Application Form |

**EXPERIENCE**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Essential** | **Desirable** | **Method of Assessment** |
| * Previous military or Cadet experience.
 | Yes |  | Application FormReferenceInterview |
| * Hold or have held rank of SNCO/WO/Officer.
 | Yes |  | Application FormReferenceInterview |

**KNOWLEDGE, SKILLS & APTITUDES**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Essential** | **Desirable** | **Method of Assessment** |
| * Be computer literate – Word, Email, Excel.
 | Yes |  | Application FormReferenceInterview |

**KNOWLEDGE, SKILLS & APTITUDES**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Essential** | **Desirable** | **MS** |
| * Have good administration skills – ability to control accounts, book transport and courses.
 | Yes |  | Application FormReferenceInterview |
| * CQMS qualification or store ACCT experience desired.
 |  | Yes | Application FormReferenceInterview |
| * Have an awareness of Health and Safety in a Military / Cadet environment.
 | Yes |  | Application FormReferenceInterview |
| * Knowledge of the Cadet forces ethos and a desire to support, encourage and develop cadets.
 | Yes |  | Application FormReferenceInterview |
| * Ability to prioritise.
 | Yes |  | Application FormReferenceInterview |
| * Ability to work on own initiative or under pressure.
 | Yes  |  | Application FormReferenceInterview |
| * Good communication skills both written and oral.
 | Yes |  | Application FormReferenceInterview |
| * Be familiar with and ability to use the Westminster MOD Database.
 |  | Yes | Application FormReferenceInterview |
| * Experience of Armed Forces.
 |  | Yes | Application FormReferenceInterview |

**PERSONAL COMPETENCIES AND QUALITIES**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Essential** | **Desirable** | **Method of Assessment** |
| * Willingness to take on further responsibilities in the overall management of the CCF.
 | Yes |  | ReferenceInterview |
| * Ability to liaise with external agencies in order to prepare and submit funding bids.
 |  | Yes |  |
| * Willingness to monitor and support the behaviour of cadets.
 |  | Yes |  |
| * Experience of pastoral/academic support mentoring
 |  | Yes |  |

**PERSONAL COMPETENCIES AND QUALITIES**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Essential** | **Desirable** | **Method of Assessment** |
| * Calmness under pressure.
 | Yes |  | ReferenceInterview |
| * Smart, presentable, responsible approach.
 | Yes |  | ReferenceInterview |
| * Confident and friendly manner.
 | Yes |  | ReferenceInterview |
| * Discreet and confidential.
 | Yes |  | ReferenceInterview |
| * Self-motivating.
 | Yes |  | ReferenceInterview |
| * Possess physical ability to carry out full range of duties.
 | Yes |  | ReferenceInterview |
| * Be prepared to work flexible hours including weekends and week-long camps away from home.
 | Yes |  | ReferenceInterview |
| * Ability and willingness to lead Duke of Edinburgh
 |  | Yes |  |

**REQUIREMENTS**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Essential** | **Desirable** | **Method of Assessment** |
| A commitment to safeguarding & promoting the welfare of children and young people | Yes |  | ReferenceInterview |
| Awareness and adherence to relevant health & safety regulations and a commitment to equality of opportunity | Yes |  | ApplicationReference |

Any relevant issues arising from references will be taken up at interview.

This organisation is committed to safeguarding and promoting the welfare of children and young people and expects all employees and volunteers to share this commitment.

**The School Operates a No Smoking Policy**