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 Form  Reference  Interview |
| * Hold or have held rank of SNCO/WO/Officer. | Yes |  | Application Form  Reference  Interview |

**KNOWLEDGE, SKILLS & APTITUDES**

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

**KNOWLEDGE, SKILLS & APTITUDES**

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

**PERSONAL COMPETENCIES AND QUALITIES**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Essential** | **Desirable** | **Method of Assessment** |
| * Willingness to take on further responsibilities in the overall management of the CCF. | Yes |  | Reference  Interview |
| * 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 |  | Reference  Interview |
| * Smart, presentable, responsible approach. | Yes |  | Reference  Interview |
| * Confident and friendly manner. | Yes |  | Reference  Interview |
| * Discreet and confidential. | Yes |  | Reference  Interview |
| * Self-motivating. | Yes |  | Reference  Interview |
| * Possess physical ability to carry out full range of duties. | Yes |  | Reference  Interview |
| * Be prepared to work flexible hours including weekends and week-long camps away from home. | Yes |  | Reference  Interview |
| * 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 |  | Reference  Interview |
| Awareness and adherence to relevant health & safety regulations and a commitment to equality of opportunity | Yes |  | Application  Reference |

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**