



GREAT SCHOOLS
TRUST

JOB ADVERT

The Great School's Trust is recruiting for a Personal Development Officer (School Staff Instructor) to support the existing Personal Development Team in delivering the Combined Cadet Force (CCF). The successful applicant will have a strong background in The Cadet Forces or has previously served in the Armed Forces. It would be advantageous that the candidate also has a background in Leadership development, Outdoor Education and the Duke of Edinburgh's Award but not essential.

Job Title:	<i>Personal Development Officer (School Staff Instructor)</i>		
Reports to:	Line manager Senior Personal Development Officer (Cadets & Public Services)	Grade: GST PD	Band 1 Scale 1
	Head of Department Head of Personal Development	Salary	£19,074p.a (£14,960 Actual basic salary after adjustment for term time working)
	The post holder will also work closely with the Trust's Personal Development Officers, and support the implementation of programmes for cadet's development.	Term:	Initial 12-month contract
Additional:	As assigned but includes all aspects of academy's Service Level Agreement and applicable programmes of King's Adventure	Hours: 40hours per week, term time + 2 weeks (hours and salary will be augmented by a Government allowance in respect of 51 VA days per year per academy (<i>Extra hours outside of term time plus 2 weeks are available to claim for courses and camps at the discretion of the Contingent commander and Head of PD</i>))	





JOB PURPOSE AND SUMMARY

Core responsibilities

School Staff Instructor

The SSI duties are to support all sections of the contingent with:

- **Accounts.** The security and management of all books of account.
- **Publication and Pamphlets.** The control and maintenance of all MOD produced documents in relation to policy and training.
- **Quartermaster's Stores.** The maintenance, management, safekeeping and operation of the Contingent Stores. d. Weapons. Carrying out quantity and registration checks as set out in the Defence Logistics Framework (DLF).
- **Cadet MIS.** Registering data on WESTMINSTER and / or BADER as applicable.
- **Booking Field days and camps.** Including administrative support, recces, transport, training support, military training camps, stores, ammunition and weapons.
- **Training activities.** Support to training activities.
- **Conferences.** Attendance at all Chain of Command SSI conferences and briefings.

Personal Development Support Officer

- Support the Personal Development Team in the delivery of King's Adventure programmes.
- Support the Personal Development Team in the delivery of the Duke of Edinburgh's Awards.
- Support the Personal Development Team in the delivery of the student leadership residentials.





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PERSON SPECIFICATION

	Essential	Desirable
Qualification and CPD		
5 GCSE passes A* to C or equivalent (inc English and Maths)	✓	
Educated to A Level or equivalent		✓
SNCO or Commissioned Service in the Regular, Reserve or Cadet Forces (Cadets who are due to age out before the appointment date will also be considered.)	✓	
Range Management Qualification		✓
Skill at Arms Instructor		✓
Ammunition Storekeeper		✓
Full UK Driving License	✓	
D1 Minibus License / MIDAS Training		✓
First Aid Qualified (can gain in post or requal)	✓	
Lv3 Award in Education and Training (PTTLS)		✓
Experience, Knowledge and Skills		
Minimum of 2 years' experience in a similar role		✓
Excellent oral and written communication skills	✓	
Experience in leading cadets and CFAVs	✓	
Accuracy and attention to detail	✓	
Ability to consult and negotiate with external agencies to reach the best outcome for the Trust	✓	
High level of ICT skills including a strong working knowledge of Microsoft Office applications and Cadet MIS (Bader, Westminster etc)	✓	
The ability to relate to staff, students and visitors	✓	
The ability to manage a busy diary	✓	
Previous experience of working within an educational setting		✓
Understanding of educational software systems including MIS Systems		✓
Experience and/or knowledge of the Academy sector		✓
Personal Attributes		





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Responsibility for own professional development and be willing to partake in further staff development	✓	
The ability to motivate, support and challenge	✓	
The ability to promote and maintain quality control in all aspects of work	✓	
A team player with energy, commitment, enthusiasm and resilience.	✓	
The ability to provide a deliver effective customer care	✓	
The ability to prioritise workloads and to work to given deadlines	✓	
The ability to adapt to change within the working environment	✓	
The ability to maintain confidentiality	✓	
A commitment to equality and diversity policies	✓	
A commitment to Health and Safety	✓	
A commitment to child protection and safeguarding	✓	





Special Terms & Conditions of Post

- The hours of office work are Monday - Friday 08:30 - 16:30, however given the nature of the role there is also evening, overnight, weekend and non-term time commitments which may vary the hours of work. As such, the standard central team offer of 30 days holiday is extended to term time plus 2 weeks to reflect these additional weekend and non-term time commitments, outside of 0830-1630 Monday-Friday.
- The salary will be drawn from the Ministry of Defence SSI allowance. If the post holder is appointed as an SSI in one or more contingent, they will claim up to 51 days remuneration from the Ministry of Defence at the current rate of £74.80 per day (rate based on 2022/23 allowance) for each school they are SSI for.
- The DofE expedition overnight rate and Kings Adventure taskings is an allowance in addition to their salary.
- This role is subject to an enhanced DBS check.

Applications and questions

For further enquiries and to send completed application form, please email Head of Personal Development Ted Roberts t.roberts@greatschoolstrust.com

The closing date is **Wednesday 13 Jul 22**.

