

The Bishops' Blue Coat CE High School



Enrichment Opportunity

School Staff Instructor (SSI)

Required for September 2026

The Bishops' Blue Coat Church of England High School is seeking to appoint an enthusiastic and committed individual to join the Combined Cadet Force (CCF) Army Section as School Staff Instructor (SSI). This is a unique opportunity to contribute to a dynamic youth organisation that builds confidence, leadership, and resilience.

The SSI is the key enabler of the contingent, providing essential administrative, logistical, and compliance support. Working closely with the Contingent Commander, you will ensure that cadet activities run smoothly and safely, enabling staff to focus on training and development.

Key Responsibilities include

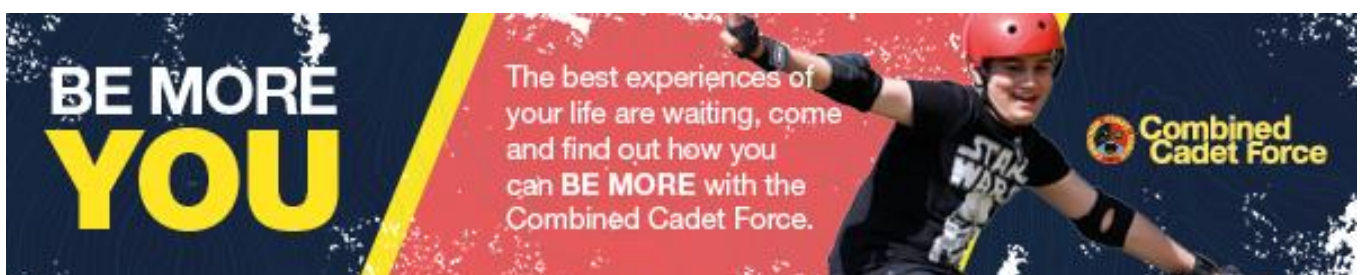
- Manage administration and records for cadets and adult volunteers
- Coordinate training, events, and external activities
- Oversee stores, equipment, and uniform accounts
- Ensure compliance with MOD and safeguarding policies
- Act as a key point of contact for communication and coordination

The SSI is a central operational role, ensuring that administration, logistics, and compliance underpin a safe and effective cadet experience. By handling these critical functions, the SSI enables leadership staff to focus on delivering high-quality training.

Please note: Appointment is subject to approval by Regional Points of Contact (RPoC).

If you are interested in this post, then please send an expression of interest to crobbins@bishopschester.co.uk by 7th July 3.15pm.

Should you have any queries or would like further information regarding the role please contact crobbins@bishopschester.co.uk



The Bishops' Blue Coat CE High School is committed to all aspects of safeguarding, any offer of a volunteer post is subject to satisfactory Enhanced DBS checks

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Person Specification

Essential Criteria

- Strong organisational and administrative skills
- Ability to manage multiple systems and detailed records
- Excellent communication and interpersonal skills
- High level of attention to detail and accuracy
- Ability to work independently and as part of a team
- Competence with IT systems (e.g., databases, MIS platforms)
- Understanding of confidentiality, safeguarding, and compliance

Desirable Criteria

- Experience working in a school, cadet force, or youth organisation
- Knowledge of MOD policies or cadet force procedures
- Experience managing logistics, equipment, or stores
- Familiarity with MIS systems such as BADER / WESTMINSTER
- Experience coordinating events or training activities

Personal Attributes

- Reliable and highly dependable
- Proactive and solution-focused
- Calm under pressure and able to prioritise workload
- Committed to supporting young people's development



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Core Responsibilities:

1. Organisation, Governance & Compliance

- Maintain access to and understanding of all MOD publications and policies
- Ensure all CCF activity complies with relevant regulations
- Prepare and submit records for audit when required

2. Personnel & Administration

- Maintain accurate records for cadets and CFAVs
- Administer new joiners and update personnel details
- Manage MIS systems (e.g., attendance, qualifications, events)
- Book courses and track training for cadets and staff
- Ensure governance requirements (DBS, safeguarding, clearances) are up to date

3. Logistics, Stores & Finance

- Manage equipment, uniforms, and stores accounts
- Maintain accurate inventory and conduct regular checks
- Liaise with service support for equipment and clothing
- Report faults, losses, and arrange replacements
- Oversee financial processes related to kit and losses

4. Activities & Training Support

- Coordinate and administer training events and activities
- Support planning by attending recce visits where required
- Manage the contingent calendar and ensure activities are delivered
- Record and submit activity documentation to relevant authorities

5. Security

- Ensure secure handling and storage of equipment, including weapons (where applicable)
- Act as the point of contact for all security matters

6. Communication & Liaison

- Attend SSI and chain-of-command briefings
- Ensure clear communication with cadets, staff, and stakeholders
- Disseminate key information about training and events

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Training and Development

SSIs benefit from a comprehensive programme of training and development, including:

- Fully funded Army Cadet training courses
- First Aid qualifications
- Leadership and management development opportunities
- Instructional and coaching qualifications
- Adventurous training certifications
- This role provides excellent opportunities to develop transferable skills that support both personal growth and professional career progression.

Time Commitment

- Weekly CCF parade (1 day per week – This is currently Tuesday)
- Occasional weekends for training activities, camps and events
- Flexible participation to complement school responsibilities

Benefits

- Professional development and recognised qualifications
- Opportunities to develop leadership and instructional skills
- Participation in a wide range of outdoor and adventurous activities
- The opportunity to make a positive impact on young people
- Being part of a supportive and motivated staff team

Additional Information

- This role includes paid support days; this is not payable by the school; this is MOD funding.
- SSIs can claim a daily allowance for certain activities (e.g., camps, training days)
- Full training and uniform are provided.
- Appointment is subject to appropriate safeguarding and DBS checks and RPoC approval.

