

Rutlish School



CCF School Staff Instructor

Job Information Pack



RUTLISH SCHOOL

Watery Lane, Merton, SW20 9AD
Headteacher: Ms Laura Howarth

CCF School Staff Instructor

Contract: 1 day per week (6 hours per day)
Salary: Paid by the school at £84 per day
Proposed Start Date: ASAP

Rutlish is a highly successful, oversubscribed comprehensive school located in the leafy suburbs of Wimbledon. In 2024 the School was rated "outstanding" by Ofsted in all categories, following the overall outstanding rating given in 2017 and 2022.

We are looking for an enthusiastic, inspirational and dedicated CCF School Staff Instructor with energy and commitment to join our high achieving, happy and successful team. Military experience would be an advantage.

For further information about Rutlish School, please visit our website www.rutlish.merton.sch.uk.

Deadline: Applications should be submitted to: Jobs@rutlish.merton.sch.uk by **10.00am Monday 27 January 2025**. Your supporting statement should be no more than two sides of A4, font size 11.

If you have any queries regarding this post, please contact administration@rutlish.merton.sch.uk

No agencies or CVs please as these will not be considered for shortlisting

We are committed to safeguarding and promoting the welfare of children in line with Keeping Children Safe in Education. All applicants are required to undertake an enhanced Disclosure and Barring Service check. We fully support the London Borough of Merton's Equal Opportunities Policy.

Deadline: 10.00am on Monday 27 January 2025



Rutlish School

Job Description



Post: CCF School Staff Instructor
Contract: 1 day per week, 6 hours a day
Paid by the school at £84 per day
Responsible to: CCF Contingent Commander and School Headteacher

Purpose CCF SSI:

To ensure the efficient management of the contingent. There is the opportunity to join the Contingent as a CFAV, holding appropriate Officer rank.

To assist with training, camps and expeditions as requested.

You must have the ability to work effectively as part of a team and with academic staff and students with a commitment to maintaining safe working practice.

This position requires a degree of physical effort e.g. moving kit / equipment / stock and also a clean driver's licence.

CCF at Rutlish

Rutlish School CCF has a long and proud history, which started as a Cadet Battalion in 1921. The Contingent parades and trains after school, each Wednesday between 15.30 hours and 18:00 hours (during term time). Cadet membership is entirely voluntary and starts from Year 8 onwards. The Contingent attends weekend camps, Easter holidays (outdoor pursuits) and Summer Central Camp (military and adventurous training). In addition, Cadets and Adults attend various training course, which have recently included: Basic (VHF) and Advanced (HF) Radio Signalling, Cookery, Rock Climbing and Abseiling, Cadet Leadership Courses and Sub Aqua Diving. The CCF is staffed by Cadet Force Adult Volunteers, all former Rutlish School pupils, who were Rutlish School CCF Cadets and therefore recognise the value of Cadet experience and ensure the Cadets have the same Cadet opportunities. In addition, regular assistance with training is provided by a Sergeant from the London District Cadet Training Team, for the Army Cadets and RAF Test Sergeant from the RAF Cadets. **School information:** <https://www.rutlishccf.org.uk/>.



Post: CCF School Staff Instructor

Line manager: CCF Contingent Commander and Headteacher

Administration

- Ensuring training publications are maintained and updated
- Booking inspections and training courses
- Attend meetings with the line manager and Headteacher
- Maintain the efficient organisation of CCF building and storage unit
- Maintain logs, accounts and reports and order necessary equipment required by the school or MOD
- Promote CCF within the School

Health, Safety and Security

- Ensure compliance with all MOD and school regulations for security and health and safety whilst on school site and when on camps or activities off-site
- Be responsible for CCF buildings and storage unit and the contents
- Prepare and carry out inspections and regular checks as requested by the school and MOD
- Work within the school and MOD guidance regarding GDPR and appropriate use of technology
- Be responsible for the 24-hour responder availability for the CCF alarm system and liaison with the school site team
- Ensure correct storage and handling of hazardous materials
- Be responsible for the ammunition, weapons, clothing, equipment, rations and stores
- Ensure Risk Assessments, Range Action and Safety Plans (RASPs) and Exercise Action and Safety Plans (EASPs) are completed by CFAV to ensure compliance with the MOD
- First Aid qualification

Other

- Attending and supporting all field training, camps and other activities away from the School site
- Attending courses appropriate to the duties of an SSI
- Achieve and maintaining cadet associated qualifications (e.g. range management, SAA, and AT)
- Ensure the students, staff and areas used for activities are safeguarded during CCF activities



Rutlish School

Person Specification



Post: CCF School Staff Instructor
Responsible to: CCF Contingent Commander and School Headteacher
Responsible for: Assisting the effective and efficient organisation of the department

Experience:

- An interest in a variety of sports and physical activities (E)
- Experience of using ICT (D)
- Working effectively as part of a team (E)
- Assisting with extra-curricular activities, clubs and fixtures (E)

Specific Skills:

- Enthusiasm for sports and physical wellbeing (E)
- Good relationships with students and staff (E)
- Ability to communicate effectively orally and in writing (E)
- Ability to input and analyse information (E)
- Ability to promote the participation and competition in sport (E)
- A basic understanding of Health and Safety and risk assessment (D)
- Minibus driver (D)

Personal Qualities:

- Desire to learn (E)
- Highly motivated (E)
- Good organisational and inter-personal skills (E)
- Ability to work within a team (E)
- Ability to manage resources with good attention to detail (E)
- High expectations of self and others (E)
- Commitment to enrichment and enhancement activities (E)
- Work calmly under pressure (E)
- Show a personal commitment to safeguarding and promoting the welfare of children and young people (E)

(E) Essential

(D) Desirable