



Merchant Taylors' School

Ambition | Character | Excellence

Staff School Instructor - CCF

The Post

The School Staff Instructor delivers vital support and administration to their Contingent Commander, and to Cadet Force Adult Volunteers (CFAVs) and cadets in all Sections, that ensures the safe, effective and efficient running of the Contingent.

Key Function

- Supporting the Contingent Commander through ensuring all records, audits and returns are completed in a timely manner.
- Ensuring that the relevant policy, rules and practices are followed across all personnel administration, equipment management, and cadet activity planning and delivery.

Line Management

- Report to the Deputy Head [Co-curricular]

People & Administration

- Supporting the Contingent Commander and Section Commanders by ensuring that all CFAV and cadet records on Cadet MIS are current, reviewed regularly and updated as required, including any changes in medical and/or dietary requirements or next of kin details.
- Supporting the Contingent Commander and Section Commanders by regularly monitoring CFAV mandatory checks and training, and highlighting where CFAVs require or will shortly require refresher checks and/or training.
- Administering the new CFAVs and cadets joining the Contingent following the relevant CCF and Section policy, rules and practices.
- Updating weekly parade attendance, external activity, course and training attendance, and qualifications gained on Cadet MIS for CFAVs and cadets in all Sections.
- Identifying, highlighted and signposting appropriate activities, courses and training opportunities to CFAVs and cadets in all Sections, to assist them in their

development.

Logistics, Finance & Medical Support

- Managing and operating the Contingent's equipment and material stores, maintaining accurate registers and checks of kit and equipment to ensure it is not lost.

The Combined Cadet Force School Staff Instructor

- Managing and controlling the Contingent Loan Stores account, including raising of issue and receipt vouchers for all Loan Stores, and the collection and return of Loan Stores from the MOD and/or other Cadet Forces units where requested.
- Carrying out mandating checks on weapons, ammunition and pyrotechnics as required based on the types held by the Contingent.
- Ensuring all relevant inspection regimes are followed and correctly carried out, liaising with external organisations to carry these out in a timely manner where required.
- Carrying out regular equipment inspection and maintenance checks as required by the relevant policy, rules and practices, and ensuring that all faults, issues and damage of MOD-provided items is properly reported and fixed.
- Managing the Contingent clothing accounts, records of clothing issues and receipts for all Sections, and the centralised requests for new and replacement clothing items, repairs and returns in line with the relevant policy, rules and practices.
- Supporting the Contingent Commander and/or Section Commanders through booking accommodation, travel, equipment and/or training facilities as required, and ensuring these bookings are maintained, up to date, correct and actioned in a timely manner.
- Supporting the Contingent Commander in managing the Contingent Grant account and Contingent Non-Public Fund account, and any other funds that the Contingent and/or individual Sections may have access to.
- Preparing and submitting bills to the Contingent Commander for recovering of funds for kit and equipment losses, or for damages to MOD property.
- Providing access to all relevant publications, pamphlets and other documents to CFAVs and cadets as necessary.

Activities, Courses & Training

- Supporting the Contingent through attending reconnaissance visits for proposed cadet activities from a support and administrative perspective, and liaising with relevant support, accommodation and catering teams as appropriate.
- Supporting the Contingent Commander and Section Commanders through managing events on Cadet MIS, ensuring Section commanders have prepared and submitted relevant documents, forms in a timely manner, and in updating the forecast of events.

General

This job description is current at the date of issue but may be changed to reflect or anticipate changes in the job commensurate with the salary and role. Annual objectives will be agreed between the postholder and their line manager. The job description and person specification does not form part of a contract of employment and each individual task may not have been precisely identified within the

duties and responsibilities above. It would be expected that the post holder would carry out any reasonable request made to undertake work of a similar level that is not specified in this job description.

Safeguarding Statement

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants will be required to undergo safeguarding checks appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS). The post is exempt from the Rehabilitation of Offenders Act 1974 and the School is therefore permitted to ask job applicants to declare all convictions and cautions (including those which are "spent" unless they are "protected" under the DBS filtering rules) in order to assess their suitability to work with children.

Candidates should submit an application form via email to recruitment@merchanttaylor.com or alternatively post to Human Resources Department, Merchant Taylors' School, Liverpool Road, Crosby, Liverpool L23 0QP.

Closing date: 9th March 2026 at midday however, we reserve the right to close the vacancy early so you are encouraged to apply as soon as possible.