



The Royal Belfast Academical Institution

**APPOINTMENT OF
SCHOOL STAFF INSTRUCTOR (SSI)
COMBINED CADET FORCE**

The Royal Belfast Academical Institution is an academically selective School for boys aged 11-18. The foundation stone of RBAI was laid in 1810 by George Augustus Chichester, 2nd Marquis of Donegall, and RBAI was formally opened on 1st February 1814. The School has grown and developed to become one of the leading Grammar Schools in the United Kingdom, with over 1000 pupils in the Main School and around 150 in the Preparatory Department, Inchmarlo.

At RBAI we provide a broad, balanced and progressive curriculum, throughout the School. The Revised KS3 Curriculum is embedded into departments and through cross curricular initiatives, with the Learning for Life and Work programme providing an excellent pastoral foundation for academic achievement. GCSEs are offered in over 25 subjects, including Computer Science/ICT, PE, Business Studies, Media Studies, Astronomy, Latin and Further Mathematics. At A-Level pupils will take 3 or 4 A Levels or BTEC equivalents and progress to Higher Education and Apprenticeships.

Our priority is to value the individual and develop the whole person through an evidence-based well-being programme. There are opportunities for every boy to explore his strengths, and to develop effective interpersonal and teamwork skills. The range of extra-curricular opportunities is superb and all the boys are encouraged to use their time positively in extra-curricular activities, and to develop into responsible and caring people. High level Music and Drama productions are organised regularly. Our fixtures list for sport is extensive with significant National and International successes in Rugby, Hockey, Cricket, Water Polo, Swimming, Athletics, Rowing, Table Tennis, Badminton, Cross Country and Fencing. The Combined Cadet Force has been awarded the Annual Event Challenge Trophy 18 years out of the past 21 years, which is a tremendous honour and achievement. There are daily lunchtime and after School clubs, with boys participating in societies ranging from Debating and Public Speaking to Chess, Astronomy and Scouts. There are also School trips within Northern Ireland and the United Kingdom and overseas expeditions; further details are available on the School website, www.rbai.org.uk.

Pastoral support is provided by the form teacher and, where appropriate will involve one of the 6 Housemasters who have responsibility for each of the Houses, to which all boys are allocated. The House system provides an excellent structure for boys to get to know each other and to participate in positive inter-house competitions, fostering excellent interpersonal skills and personal development.

The School occupies an impressive 8-acre site in the centre of Belfast, with modern and specialised facilities. In recent years there has been extensive renovation and refurbishment and the School is extensively equipped with iPads, interactive white boards and Mac computers. In addition to the Main School, the sport facilities at Osborne, Bladon and Shaw's Bridge are amongst the best in the UK, with an International cricket square and synthetic water-based hockey pitch.

RBAI has a well-deserved reputation for excellence in academic and extra-curricular areas of School life. We are committed to giving each boy the opportunities to make the most of his abilities, resources and time, and to gain as complete an education as possible.

OVERVIEW OF THE CCF

The Combined Cadet Force (CCF) Contingent at RBAI was formed in 1948. The Contingent consists of Army and Royal Air Force Sections with current combined strength of approx. 177. Weekly parades are on Friday afternoon from 15.15 to 17.00. Training also takes place at weekends at Palace Barracks, Holywood (PBKs), Ballykinler and Magilligan Training Centres (BTC and MTC) and Aldergrove Flying Station (AFS). The Army and RAF Sections also attend a 1-week Central Camp, usually in England or Scotland.

The Contingent also participates in a number of competitions each year including the NI Military Skills Competition, NI Cadet Service Rifle and Target Rifle Meetings, and a number of first aid and orienteering competitions.

Training assistance and assurance is provided by 38 (Irish) Brigade Cadet Training Team (38X CTT) through a Training Sgt and a Support Sgt from the RAF who attend on parade days and at weekends.

THE VACANCY

RBAI wishes to appoint a School Staff Instructor (SSI)-CCF. The post holder will report directly to the Contingent Commander and the Principal. He/she will ideally be from a military background and through previous experience and training will play a key role in maintaining the high standards of the CCF. The SSI is the key CCF staff member whose principal role is to deliver vital support and administration to their Contingent Commander, and to Cadet Force Adult Volunteers and Cadets in all Sections, that ensures the safe, effective and efficient running of the Contingent.

Essential Criteria

- Ability to effectively plan and execute all administrative and logistical requirements for an annual training programme whilst working to required deadlines and lead-in times.
- Experience and understanding in Army Administration (G4) procedures or equivalent. Including maintenance of stores, ordering of equipment, booking training facilities, transport and feeding.
- ICT and administrative skills commensurate with their duties including email, internet, social media, Microsoft Office Word, Excel and Power Point.
- Full UK Driving Licence.
- Effective leadership skills and good communication skills (written and verbal)
- Experience of, and an empathy for working with young people.

Desirable Criteria

- Appropriate military experience at SNCO level or above in Regular or Reserve Forces.
- Army Administrative (G4) qualification, e.g. RQMS, CQMS or similar.
- Currently hold or have previously held qualifications as Skill at Arms Instructor, Range Conducting Officer and Exercise Conducting Officer.
- Experience in the organisation of adventurous training.
- Drill Instructor qualification and/or relevant experience in ceremonial parades.
- Experience as instructor in a training environment, e.g. Cadet Training Team or recruit training.
- Current appropriate qualifications in adventurous training, e.g. JSML, Climbing.
- First Aid qualification.
- Minibus driving licence.

RESPONSIBILITIES

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. The general roles, responsibilities and tasks of the School Staff Instructor in support of the Contingent Commander are:

Organisation & Structures

- Supporting the Contingent 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.
- Review and implement the Contingent's standard operating procedures (SOPs) in conjunction with the Contingent Commander.
- Monitor and manage all communication from the MoD chain of command and co-ordinate any required response in consultation with the Contingent Commander.
- Ensure that the welfare and safeguarding needs of cadets are met both in School and away on camp; report any accidents or incidents and maintain risk assessments, as appropriate.

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. Creating records for new individuals and removing those who have left the Contingent.
- 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 materiel stores, maintaining accurate registers and checks of kit and equipment.
- 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, feeding 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. Collecting and paying cadet contributions to messing.

- Purchase any necessary equipment required to support training and ensure the correct use, accounting, maintenance servicing and disposal of these items.
- 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 are necessary.

Activities, Courses & Training

- Supporting Contingent parade days and other activities through preparing training aids, equipment and locations.
- 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, assisting in preparing and submitting the relevant forms and documents in a timely manner, and in updating the forecast of events.
- Supporting the Contingent Commander and Section Commanders through providing support and administration on cadet activities as required including signing for training facilities and accommodation before the event and handing back afterwards.
- Supporting the Contingent Commander and Section Commanders through booking CFAV and cadet attendance on activities, and in recording attendance and qualifications on Cadet MIS.

Security, Communications & Engagement

- Managing and maintaining the security of all weapons, ammunition and pyrotechnics held on School grounds or in use on Contingent activities.
- Managing and maintaining the security of all Contingent kit, equipment and materiel, including ICT facilities and bank accounts.
- Providing the Contingent point of contact for all security matters, queries and requests.
- Attending relevant conferences and meetings to support the Contingent Commander and Section Commanders.
- Updating all members of the Contingent with new or relevant information when this is published, including CFAV and cadet activities, courses and training opportunities.

On appointment, the School Staff Instructor becomes a Non-uniformed Volunteer in the Contingent. This ensures that they are covered by MOD policies on CFAVs delivering certain activities.

The SSI as a Cadet Force Adult Volunteer (CFAV)

The School Staff Instructor may also become a uniformed CFAV subject to the relevant Cadet Force policy, rules and practices. The Training Duties for a SSI who is also a CFAV include the following:

- In consultation with the Contingent Commander and CFAVs and 38X CTT, plan, organise and deliver weekly Friday training programmes in accordance with AC71101 the Army Cadet Syllabus.
- In consultation with the Contingent Commander, assist with the development of all the Contingent CFAVs and co-ordinate all external training courses that are required as part of this training and development programme.
- Co-ordinate the section training programmes for the CCF Army and RAF Sections.
- Conduct Skill at Arms Training including 6-monthly weapon handling tests (WHTs) and record these on WESTMINSTER.
- Ensure that all training both in the School and outside, planned and conducted in accordance with the Army Cadet Safety Management System (ACSMS) including the preparation of Risk Assessments.

In addition, the SSI is expected to support and lead the Contingent at each designated weekend, working alongside the Contingent Officers and to prepare the Contingent for the Annual Remembrance Parade in School.

The appointment is subject to approval and security clearance by the MoD and is required to have fulfilled all Safeguarding procedures as stipulated by the School.

The successful candidate is subject to the CCF Regulations AC 72133

The school salary will be £26,452.94. The post will be term-time, 3 days per week, which must include all day Friday. In addition, there will be 2 weeks in the summer and one week pre-school year for prep. The SSI will also be able to claim up to 51 Paid Training Days (PTDs) from the MoD (current rate £90.96 per day). There is also the possibility of additional hours and salary for other school roles in areas which may suit the skills and interests of the SSI.

This role and responsibility will be reviewed after a 3-month probation period and thereafter on an annual basis.

Application

An application pack and form are available on the school website www.rbai.org.uk.

Please send your application, along with the completed Monitoring Form and Pre-Employment Vetting Declaration to the **Principal's PA** at The Royal Belfast Academical Institution, College Square East, Belfast, BT1 6DL or by email to prinsec@rbai.belfast.ni.sch.uk.

The closing date for applications is 12.00 noon on Monday 2 February 2026. Interviews will be held on Wednesday 18 February 2026.

The School is an Equal Opportunities Employer.

Abbreviations used:

ACSMS	Army Cadet Safety Management System
AFS	Aldergrove Flying Station
BTC	Ballykinler Training Centre
CCF	Combined Cadet Force
CFAV	Cadet Force adult volunteer
CASP	Cadet Action and Safety Plan
CQMS	Company Quartermaster Sergeant
38X	38 (Irish) Brigade
CTT	Cadet Training Team
ESD	Exercise Safety Document
JSML	Joint Services Mountain Leader
JSP	Joint Service Publication
MoD	Ministry of Defence
MTC	Magilligan Training Centre
ORP	Operational Ration Pack
PBKs	Palace Barracks (Holywood)
RSD	Range Safety Document
RQMS	Regimental Quartermaster Sergeant
SSI	School Staff Instructor
SNCO	Senior Non-Commissioned Officer
VA	Volunteer Allowance