

# RECRUITMENT PACK



## CULFORD SCHOOL JOB DESCRIPTION

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### Outdoor Education Administrator & Instructor

#### Details of the Role

1. To provide Administrative support for the CCF, DofE, Scouts and Outdoor Education Programme
2. To provide physical instruction for DofE, CCF, Scouts and Outdoor Education programme in activity and games lessons

**Working Hours:** 28 hours per week, term-time only, plus 3 weeks Additional availability required for CCF, DofE, Scouts and Outdoor Education Weekends

**Reports to:** Head of Outdoor Education

**Applications:** <https://www.culford.co.uk/about-us/work-for-us/job-application>

#### CCF Admin support and delivery

School related

- Assist with the production of documents required for all CCF external activities.
- Assist with contact to cadets regarding administrative matters
- Assist with contact (emails, calls,) to pupils, parents, tutors regarding all CCF related matters that are appropriate
- Attend and assist with delivery of the weekly parade activity

Training support

Assist with the following -

- Production of training resources
- The booking transport, accommodation, where appropriate
- Updating / creating events / activities on Westminster
- Cadets attendance registers on SOCs and any follow up action
- Producing accurate registers of cadets regarding their position, advancement and training
- Any other reasonably required duties

Stores management

- Assist with Contingent Conditioning board of Clothing & equipment

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- Responsible for maintain records of clothing issues to Cadets and any follow up charges raised against clothing not returned; parent tutor correspondence

### Brigade

#### Assist with the following

- Updating Officer and cadet qualifications, promotions pay on the MOD cadet database (Westminster).
- The production of administrative documents relating to Officer pay, promotions or any other occurrences - including courses bookings etc
- Weekly quantity checks – weapons where appropriate
- Monthly serial number checks – weapons where appropriate
- Preparation of weapons and ancils for annual where appropriate regarding skill set

### DofE Programme

#### Run and primary POC for a single cohort (either Bronze, Silver or Gold),

- Communications with parents and participants
- Provide parents with termly updates / progress
- Raise charges as required
- Update / manage participants on eDofE (Award online management website)
- Run the Cohort Google Classroom and Scheme of Work to prepare and assist participants to complete the DofE journey
- Plan, prepare and deliver training to cohort responsible for, weekly and termly
- Attend weekly training sessions / liaise with supporting academic staff if required

#### Expedition Training - all cohorts

- Book / purchase any accommodation, campsites, vehicles, stores, food etc
- Collect / issue equipment for expeditions
- Role of Expedition Supervisor / Assessor as required
- Support new staff where required
- Plan / issue / check routes all participants' routes and route cards
- Keep parents / staff updated
- Responsible for safety of all participants and staff
- Manage any emergencies as appropriate

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### Culford Outdoor Pursuits

Provide outdoor activity instruction to Culford pupils during all the afternoon activity sessions.  
Provide any further assistance to COED as reasonably required on a day to day basis

### Scouts

- Ensure that the Scout programme is compliant
- Assist the Scouts leader in the administration of the Scouts programme
- Deliver a weekly Scouts session in the activity programme

### Communication.

- To provide media information to marketing for pupil success.
- Attend a weekly Outdoor Education team meeting to give updates
- Attend the weekly CCF meeting
- To provide information to the safeguarding lead
- To ensure registers are completed on a daily basis.

### General

- To wear appropriate clothing at all time
- To maintain professional qualifications to the highest standard possible

### Skills and Personal Qualities

Essential	Desirable
Be organised and efficient in your delivery of administration	Two or more of Paddle Sport Leader/MTB Leader /BareBow Archery Instructor/ Climbing Wall Leader/Other wilderness or outdoor qualification;
Have experience in this type of position in previous roles	Wilderness First Aid Certificate (16 hour);
Be responsible, honest and reliable;	One or more of Lowland/Hill and Moorland/Mountain Leader Qualification
Be outdoors oriented, practical and enjoy working with children	

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Stay calm in an emergency	
Have excellent communication and team working skills	
Understand safe working practices and health and safety legislation (training will be given)	
Be happy to work alone and as part of the COED or other team	
To have a smart and professional appearance and demeanour	
Commitment to the school's Equal Opportunities Policy	
Willingness to undertake appropriate professional development when necessary	
Be forward-thinking and seek continuous improvement	
Be open to change (flexible), offer new ideas and solutions (innovative), be able to work under pressure (resilient) and show strong leadership skills (dynamic)	