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| **Job Title** | Adjutant (Part Time) |
| **Reports to** | Contingent Commander (CC)  |

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| **Job Purpose** |
| The Adjutant is expected to support the Commanding Officer in the management and routine running of the CCF and the delivery of military and adventurous training and associated activities to the cadets. The Adjutant will also be involved in the wider life of the school and will be involved in co-curricular activities such as the Outdoor Education Programme. |

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| **Key Tasks and Responsibilities** |
| * General administrative tasks in the CCF, including but not limited to:
* Keeping records of attendance;
* Dealing with general day to day queries from parents, boys and staff, ensuring they receive a professional and timely response to their enquiries;
* Supporting with educational visits, including issuing day trips letters, correspondence and ensuring the SSI and CC have all relevant paperwork and information as necessary;
* Supporting the CC with ensuring all instructor requirements are met for all CCF activities;
* Working with the CC and SSI to ensure that safeguarding requirements are met in relation to staffing in the CCF.
* Delivery of training:
* Instructing and training cadets and CFAVs in accordance with the cadet syllabus and in line with School values and the ECCF ethos;
* Assisting in the planning and execution of all ECCF and related activities, including annual camps, weekend training events and the Tattoo;
* Ensuring that the CCF remains compliant with WESTMINSTER (Army) management systems;
* Arranging the logistics of training, such as the loan and movement of all weapons and ammunition in accordance with LONDSIT Standing Orders, booking transport and training areas, and managing travel claims and warrant books.
* Where required, providing support for the school’s wider co-curricular activities programme. This may include supporting with other outdoor education pursuits such as scuba diving, paddle boarding, mountain biking etc.;
* Working with the Contingent Commander and the SSI to update risk assessments as and when required;
* Booking facilities, transport, personnel as required;
* Dependent on individual skills and experience, supporting and delivering CCF activities, and on occasion other outdoor education pursuits;
* Supporting the CCF team with other tasks as necessary to facilitate the smooth running of the department;
* Commitment to and promotion of equality, diversity and inclusion;
* All positions at Eton are classed as ‘regulated activity’ as per the Keeping Children Safe in Education 2023 guidance, therefore a good understanding of safeguarding procedures is essential;
* Commitment to safeguarding and promoting the welfare of children, including but not limited to, completing safeguarding training as required, and ensuring any safeguarding updates issued by the College are read and understood;
* Understand and comply with procedures and legislation relating to confidentiality.
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| **Skills and Competencies Required** |

To be successful in this role, the incumbent should have:

* Been an officer in the CCF or have military experience;
* A working knowledge of the Westminster system;
* Previous experience of working in a CCF in a school (desirable but not essential);
* An Adventurous training qualification / qualifications;
* Experience of leading CCF camps or outdoor education expeditions;
* First Aid qualified;
* Proficiency in office 365 applications;
* Excellent organisational skills, ability to multi-task, prioritise effectively and work to tight deadlines;
* Close attention to detail;
* An adaptable, flexible approach to working, including collaborative support to other colleagues to meet demands of the college;
* Excellent oral and written communication skills;
* Strong interpersonal skills and the ability to build relationships and collaborate with a wide range of people;
* An understanding of the importance of, safeguarding and promoting the welfare of children and young people;
* A solid understanding of, and commitment to working within the principles of equality, diversity and inclusion.

You may enjoy this role if you:

* Enjoy working with autonomy and taking personal responsibility, ‘getting stuck in’ and coming up with creative solutions to problems;
* Enjoy working in an environment with young people;
* Enjoy engaging with a variety of people with different needs and priorities;
* Share Eton’s holistic vision of education;
* Are happy to work independently as well as within wider teams.

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| **Working Pattern*** This role works for 21 hours per week over 3 days of the week during Eton College term time (32 weeks), plus three days at the start of each term. Hours of work will be by mutual agreement with the CC, but an example of a typical week is as follows:
* Monday 9am to 5pm with an hour unpaid for lunch (this will be 10am - 6.00pm first 6 weeks of the academic year);
* Thursday 9am to 5pm with an hour unpaid for lunch;
* One other day of the week involving 7 hours of work and one hour unpaid for lunch.
* In addition, the Adjutant is required to attend up to three weeks of camps per year, and payment for this is included in the salary;
* The total working weeks for the role are 37 weeks per year. On top of these working weeks, the post is entitled to 5.6 weeks paid holiday, meaning they will be paid for 42.6 weeks in total. The remaining 12.4 weeks are considered unpaid leave, but the salary for the post will be split into 12 equal monthly instalments;
* The post holder is required to take their annual leave during non-term periods, excluding the 3 days before the start of each term and the required weeks working on camps, as these are periods they are required to work. When a bank holiday falls within a school term period, this is considered to be a working day and a day off in lieu will be given;
* Based on the working pattern outlined above, the salary for this post is between £16,997.40 and £19,681.20 per annum (based on an hourly rate range of £19 to £22). The salary for the successful postholder will be dependent on skills and experience.

**Disclosure Checks****Eton College is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including, but not limited to, reference checks with past employers, an Enhanced Disclosure from the Disclosure and Barring Service (including Barred List information), an online search and, where applicable, Prohibition checks. If you are successful in your application, you will be required to complete a DBS Disclosure Application Form.  Any information disclosed will be handled in accordance with any guidance and/or Code of Practice published by the DBS. The College is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions, reprimands and final warnings (including those which would normally be considered as “spent” under the Act) must be declared, subject to the DBS filtering rules. It is a criminal offence for any person who is barred from working with children to attempt to apply for a position at the College.** |