



KING WILLIAM'S COLLEGE & THE BUCHAN SCHOOL



COMBINED CADET FORCE – SCHOOL STAFF INSTRUCTOR (CCF – SSI)

Part time Vacancy

Title:	CCF School Staff Instructor
Reports to:	Contingent Commander, who in turn reports to the Principal
Terms:	1-year fixed term. 1 day per week
Job location:	King William's College and The Buchan School, Castletown, Isle of Man



King William's College and The Buchan School are committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service. The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom he/she is responsible, or with whom he/she comes into contact will be to adhere to and ensure compliance with the school's Child Protection Policy Statement at all times. If in the course of carrying out the duties of the post, the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, he/she must report any concerns to the Designated Safeguarding Lead or Principal.



The School

King William's College

Opened in 1833, King William's College is set in a stunning coastal setting on the Isle of Man. It is an exceptional school in a very special environment. This independent boarding and day school for girls and boys aged 11 to 18 is one of the most established International Baccalaureate schools in the British Isles. It is vibrant, friendly and fun, and whether you are from the Island or from far afield, you will bond with this unique location. With 37.1 acres of inspiring space; 19th Century architecture, five rugby pitches, four football pitches, three cricket pitches, floodlit astroturf, sports hall, swimming pool, landscaped gardens, two boarding houses and a chapel large enough to accommodate the whole school, King William's College is truly a special place.

The Buchan School

In recently restored buildings on the King William's College site, The Buchan School offers a supportive and caring environment, where pupils are encouraged to develop their own individual talents. Our curriculum is unique with a strong focus upon academics: Art, Music, Drama, Languages and a range of Sports. Class sizes are small and our pupils are taught by subject specialist teachers throughout the curriculum to ensure that they reach and exceed their potential. The Buchan School has developed an excellent reputation for academic excellence and achievement in both sport and the performing arts. The School consists of three departments: Nursery, Pre-Prep (Reception to Year 2) and Prep (Year 3 to 6). We provide a broad range of opportunities for all our pupils, not only within the classroom, but also by taking full advantage of our incredible school grounds and the beautiful Isle of Man. At the Buchan, you will find a community buzzing with happy children, developing lively, independent and enquiring minds, guided and encouraged by outstanding teaching staff throughout the curriculum.

The Buchan Nursery

At The Buchan Nursery, we strive for the happiness of every child through a secure, friendly and caring environment. Nursery is where your child's education begins and a love of lifelong learning is established. Nursery education should be an extension of home life where children gain experience and confidence through play. We will work with you to provide the opportunities for your child to take the first gentle steps to making them independent

learners. Our philosophy at The Buchan Nursery is to learn and play in a nurturing environment that provides the stepping stones for every child to fulfil their potential. At the Buchan Nursery, we recognise that every child is a competent learner and we endeavour to support children in becoming resilient, capable, confident and self-assured. We value the diversity of individuals and recognise that children develop in individual ways and at varying rates.

Summary

The principal aspect of this role will be to manage the day-to-day operation of the College CCF Unit, dealing with administration, organisation of all training, ordering of kit and supplies, and supporting the Contingent Commander in running a successful programme of activities to fit in with the main operation of the school. A key function of the post will be to communicate well with members of the teaching staff so that the unit is well-represented within school, thereby also ensuring that it is perceived as an integrated outdoor training and leadership activity which complements the other extra-curricular activities on offer.

Due to a restructuring this role is initially required for 1 day per week to support and work alongside the current SSI.

Responsibilities

- To act as advisor to the Contingent Commander.
- In particular, to attend to the administration of the contingent and data entry MOD IT systems as appropriate.
- To liaise with the Training Personnel in the Cadet Training Teams (CTTs – Army), Training Evaluation and Support Teams (TESTs – RAF) and Area Instructors (AIs – RN) as appropriate in order to ensure that the necessary assistance is provided for a varied and enjoyable training programme.
- To supply and organise the CCF including the issue, control, maintenance and purchasing of clothing and equipment.
- To ensure the maintenance and functionality of all CCF and School Adventure Training equipment.
- To take responsibility (through liaison with the Contingent Commander) for all issues related to weapons, including all weapon inspections, repairs in line with MOD requirements and an agreed maintenance plan, including the security of firearms.
- To prepare and collate all required returns to the MOD including equipment, qualifications, controls and records of all weapon movements.
- To take responsibility for any ammunition and stock held at the School.
- To manage the use of transport for CCF.
- To maintain an awareness and knowledge of MOD documentation and maintain Contingent documents as necessary.
- To undertake training and instruction of staff and cadets in military matters.
- To run, organise and administer all camps and training programmes (as detailed by the Contingent Commander).
- To assist the Contingent Commander with the carrying out of Risk Assessments for cadet activities both on and off site.
- To ensure that the School's and MOD's Health and Safety policies, procedures and practices are followed.

Qualifications and Experience required

- Ideally a Forces background, in any of the three Services, which would be of great advantage in terms of handling the administration of the unit, and also in understanding the ethos of a school CCF.
- In the absence of the above, several years' experience of outdoor leadership training is required as a minimum.

- An interest in outdoor activities is essential.
- The applicant must be a good communicator, and able to manage others and organise groups/teams.
- Must be very organised and practical, and used to detailed planning.
- A general understanding of relevant Health and Safety legislation.
- An enthusiasm for providing training in an educational environment.
- An empathy with the British Forces and the style of leadership and training promoted by a modern CCF unit.

Benefits

The successful candidate will be eligible for the following benefits:

- Free lunch each day when the kitchen is operational;
- Free parking for all employees;
- Professional development and ongoing CPD through internal and external training;

Remuneration

King William's College has its own generous pay scale and the financial package offered will be commensurate with the responsibilities of the post and the experience of the person appointed.

Applications

A completed application form together with a covering letter should be submitted by email to the HR Officer hr@kwc.im

The closing date for applications is Thursday 28th May 2026

