



# CCF Quartermaster (QM) and Outdoor Education Assistant (Maternity Cover)

Brentwood School CCF is amongst the oldest and largest in the country with over 600 cadets. The CCF is a key USP of the school and an important part of our role in the community alongside its role in developing the students as responsible and skilled young adults.

## Job Purpose

The Quartermaster is a key CCF staff member whose principal role is to facilitate and administer military and adventurous training to all members of the CCF. The school runs a tri-service Contingent with large numbers in each of the Royal Navy, Army and Royal Air Force sections.

This role also supports other aspects of our Outdoor Education programme under the direction of the Head of Outdoor Education. The division of time is approximately 3 days focused on CCF tasks and 2 days focused on Outdoor Education tasks, although the needs of each term can shift.

Maternity Cover, Full time

Staff Term Time (equivalent to 175 days) plus 36 days out of term requirements. Hours typically 8 am-5 pm (to include 1 hour unpaid for lunch) with scope for flexibility (such as some days 7 am-4 pm or 9-6 pm as agreed in advance with the Contingent Commander and Head of Outdoor Education).

## Hours

Out of term requirements include:

- Weekends required to fulfil the CCF Syllabus (e.g. SAA training, ranges a fieldcraft training exercises) and competitions (e.g. Air Squadron Trophy Combat Cadet)
- Supporting camps (including Easter AT Camp/Summer Camps and when time allows it, DofE Expeditions) during pupil holiday periods

The 175 days of term includes:

- Attendance at staff inset days
- 3 Saturdays including representing the CCF at Open Mornings and Remembrance fundraising
- Remembrance Sunday parade

## Report to

Senior Staff Instructor (SSI) / Contingent Commander  
For Outdoor Education aspects: Head of Outdoor Education

## Contacts

## Department

Combined Cadet Force (CCF) and Outdoor Education

## Key Responsibilities & Accountabilities

### Quartermaster

With the size of our Tri-Service CCF, this is similar to a QM/RQMS J4 role but also includes some CCF J7 paperwork required to facilitate training.

The Quartermaster will manage the CCF Stores and ensure that the correct management checks are completed on weapons, vehicles and equipment at the required intervals. They will also ensure that the CCF and CFAVs are kept updated with the latest directives from MoD and outside agencies regarding equipment and equipment care.

They will ensure that the CCF has the required stores to deliver training during weekly sessions, field days and summer camps. Preparation for events may also include recces, briefings and the booking of training areas, transport, accommodation, ammunition, equipment and additional instructors.

The school has a 25m range, armoury and magazine. The Quartermaster will ensure that they are correctly maintained and inspected with the support of the SSI.

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It would be desirable for the Quartermaster to have the IT skills and knowledge to complete School EVOLVE paperwork and military paperwork such as the RN F17, Army CASP, RA, RAF RSD and/or EASP (or latest iteration). Training on all digital platforms will be provided as needed.

There is also scope for the successful applicant to apply to be a Cadet Force Adult Volunteer for the CCF and claim Volunteer Allowance when away on training weekends, camps and courses.

Due to access to arms and ammunition, this post requires security clearance which will be applied for on appointment if required.

## Outdoor Education

The majority of tasks related to the Outdoor Education programme are overseeing the proper storing and checking-out of equipment and the setting up of resources for timetabled sessions. Equipment includes the Duke of Edinburgh stores, Forest School resources and the Outdoor Education stores. This role will also include two afternoons a week working with our Prep students as part of their Outdoor Education Programme.

There may also be times when this role is required to drive students to outdoor adventure centres in the school minibus.

Aspects of the role are student-facing and may involve supervision or delivery of sessions, for example, campcraft or forest school. We would be happy to support any training to facilitate confident delivery of student session

A level of flexibility is a part of all school-based roles and requirements of the role adapt alongside the school vision

## Personal Specification

Essential:

- Excellent organisational and administrative skills
- Excellent communication skills both written and oral and able to communicate at all levels
- ICT literate to a good standard and able to use Microsoft Office, Google Suite including Excel, Word and email or equivalent
- An ability to work on own initiative and be able to be flexible accommodate the needs of the role
- Preparedness to attend external courses deemed appropriate
- Full UK driving licence
- A sense of humour whilst insistence on high standards

Desirable:

- Experience working in the military stores environment
- Familiarity with military equipment and the accounting system
- A working knowledge of establishment health & safety procedures
- Full UK driving licence including D1+E (minibus and trailer)
- Experience as a serving or recently retired Service Person, CFAV or a current SSI in another CCF Contingent
- The following qualifications
  - Arms and Ammunition storeman
  - Range Management
  - SAA instructor
  - Drill Instructor
  - First Aid at Work
  - AT qualification
- Familiarity of the Cadet Syllabus and training requirements
- Experience of training cadets

To find out more about this role please contact the HR Department [recruitment@brentwood.essex.sch.uk](mailto:recruitment@brentwood.essex.sch.uk) who will be able to put you in touch with the Contingent Commander or the Director of Co-Curricular.

## Safeguarding

*To be committed to the safeguarding and promotion of the welfare of young people. To demonstrate this commitment in every aspect of this post. To adhere to, and ensure compliance with, the School's Safeguarding Policy at all times. You are required to report any safeguarding or child protection concerns to the School's Designated Safeguarding Lead.*