

# **SOUTH EAST RESERVE FORCES' AND CADETS' ASSOCIATION**

## **JOB DESCRIPTION**

**Job Title:** Cadet Administrative Assistant                      **Pay Band:** E1 (AHW)

**Post Holder:**

**Department:** Training Centre, Sussex Army Cadet Force

**Line Manager:** Cadet Executive Officer

### **General Description:**

1. The CAA is a full time employee of the RFCA and is responsible to the CEO for the safe, efficient and effective operation of the Sussex ACF Training Centre at Crowborough. The CAA may be based either at Crowborough or County Headquarters as directed by the CEO.
2. The CAA, may choose, but is actively encouraged, to volunteer to serve in the ACF as an Adult Instructor at the discretion of the RFCA. For ACF service, CAA's are entitled to receive pay at ACF rates for up to 28 paid training days per annum.

### **General Responsibilities**

3. **Management of Sussex ACF Training Centre:**
  - a. Prepare and publish an initial site risk assessment on all buildings and external areas and carry out at least an annual review.
  - b. Conduct monthly internal and external inspection of building fabric, fixtures, fittings and furnishings, report defects, correct faults in compliance with SHEF legislation and regulations and prepare works service submissions where necessary.
  - c. Co-ordinate access for contractors and monitor works services on behalf of RFCA.
  - d. Manage all ground maintenance with emphasis on grass cutting, leaf clearance and scrub clearance, implement frost precautions and monitor mains services and facilities as required by RFCA.
  - e. Ensure the cleanliness of all rooms, facilities, fixtures and fittings within the Training Centre.

- f. Ensure that all computers, projectors, telephones and office equipment are in full working order and that any passwords are kept updated.
- g. Maintain records for the Training Centre and account periodically as directed by the CQM for:
  - (1) Accommodation stores.
  - (2) Training stores and equipment.
  - (3) Fire safety equipment.
  - (4) Publications and manuals.
- h. Carry out a full Handover and Takeover of the Training Centre to those who have an authorised booking ensuring that all stores, equipment and accommodation is handed over and taken back in a clean and serviceable state.
- i. Inspect all stores and equipment issued to the Training Centre on a periodic basis as directed by the CQM and make provision for replacements as necessary.
- j. Submit works services for the Training Centre and ensure follow up action is taken as directed by the QM.
- k. Provide advice and guidance to Coys, units and organisations who have booked the Training Centre on all matters pertaining to the Training Centre, its administration, safety and security and act as the liaison person with DTE Crowborough.
- l. Ensure that the Training Centre has up to date and fully amended training publications and MOD/Army Forms that would normally be used for administration and training.
- m. Supervise the contract cleaners and liaise closely with the contract supervisor.
- n. Maintain room inventories, including the kitchen and monitor the cleanliness of the kitchen and dining room.

#### **4. SHEF Management:**

- a. Prominently display the Cadet Commandant's annual SHEF policy statement and action plan plus the SERFCA and 2 (SE) Bde policy statements and action plans at the Training Centre.
- b. Inspect and test the Training Centre's fire safety equipment and replace as necessary in accordance with the DFS(A) Fire Management Plan.

- c. Provide and publish Training Centre Fire Orders and position fire exit signs in accordance with the DFS(A) Fire Safety Management Plan.
- d. Ensure that monthly fire practices are carried out and maintain a record.
- e. Arrange for portable electrical and electronic appliances to be tested as directed by RFCA.
- f. Ensure the correct placing of all first aid kits as supplied by the CQM and ensure that a comprehensive accident/incident reporting system is in place and check the First Aid boxes on a monthly basis or as required by the CEO.
- g. Liaise with any unit using the Training Centre concerning SHEF matters.
- h. Ensure that the Training Centre maintains a visitors log.

5. **Security:**

- a. Attend all security inspections and reviews in respect of the Training Centre as arranged by Formation HQ and action any subsequent reports.
- b. Ensure the secure storage of weapons and ammunition within the Training Centre in accordance with LFSO 2901. Ensure that secure arrangements are made to transport weapons and ammunition to training, and that proper records for arms and ammunition checks, issues and receipts are kept.
- c. Monitor, on behalf of the CQM, the correct handling of security keys within the Training Centre and that they are handed over and taken back in accordance with the Training Centre Standing Order

6. **County Responsibilities**

- a. Act as the focal point for Sussex ACF in all hirings and RGI matters.
- b. Maintain a register of all bookings and ensuring compliance with SERFCA policy.
- c. Prepare hiring invoices, collect all generated income and send income to the CEO Sussex ACF as directed
- d. Assist the CQM to prepare any controlled stores, including weapons, for ECI.
- e. As directed by the CEO or CQM act as stand-in for any other CAA.

7. **Personal Responsibility.** Administer and maintain responsibly any vehicle allocated for his or her use.

8. **Westminster and Alternative Venues.** To be conversant with the Westminster and Alternative Venues package and enter data as required and as directed by the CEO.
9. **Courses.** To attend courses as required for the job to both upgrade skills and enhance Personal Development.
10. To be based at either Brighton or Crowborough as directed by the CEO
11. Carry out any other tasks as directed by the CEO or CQM.

**Signature of Post Holder:**..... **Date:**.....

**Signature of Line Manager:**..... **Date:**.....  
Maj P B Kelly