

**APPENDIX 3 TO
ANNEX E TO
CHAPTER 1**

**CADET ADMINISTRATIVE ASSISTANT (CAA) –
JOB DESCRIPTION**

General

1. The CAA is a full time employee of the RFCA and is responsible to the CEO for all administrative and G4 matters within his allocated Area/Detachments.
2. CAA, if they choose to volunteer to serve in the ACF, may be appointed to a commission as a Lieutenant or enrolled as an Adult Instructor at the discretion of the RFCA. If commissioned, CAA may only be promoted to the paid acting rank of Captain in exceptional circumstances and for specific periods of time. For ACF service, CAA are entitled to receive pay at ACF rates for up to 28 paid training days per annum.

Responsibilities

3. **Management of ACF Properties:**
 - a. Prepare and publish an initial site risk assessment on buildings and external areas and carry out 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 submit works services where necessary.
 - c. Co-ordinate access for contractors and monitor works services on behalf of RFCA.
 - d. Manage any ground maintenance, implement frost precautions and monitor mains services and facilities as required by RFCA.
4. **Stores Management and Accounting:**
 - a. Maintain records for each Detachment and account periodically as directed by the CQM for:
 - (1) Accommodation stores.
 - (2) Training stores and equipment.

AC 14233: The Army Cadet Force Manual

(3) Fire safety equipment.

(4) Publications and manuals.

b. Issue and account for all clothing and equipment on loan to Detachment staff and cadets. Advise and assist the Detachment Commander to take any necessary action to recover uniform from cadets when they leave the ACF.

c. Inspect all stores and equipment issued to the Area HQ and each Detachment on a periodic basis as directed by the CQM and make provision for replacements as necessary.

d. Make evening visits to Detachments as necessary to carry out these duties and to advise and assist the Detachment staff to manage Detachment stores and equipment properly.

e. Assist the CQM to prepare weapons and any controlled stores for ECI.

5. **SHEF Management:**

a. Publish the Cadet Commandant's annual SHEF policy statement at each Area HQ and Detachment.

b. Provide, inspect and test Detachment fire safety equipment and replace as necessary in accordance with the DFS(A) Fire Safety Management Plan.

c. Provide and publish Detachment Fire Orders and position fire exit signs in accordance with the DFS(A) Fire Safety Management Plan.

d. Ensure that each Detachment holds a monthly fire practice and maintains a record.

e. Arrange for portable electrical and electronic appliances to be tested as directed by RFCA.

f. Provide each Detachment with a first aid kit as supplied by the CQM and ensure that each Detachment operates the accident/incident reporting system as required by the CEO.

g. Liaise with any lodger unit or tenant concerning SHEF matters.

h. Ensure that each Detachment maintains a visitors' log.

6. **Range Safety:** (For those Detachments with a miniature range)

a. Act as Range Officer and provide, publish and annually review Range Orders.

- b. Publish and revise annually, a list of authorised Range Conduct Officers for each range.
 - c. Provide and regularly inspect the Range Log at each range.
 - d. Attend range safety inspections arranged by Formation HQ and arrange range cleanliness inspections in accordance with RFCA policy, and action any subsequent reports.
7. **Security:**
- a. Attend Area HQ and Detachment security inspections and reviews as arranged by Formation HQ and action any subsequent reports.
 - b. Ensure the secure storage of weapons and ammunition at each armoury or Detachment arms store in accordance with LANDSO 2901, 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 at Area HQ and Detachments.
8. **Cadet Training Away from the Detachment:**
- a. Assist the Area/Detachment Commander by booking training/activity facilities, compiling requests for logistic and administrative support and booking transport as authorised by the CEO/CQM.
 - b. Provide the necessary logistic support including messing and accommodation arrangements as required.
9. **Assistance to Detachment Commanders and AI:**
- a. Provide advice and guidance on all matters pertaining to Detachment administration, safety and security and the upkeep of Detachment personal and training records.
 - b. Ensure that each Detachment is issued with the correct publications and army forms.
 - c. Assist the Detachment to prepare documentation for the annual inspection.
 - d. Liaise with Regular Army and TA Sponsor Units and the CTT for training support.
10. **Personal Responsibility.** Administer and maintain responsibly any vehicle allocated for his or her use.