

## **Combined Cadet Force CCF Officer Commanding Navy Permanent Contract, Part-Time**

Whitgift is one of Britain's leading independent boarding and day schools for boys aged between 10 and 18 years, with approximately 1500 pupils and over one hundred boarding or flexi-boarding pupils. It was founded in 1596 by Elizabeth I's last Archbishop of Canterbury, John Whitgift, and is the oldest school in Croydon. Whitgift enjoys facilities of outstanding quality, amongst the best available nationally, in a beautiful parkland estate in South Croydon with excellent links to London, Surrey and the south coast.

### **OUTLINE OF POST:**

This is an outstanding opportunity for the successful candidate to lead and develop Whitgift School's Combined Cadet Force (CCF) Naval Section (OC Navy). The ideal applicant will possess Regular or Reserve Military Experience (preferably as an Officer) or have previous experience within the CCF or Sea Cadets.

The CCF at Whitgift has a long and distinguished history and currently has a volunteer cadet body of over two hundred cades including partnerships with local schools. We parade weekly on Tuesday afternoons during term time and offer a wide range of activities over weekends and in the school holidays.



The OC Navy reports directly to the Contingent Commander and leads the CCF Royal Navy section. The core purpose of this post is to manage and develop the School's Naval Section; assisting with the running and organisation of the Section and to instruct and participate fully in activities.

We seek to appoint an experienced, enthusiastic and suitably qualified individual to:

- Be responsible for the day to day running of the CCF Navy Section;
- Creating and running an engaging weekly training programme for the cadets;
- Organise and complete the necessary paperwork and risk assessments to facilitate trips.
- Ensure that CCF Navy training days are coordinated with other co-curricular activities and entered into the school calendar;
- Inspire and motivate the pupils and staff in the Navy Section;
- Ensure the CCF is a disciplined organisation within the School, which enables students to exercise responsibility and leadership;
- Take an active role in promoting the benefits of outdoor education to students in the Navy Section.

The successful applicant will join a thriving Combined Cadet Force and will lead the Navy Section. He or she will have acquired the broad knowledge, experience and outlook to inspire, motivate and manage not just the cadets and NCOs, but also the other adult volunteers. He or she will also possess excellent organisational and administrative skills to ensure a high-quality experience for all cadets and staff and effective use of resources.

In addition to working normal working commitments there will be weekend and holiday commitments where a willingness to work sometimes long, odd and flexible hours, sometimes away from home, will be necessary.

Candidates holding further qualifications, such as: First Aid qualifications; minibus qualifications; AT Qualifications; Qualified SPO; Range Qualifications; SAA Instruction Qualifications would be an advantage.



## **MAIN DUTIES AND RESPONSIBILITIES:**

### **General**

- Work closely with the Contingent Commander to plan and manage the annual calendar of events, which will include ship visits, camps, etc
- Oversee all aspects of Navy cadet training on a Tuesday afternoon
- Attend camps, field days and additional trips as necessary
- Attend formal training courses as required and represent Whitgift CCF at various external military meetings and functions
- Ensure the MoD MIS system (Westminster) is up to date with cadet and adult information, qualifications and activities
- Create activities in the School co-ordination system (Evolve) to register and gain prior approval for all activities
- Contribute to the overall marketing and promote the profile of the CCF by publicising CCF activities as appropriate
- Lead and manage a small team of CFAV instructors
- Be able and willing to work towards adventure training qualifications, i.e. Canoeing, Sailing, Walking or Leadership awards to benefit the CCF activities and DofE expeditions
- Assist in recruitment of additional Adult Civilian Volunteer Instructor/Officers as required to aid in delivery of an expanding programme.

### **Pupils**

- Support the Contingent Commander with cadet recruitment and retention and present the CCF to students, outlining the opportunities and benefits
- Contribute to the planning and delivery of the Navy Section training programmes, ensuring regular review and recommendations for improvement are considered and implemented
- Communicate with parents in relation to CCF as required
- Ensure structures and systems are in place to enable effective monitoring of cadets' progress
- Promote and grow a sense of leadership and independence amongst older pupils, delegating responsibility as appropriate.

## PERSONAL RESPONSIBILITIES

### Administration

- Ensure, through effective personal administrative organisation and delegation where necessary, that all Navy standing orders are current and adhered to and that changes in policy are communicated to staff
- Support the Contingent Commander with the planning of the contingent's Inspections and Reviews
- Regular liaison with the Navy cadet training team supporting the contingent and with affiliated and sponsoring regular or reserve units
- Ensure that all the appropriate school and MOD paperwork is accurate, produced in a timely manner and is up to date, including Westminster and Evolve
- Carry out the writing of planning documentation and risk assessments for all activities and making sure that these are adhered to by all staff involved
- Ensure compliance with school and MOD Health and Safety and Safeguarding policies and guidelines in all CCF Navy Section activities
- Ensuring that the MOD's inspection and monthly assurance requirements are met
- Promote and protect children's welfare in all aspects of their contribution to the school.



## PERFORMANCE STANDARDS

To ensure that all services within the areas of responsibility are provided in accordance with the School's commitment to high quality service provision.

This job description will usually be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.



## FURTHER INFORMATION

All of our staff benefit from a competitive remuneration package, including:

- 25 days' holiday pay per annum (*for full-year posts*), pro rata for part-time
- Membership of a generous money purchase pension scheme for all support staff which includes 3 x salary life assurance cover
- Free access to an Employee discount Club
- Access to our onsite gym
- Season ticket loan
- Lunch is available onsite during term time

## CONDITIONS OF SERVICE

This appointment is a part-time, non-teaching, position. The post holder is expected to be flexible and adaptable to meet the demands of the CCF and the school engaging in all duties with full commitment.

It would be ideal if the post holder possessed Regular or Reserve Military Experience, (preferably as an Officer), or has experience of the CCF. The post holder will be expected to be on duty each parade day (Tuesday) from 12:30 to 18:30 during term time (36 weeks) and additional time as required to fulfil planning and preparation of activities. In addition to this there will be weekend and holiday commitments where a willingness to work flexible hours will be required.

The post will be compensated through the payment of a salary of £5,200 plus military volunteer allowance for additional training days outside of school hours. The role is to start September 2025.

All CCF uniformed CFAV staff are eligible to apply for Cadet volunteer allowance for additional duty days (maximum of 28 days in a year). These days are only paid for cadet training activities that take place outside normal parade evenings.

We welcome applications from all parts of our community as we aspire to attract staff that matches the social and cultural diversity of our student intake.

To apply, please visit [www.whitgift.co.uk/vacancies](http://www.whitgift.co.uk/vacancies). For any queries, please contact CCF Contingent Commander Glenn Hogben [G.Hogben@whitgift.co.uk](mailto:G.Hogben@whitgift.co.uk) or for general telephone 020 8688 9222 or e-mail the Human Resources Department at [SchoolHR@whitgift.co.uk](mailto:SchoolHR@whitgift.co.uk).

Applications will be reviewed daily, and interviews may take place at any time. We therefore invite interested candidates to apply as soon as possible.

As a result of the Asylum and Immigration Act 1996, employers now have to verify that new recruits who are not British Nationals are eligible to work in this country. Therefore, any applicant who is offered an interview will be asked to provide official documentation to verify their ID, address and right to work in the UK. It is also normal practice for the School to ask for original qualifications and professional membership documents as detailed on their application.

***Whitgift School (part of the Whitgift Foundation) is committed to safeguarding and promoting the welfare of young people and vulnerable adults and expects all staff and volunteers to share this commitment. Where applicable, applicants must be willing to undergo child protection screening including checks with past employers and the Disclosure and Barring Service and online media checks (including personal, professional and other online activities). It is an offence to apply for a role at the school if you know that you are barred from regulated activity with children.***

September 2025