



TONBRIDGE
SCHOOL

CCF ADJUTANT

Full time, term time or all year round



THE DEPARTMENT AND POST

One of the founding cadet forces in the country, Tonbridge has a proud tradition of offering the boys the opportunity to develop their leadership and teamwork skills through the CCF.

With Army, Navy and RAF sections, there is a wide range of opportunities available to the boys, from military skills like drill and weapon handling, to sailing, SCUBA diving and the chance to fly light aircraft.

The centrepiece of each year is the Annual General Inspection, where the three sections provide displays of kit and equipment, and demonstrate the skills which they have developed throughout the year, attended by a Reviewing Officer and several hundred guests including servicemen and children from local primary schools. Other highlights include two field days and up to four contingent-led camps each year, as well as participation in cadet competitions covering both military skills and marksmanship.

The CCF Adjutant assists the Contingent Commander (CC) with the operational running of the CCF. Supported by the School Staff Instructor (SSI), the CCF Adjutant is responsible for managing and coordinating the CCF training programme, including preparing the CCF Contingent for annual inspections and organising activities such as field days and the annual camp. The CCF Adjutant will supervise other personnel, including Cadet Force Adult Volunteers (CFAVs), and ensure that records and compliance are kept up to date.



JOB DESCRIPTION

Job Title	CCF Adjutant
Reporting to	Contingent Commander and Deputy Head Co-Curricular
Responsible for	School Staff Instructor (SSI)
Main Purpose	To assist the Contingent Commander (CC) with operational running of the CCF, supervising other personnel and maintaining records.

MAIN DUTIES

Staff

- Be responsible for managing and coordinating the CCF training programme, overseeing the three service sections.
- Line manage the School Staff Instructor (SSI).
- Ensure compulsory testing criteria, staff licences and all records are up to date using the Westminster database.
- Alongside the CCF Shooting Officer, to be responsible for maintaining the armoury and MOD-issued weapons systems to an acceptable standard, and to ensure compliance with all inspections.
- Undertake duties as the unit security officer, overseeing and administering security of weapons and ammunition on the school campus and also by road.
- Be responsible for Contingent security including access to weapons and ammunition by only qualified personnel.
- Be on call to respond to alarm call outs for the security of the CCF Armoury and magazine (in accordance with JSP 440) and, as appropriate, to ensure cover arrangements are in place for School related trips, annual leave, etc.
- Support the running of Novi Team Building in consultation with the Lower Master.
- Plan, organise and run two annual field days (normally in October and June) and a minimum of 3 annual camps, including a week-long camp in the Summer holiday period.
- Plan further CCF Camps including Leadership, Adventure Training and Exercises to progress with the CCF syllabus, including the annual CCF Military Skill Competition.
- Ensure that attendance registers are taken and names of absentee cadets are reported promptly to Housemasters.
- Prepare the CCF Contingent for annual inspections and coordinate Inspection Day.
- Be responsible for CCF infrastructure (range, armoury, magazine, alarm, offices) and associated inspections, audits, equipment care, MEIs, etc.
- Provide suitable CCF representation on Remembrance Sunday at School and elsewhere as required, including preparing cadets to take part in these events.
- Support the Contingent Commander to host CCF visits to the School.
- Organise the annual CCF and Leavers' Dinners.
- Comply with and promote Safeguarding and Child Protection within the CCF and the School in general.
- Promote the CCF across the School and deliver effective presentations to staff and students.
- Show a willingness to contribute to the wider life of the School, for example, through coaching one or more sports, by acting as a boarding house tutor, helping to deliver some aspect of the curriculum (such as Pastoral Education), or completing such other duties as may be required.
- Assist the School's shooting club and attend weekend shooting and camps.
- Deliver an Adventure training package to School and CCF Cadets.
- Be responsible for the recruitment of Army, RAF and RN cadets, ensuring that the MOD-stipulated establishment numbers in all three Sections are maintained.
- Attend 11th SFA Brigade, RAF, and RN annual conferences.
- Liaise with Cadet Training Team staff, monitoring all external training assistance and advising single service teams what assistance is required.

- Undertake necessary visits, such as range/exercise/camp recces/briefings, representing Tonbridge School CCF.
- Retain responsibility for the external presentation of the Contingent, sending Tonbridge School CCF activity submissions via SERFCA to the SERCA Cadet Link magazine and to the national CCF website.
- Attend formal training and advanced training courses which aim to promote a greater variety of purposeful and interesting cadet training.
- Ensure that those CFAVs responsible for planning, organising, and supervising all forms of training are qualified for their roles and that all Officers are correctly trained for the activity.
- Oversee applications for training courses; encouraging Officers to develop additional qualifications and ensuring that the Contingent has the right mix of qualifications.
- Ensure that CCF staff undertake appropriate and regulatory training in respect of:
 - Safeguarding
 - Responsible for Information and test training
 - an annual "Red Book" test
 - Weapons Handling Tests every 6 months (Army Officers).
- Ensure the CCF Governance is kept updated.
- Oversee SSI maintenance of training records and achievements, and attendance on all CFAVs and cadets; to offer cadets and adults certificates or records of service and achievements, entering data into MOD IT systems (WESTMINSTER/BADER).
- Be responsible for CCF Funds (public funds submission).
- Hold Weekly Planning and other staff meetings, as appropriate.
- Ensure that CFAVs are trained for their roles, both regarding the subject matter expertise required by the activity, and regarding the appropriate level of risk assessment, emergency response, first aid and safeguarding.
- As Senior Activity Owner, to plan, prepare and clearly communicate CCF activity and training to those taking part, with special attention to the safety aspects and risk assessment; and to brief all CFAVs on activities, their roles and responsibilities, before the activity begins.
- Ensure that all CCF activities are risk assessed, including any changes to planned activity made in the field or at short notice. To conduct a risk assessment identifying the changes and to ensure that all staff and cadets are briefed of any new risk and control measures required.

Logistics

- Oversee ordering and control of all military clothing and equipment within the stores for all three sections.
- Manage the CCF accounts according to the annual budget.
- Maintain accurate CCF records on the Westminster database.
- Maintain military order and presentation of the CCF areas and buildings.
- Collaborate with the Shooting Officer and oversee the Shooting Range.
- Drive School vehicles including minibuses and MOD vehicles when required.

Health and Safety

- Ensure Risk Assessments for the CCF and School activities are reviewed and updated regularly.
- Ensure compliance with regulations for the CCF activities and the school.
- Maintain updates as required in respect of the Range Action and Safety Plan (RASP) and the Exercise Action and Safety Plan (EASP).

General

- Undertake any reasonable request or other related duties as required by the Head of Department or Line Manager.

CONFIDENTIALITY

The successful candidate must maintain the confidentiality of information regarding the School, its staff and its business. Information must not be communicated to other persons in or outside the School except in the recognised course of their duties.

CHILD PROTECTION

The post-holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom he or she is responsible, or with whom he or she comes into contact will be to adhere to and always ensure compliance with the School's Safeguarding and Child Protection Policy. 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 or she must report their concerns to the Designated Safeguarding Lead or to the Headmaster.

PERSON SPECIFICATION

Skills and Abilities

- Fully computer literate with Microsoft Office (Outlook, Word, Excel).
- Confident use of online databases to manage CCF activities (Westminster).
- Sound knowledge of military accounting procedures and awareness of the management of H7S within the military context.
- Awareness of military instructional technique.
- Excellent verbal and written communication skills with an ability to deal with a wide range of people including School staff, boys and external suppliers in a professional and friendly manner.
- Well-organised, flexible and professional approach.
- Ability to prioritise workload, meet deadlines and show calmness under pressure.
- Awareness of issues involved in working within an educational environment.
- Ability to work on own initiative and also as part of a team.
- Excellent administrative skills, detail and accuracy oriented.

Qualifications

- CCF Basic Course or willingness to attend this training course.
- Principles of Health & Safety/Risk Assessment.
- First Aid at Work/Outdoor First Aid or willingness to attend appropriate courses.
- Skill at Arms Instructor.
- Short Range and Long Range qualification courses
- M Qualification Course.
- Senior Planning Officer Course.
- Drill Instructor.

Experience and Knowledge

- Previous experience of working in a similar role.
- Career in the Forces.
- Knowledge of HAZMAT.
- Knowledge of Prevent.

HOURS OF WORK

Options to work either all year round or term time only will be considered.

This is a full-time post for 37.5 hours per week (typically Monday to Friday, 9:00am to 5:30pm with a one-hour unpaid lunch break).

Term time is nominally 34 weeks plus 4 weeks in the holidays for camps and administration. All year round is 52 weeks with annual leave, and the role would include contributing to the School's DoFE programme.

Please state your preference for working either term time or all year round on the application form.

There may be occasions when additional hours or flexibility with working hours is required to meet the demands of this post and the School (e.g. Annual Camp, Field Day trips, exercises etc.).

REMUNERATION AND BENEFITS

An annual salary of up to £47,500 (pro-rata for term time working) dependent on skills and experience, plus benefits package including:

- Pension scheme
- Generous annual leave plus statutory bank holidays
- CPD opportunities
- Opportunities for development and progression
- Lunch provided free of cost during term time
- Staff fee remission
- Staff car parking
- Subsidised Sports Centre membership (staff rates)
- Subsidised EMF Theatre tickets (selected performances)
- Membership of the School Library

Tonbridge School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to any post, including checks with past employers and the Disclosure and Barring Service.

APPLICATION PROCESS

SUBMITTING AN APPLICATION

Full details and an application pack may be found at: www.tonbridge-school.co.uk/jobs

Apply via our online application form or, send your completed application form to:

hrdept@tonbridge-school.org

01732 365555

Closing Date: Wednesday 16 September 2026 at 10am

We reserve the right to interview and appoint prior to the closing date for applications, so early applications are encouraged.



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TONBRIDGE-SCHOOL.CO.UK

Tonbridge School is a registered charity No. 1097977

The information contained in the brochure is accurate at the time of going to press