



TONBRIDGE
SCHOOL

CCF SCHOOL STAFF INSTRUCTOR

Part time, term time



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 School Staff Instructor will report to the CCF Adjutant and Contingent Commander, helping with the day-to-day management and administration of the CCF and delivering the CCF training programme.

This is a part time, term time post of 34 term time weeks, plus an additional 4 weeks during the holidays. There will also be an additional 20 days per annum allocated in respect of CCF-related activities, which will be worked across the year and may fall out of term time.



JOB DESCRIPTION

Job Title	CCF School Staff Instructor
Primary Line	CCF Adjutant
Secondary Line of Report	CCF Contingent Commander
Main Purpose	To manage and administer the CCF and assist with the delivery of the CCF training programme

MAIN DUTIES

- Support the Contingent Commander and CCF Adjutant with the smooth running of the CCF.
- Assist with coordinating the CCF training programme over the three service sections. This includes accounting of unit assets, booking in and out of kit and equipment, the collection and distribution of water, rations and stores when on exercises.
- Attend and coordinate Field days, exercises, trips and the Novi camps.
- Undertake the duties of an Assistant Unit Security Officer which will include the administering of unit assets and personal security across the CCF.
- Undertake on-call duties for the security of the CCF Armoury and magazine in the absence of the CCF Adjutant.
- To be responsible for the administration of all military clothing and equipment within the stores for all three sections. This will include the purchases and demands through single service supply chains, maintaining cadets and staff records on Westminster issuing kit when required, preparing equipment for training, and maintaining serviceable stock through inspections.
- Assist with the preparation and conduct of all Contingent Commander and MOD inspections.
- Liaise with single service cadet training personal on a regular basis, e.g. Brigade, cadet training teams, RAF, and Royal Navy.
- Operate the Westminster database effectively to ensure that it is always kept fully up to date and that the volunteer allowances are claimed promptly.
- Take an active role in the continued safety of the CCF activities.
- Drive School vehicles including minibuses and MOD vehicles when required.
- Assist in other duties associated with the CCF when deemed by the Contingent Commander.
- Comply with and promote child welfare and child protection within the CCF and the School in general.
- Proactively promote the CCF across the school, be willing to deliver effective presentations to staff and students.
- To ensure the governance of Volunteer Allowance (VA), as appropriate.
- Act as a designated Health & Safety Officer for the CCF and ensure full compliance from a MOD aspect.
- Attend Army Cadet Training Team, RAF, and RN annual conferences.
- Liaise with the 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 alongside the CCF Adjutant.
- Attend weekly planning and other staff meetings, as requested.
- Undertake any other duties as requested by the Line Manager.
- To undertake any other duties as may be reasonably required your 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 Protections 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 and confident with various computer systems (Microsoft Office, OneDrive, Microsoft Teams, etc.).
- Excellent verbal and written communication skills with an ability to deal with a wide range of people including school staff and external organisations in a professional and friendly manner.
- Commitment to excellence, and strong attention to detail and accuracy.
- Proven organisational skills and a proactive, 'can do' attitude with a positive outlook.
- Team player with willingness to support others in their roles.
- Efficient, well organised, with a flexible and professional approach, and a good sense of humour.
- Ability to prioritise workload and work on own initiative.
- Awareness of issues involved in working within an educational environment.
- Honest and trustworthy with the ability to exercise discretion, understanding and confidentiality in the execution of duties.

Knowledge & Experience

- Previous and recent experience of dealing with young people within a team environment and understanding of the differing needs of cadets and volunteer staff from the regular and reserve forces.
- Experience of working in a similar role would be advantageous but is not essential.
- Experience of working in an educational setting would be an advantage but is not essential.

Qualifications

It is not expected that the successful candidate will possess all these qualifications prior to taking up the post of SSI but instead will have a willingness to undertake such courses once in post.

Essential

- CCF Basic course
- Skill at Arms Instructor
- M Qualification Course
- Short Range qualification course
- Long range qualification course
- Clean and valid driving licence

Desirable

- Exercise Conducting Officer course (ECO)
- Signals Instructor
- Dismounted Close Combat Trainer Operator course
- Storekeepers course

- Ammunition Storekeepers course
- Security Officers course
- Clay Pigeon Safety Officers course
- Senior Planning Officer Course
- Adventurous training courses including Mountain Leader, Rock Climbing and Paddle Sport

HOURS OF WORK

This is a part-time post of 34 term time weeks plus an additional 4 weeks, a total of 38 weeks per annum.

The total working hours are 16 per week on two nominated days, one of which is a Wednesday, from 9:00am to 6:00pm each day, with a one-hour unpaid lunch break.

An additional 20 days per annum will be allocated in respect of CCF-related activities, including mandatory training and professional development. These days will be worked across the year as required and may fall outside of term time.

In addition to the above, the post holder may be eligible to claim School Staff Instructor (SSI) remuneration for authorised cadet activities, in accordance with current Ministry of Defence regulations. This is typically claimable for up to 51 days per annum, subject to eligibility, approval, and availability of funding. The daily rate is set by the MOD and is reviewed periodically.

REMUNERATION AND BENEFITS

Annual salary in the region of £14,500 per annum, inclusive of proportionate holiday pay.

Payments for the additional 20 allocated days per annum are to be claimed via the MOD for authorised cadet activities and training.

- Pension scheme
- CPD opportunities
- Lunch provided free of cost
- Staff fee remission
- Staff car parking
- Subsidised Sports Centre membership (staff rates)
- Subsidised EMF Theatre tickets (selected performances)
- Use 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 <https://www.tonbridge-school.co.uk/careers/>

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

hrdept@tonbridge-school.org 01732 365555

Closing Date: Friday 11 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

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