

## **Combined Cadet Force CCF Officer Commanding Royal Air Force Section Permanent Contract, Part-Time**

Whitgift is a leading independent day and boarding school for boys, with approximately 1500 pupils including over one hundred boarding pupils and flexi boarding pupils. It is set in an attractive 48-acre parkland site in South Croydon enjoying excellent links to London, Surrey and the south coast.

Whitgift School Combined Cadet Force (CCF) established in 1874 is one of the oldest school cadet units in the country and offers Army, Navy, RAF, and Corps of Drums sections and remains one of the largest with over 200 cadets across all three service sections.

### **OUTLINE OF POST:**

We are seeking an experienced and enthusiastic Officer Commanding the RAF Section (OC RAF) to lead Whitgift School's Royal Air Force Section. This is an exciting opportunity to shape the delivery of a long-established and successful cadet programme, inspire pupils and staff, and contribute to the continued development of the CCF.

The CCF at Whitgift has a long and distinguished history and currently has a volunteer cadet body of over two hundred cadets 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 role reports to the Contingent Commander and is responsible for the day-to-day leadership, organisation and development of the RAF Section. The successful candidate will have experience in Cadet forces, or Regular or Reserve military service, ideally at Officer level.

### **What you will do:**

- Lead the RAF Section and take responsibility for its day to day running
- Plan and deliver an engaging weekly training programme for the cadets
- Organise and complete the necessary paperwork and risk assessments to facilitate trips
- Ensure that CCF RAF training days are coordinated with other co-curricular activities and entered into the school calendar
- Support cadet recruitment, retention and progression across the RAF Section
- Maintain accurate records and ensure all required school and Ministry of Defence systems are kept up to date



- Promote the CCF within the School and help raise its profile through events and publicity.
- Ensure the CCF is a disciplined organisation within the School, which enables students to exercise responsibility and leadership
- Work closely with colleagues to ensure a safe, well-organised and rewarding experience for all cadets

## PERSON SPECIFICATION

### Essential:

- Experience of Cadet forces, Regular or Reserve military service, preferably in an Officer role
- Strong leadership skills and the ability to motivate young people and adults alike
- Excellent organisational and administrative ability
- A practical, flexible approach and willingness to support evening, weekend and holiday commitments where required
- An understanding of safeguarding, health and safety, and the importance of good record.



### Desirable:

- First aid qualification
- Minibus qualification
- Adventure Training qualifications
- Range qualification
- Relevant Air cadet instruction qualifications
- Qualified SPO

## MAIN DUTIES AND RESPONSIBILITIES:

### General

- Work closely with the Contingent Commander to plan and manage the annual calendar of events, which will include RAF station visits, camps, etc
- Oversee all aspects of RAF 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 (Bader C 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
- 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 RAF 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 RAF 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 RAF 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 RAF 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 our staff benefit from a competitive remuneration package, including:

- A Pension Scheme (with Life Assurance cover)
- Free access to an Employee discount Club
- Discounted school fees for the Foundation Schools (permanent posts only)
- Access to our onsite gym (available at select hours) and our swimming pool (when available, access is extended to staff)
- Membership with BUPA
- Onsite parking, when available
- Lunch is available during term time

## CONDITIONS OF SERVICE

This appointment is a part-time, non-teaching, position from **September 2026**.

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 for camps 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. 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.

## APPLICATION INFORMATION

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 Lt Col. 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).

We invite interested candidates to apply as soon as possible as applications will be reviewed on a daily basis, and interviews may take place at any time. This vacancy may close earlier than the stated deadline if sufficient applications are received, so early submission is encouraged.

In line with Home Office requirements under the Immigration, Asylum and Nationality Act 2006, all successful applicants will be required to demonstrate their right to work in the UK by presenting original documents evidencing their identity and eligibility to work in person. Right to work checks may also be completed using the Home Office online right to work checking service (share code).

The School also requires sight of original qualification and professional membership documents as detailed in the application.

***Whitgift School (part of the John 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. It is an offence to apply for a role at the school if you know that you are barred from regulated activity with children.***

***All roles within the school involve contact with children and are therefore classed as regulated activity. Child protection and safeguarding are the responsibility of everyone who works or volunteers in our school. All staff must be committed to providing a safe environment for children and supporting the school's safeguarding ethos.***

***The post is exempt from the Rehabilitation of Offenders Act 1974. Applicants are required to declare all convictions and cautions, even those that are "spent" unless they are "protected" under the DBS filtering rules, to assess suitability to work with children. Shortlisted candidates will be asked to disclose information relevant to safeguarding prior to interview.***

June 2026