



*Where young
people are*
**known,
valued &
treasured**

CCF Contingent Commander Application Pack



Co-educational Independent Catholic Day School for ages 4-18 in St Albans



Welcome to St Columba's College

St Columba's College is located 25 miles from Central London in the cathedral city of St Albans in Hertfordshire. The College is a thriving 4-18 independent co-educational day school, comprising a Prep School of approximately 200 pupils and a Senior School of 600 students, of whom 160 are in the Sixth Form.

St Columba's is an academic and aspirational school devoted to academic excellence and the holistic development of each individual child. It was established in 1955 by the Brothers of the Sacred Heart and is a Roman Catholic foundation based on the educational philosophy developed by its founder, Father André Coindre: to ensure a provision of education rooted in religious values, structured through friendly discipline, nurtured by personal attention, and committed to academic excellence. We are an integral part of a dynamic group of 12 schools located primarily across the United States.

Combined Cadet Force (CCF)

St. Columba's CCF was set up over twenty years ago and contains both Army and RAF sections. We recruit from Form 2 (Year 8) and Form 3 (Year 9), but we consider students from across all year groups on applications. A new development this year will see Cadets offered the opportunity to gain a Level 1 and Level 2 BTEC in Teamwork and Personal Development (Form 3 and 4) and ILM Level 3 in Leadership and Management for Lower 6th students. This will provide a wider breadth of experience, valuable life skills, UCAS points and further achievements.

The contingent has previously been honoured with two Lord Lieutenants' Cadet's plus a cadet at the Kings ceremony. We consistently participate in competitions, such as Combat Cadet. The CCF is supported by CFAVs from both within the College and externally, and is always looking to recruit more. Numerous activities are planned during the year including Army Fieldcraft in March, RAF Flying and Gliding and Summer Camps.

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Exemplary pastoral care + great teaching +
emphasis on extracurricular = happy children
reaching their potential.

The Good Schools Guide



Job Title: Contingent Commander
Responsible for: School Staff Instructor
Reports To: Headmaster

Overall Purpose

The Contingent Commander (CC) is the senior Cadet Force Adult Volunteer (CAV) responsible for the safe, effective, and strategic leadership of the Combined Cadet Force (CCF) within the College and to ensure the contingent is kept fully compliant with the most current version of AC72133 - CCF Regulations.

Acting on behalf of the Head Teacher (Head of Establishment), the Contingent Commander holds overall responsibility for all Sections, ensuring their organisation, training, welfare, safeguarding, and development. The role is central to the delivery of the College's commitment to holistic education and student formation, fostering leadership, resilience, service and character.

Key Contacts:

The Contingent Commander is supported by Section Commanders, CAVs, and the College School Staff Instructor (SSI), and works closely with senior College leaders to ensure the CCF contributes fully to the ethos and wider life of the College community.

Main duties and responsibilities

Organisation & Structures

- Ensure the Contingent is managed in accordance with The Combined Cadet Force Regulation and all relevant MoD and Cadet Force HQ policies.
- Provide clear strategic direction aligned with the College's mission, values, and student development priorities.
- Ensure all safeguarding issues, concerns, or allegations are managed in line with College safeguarding policy and reported appropriately to the Cadet Force Safeguarding Team where required.
- Maintain accurate and up-to-date records on Cadet MIS, ensuring compliance and accountability.
- Ensure governance, assurance, and review processes (including inspections and biennial reviews) are effectively implemented and acted upon.
- Lead the planning and oversight of the annual CCF programme, including training, camps, field days, and key calendar events.



People, Culture & Pastoral Leadership

- Act as a visible role model, demonstrating the values, standards, and ethos of both the CCF and the College.
- Foster a culture that prioritises pastoral care, inclusion, wellbeing, and mutual respect, ensuring all cadets feel supported and valued.
- Promote and develop student leadership, confidence, resilience, and teamwork through purposeful CCF participation.
- Oversee the recruitment and retention of both CFAVs and cadets, ensuring accessibility and broad participation.
- Ensure all CFAVs and cadets are managed in line with policy, including induction, training, behaviour management, and (where necessary) removal.
- Support cadets' future pathways, including those with aspirations for military or service careers.
- Recognise and celebrate achievement through awards, reporting, and public recognition within the College community.
- Ensure cadets receive regular feedback, including termly reporting, contributing to their overall student formation.

Safeguarding & Duty of Care

- Hold overarching responsibility for the safeguarding, welfare, and duty of care of all cadets.
- Ensure safeguarding is embedded in all aspects of planning, leadership, and delivery, not treated as a standalone requirement.
- Ensure all CFAVs are appropriately vetted (including enhanced DBS and security checks) and trained in safeguarding.
- Promote a culture of vigilance, transparency, and accountability, where concerns are identified and acted upon promptly.
- Ensure all activities are risk-assessed and delivered with student safety and wellbeing as the primary consideration.

Safeguarding Children

The appointee's responsibility for promoting and safeguarding the welfare of children and young persons for whom they come into contact will always adhere to and ensure compliance with the College's Child Protection Policy including attendance at relevant safeguarding update training including off job and on-line courses. If in the course of carrying out the duties of the post the appointee becomes aware of any actual or potential risk to the safety or welfare of children in the College, they must report any concerns to the Designated Safeguarding Lead and record on CPOMS.



Staff Leadership & Development

- Lead, manage, and develop the CFAV team, including Section Commanders and the SSI.
- Oversee the work of the School Staff Instructor, ensuring clarity of responsibilities and high standards of delivery.
- Support recruitment, induction, training, and ongoing professional development of CFAVs.
- Allocate training opportunities and ensure compliance with all required MoD and College training standards.
- Address underperformance or conduct issues appropriately and in line with policy.

Activities, Courses & Training

- Oversee the planning, development, and delivery of high-quality cadet training programmes across all Sections.
- Ensure all activities comply with the relevant Safety Management System and safeguarding expectations.
- Attend key events, including 2 weekend field camps (March and October) and the week-long summer camp, demonstrating active leadership.
- Ensure activities are clearly communicated and that cadets and staff are encouraged to participate.
- Maintain accurate records of all activities on Cadet MIS, including permissions and documentation.
- Liaise with Cadet Training Teams and external partners to enhance the cadet experience.

Logistics, Finance & Compliance

- Oversee, with the SSI, the secure management and maintenance of MOD equipment, including weapons and ammunition.
- Ensure all safety, legal, and compliance requirements are met across facilities and training environments.
- Manage the Contingent Grant and College budget, ensuring appropriate use, audit compliance, and financial accountability.
- Provide clear financial reporting, including year-end summaries to senior leadership.
- Ensure all required reports (including the Annual Assurance Report) are completed accurately and on time.

Security, Communications & Engagement

- Ensure the secure storage and management of all equipment in line with regulation.
- Communicate effectively with parents, ensuring clarity around expectations, opportunities, and safeguarding.
- Promote the CCF internally and externally, celebrating success and strengthening engagement with the wider community.
- Work with the College and Cadet Force HQ to highlight achievements and positive outcomes.
- Liaise with affiliated Service units and organisations to enhance opportunities for cadets.



Key Relationships & Accountability

The Contingent Commander works closely with:

The Head Teacher

- Safeguarding matters and serious concerns
- Staffing (including SSI appointments)
- Behaviour, discipline, and student welfare
- Maintaining a safe training environment

Cadet Force Headquarters

- CFAV management and appointments
- Delivery of training and syllabus
- Compliance with safety and operational standards

Joint Military Headquarters (JMC HQ)

- Biennial Review processes
- Cadet experience reporting
- Logistics and MOD resource management
- Financial compliance and grant auditing

General Responsibilities

- Contribute actively to the life and ethos of the College, supporting its mission and values.
- Promote the CCF as a key vehicle for student formation and enrichment.
- Maintain high professional standards in all areas of responsibility.
- Undertake additional duties as reasonably requested by the Head Teacher.

Safeguarding Children

The postholder is responsible for promoting and safeguarding the welfare of children and young people and must:

- Adhere to the College's Child Protection and Safeguarding Policy at all times including attendance at relevant safeguarding update training including off job and on-line courses.
- Maintain a proactive and vigilant approach to safeguarding
- Report any concerns immediately to the Designated Safeguarding Lead (DSL)
- Ensure safeguarding considerations underpin all decision-making, planning, and delivery within the CCF

Person Specification

The College seeks a Contingent Commander who is committed to the development of young people through service, leadership and character formation. The successful candidate will combine strong organisational skills with excellent pastoral instincts, a commitment to safeguarding, and the ability to inspire students and adult volunteers alike.

Knowledge

Essential

- GCSE Maths and English Grade 4 (or equivalent)
- Knowledge of the ethos, aims and values of the CCF
- Understanding of safeguarding responsibilities when working with young people
- Understanding of risk management and safe activity delivery
- Knowledge of equality, diversity and inclusion in youth settings
- Full UK driving licence
- First Aid qualification or willingness to obtain

Desirable

- Knowledge of Cadet MIS / Westminster
- Relevant military, cadet force, shooting, adventurous training or logistics qualifications

Experience / Abilities

Essential

- Working with children and young people
- Experience of leadership or management responsibility
- Planning and delivering programmes, events or training
- Managing budgets, resources or financial processes
- Ability to build positive relations with students, parents and external partners
- Experience of supporting personal development, wellbeing or leadership development of young people

Desirable

- Previous military, cadet force or uniformed youth organisation experience
- Experience of audit, assurance or governance processes
- Ability to support DofE or wider enrichment programmes

Personal Qualities

Essential

- Ability to inspire, motivate and act as a positive role model
- Commitment to pastoral care, wellbeing and student formation
- Excellent written and verbal communication skills
- Ability to remain calm and exercise sound judgement under pressure
- Integrity, discretion and confidentiality
- Excellent planning, organisation and time management
- Ability to influence and gain cooperation from others
- Commitment to inclusive participation and opportunity for all students
- Commitment to the ethos and values of St Columba's College
- Commitment to safeguarding and promoting the welfare of young people
- Excellent reliability, professionalism and personal conduct
- Willingness to undertake further training and share expertise with colleagues
- Ability to meet the physical requirements of the role

The Role

- Part-time, term time only plus 2 INSET days (September and April) and Open Day. Attendance is also required at the annual Columban Fayre (November).
- Hours: 7 per week, Friday from 12 noon to 7.30 pm, inclusive of a 30-minute unpaid break.
- The actual pro rata salary will be £7,077.57 gross per annum which is based on a full-time equivalent salary of £47,549.58.
- Fee discount of 33.3% for the children of permanent staff members educated at the College in line with the Staff Fee Remission policy in place at the commencement of employment. This will be paid pro rata for term time and part-time working.
- Free lunch, tea/coffee/biscuits/fruit.
- Eye Care Vouchers.
- Cycle to Work, Tech schemes and access to a broad range of discounts on major brands and shops through BHN Discounts.
- Free annual flu vaccination.
- Confidential 24-hour free counselling helpline.
- Contributory pension scheme (6% employer contribution).
- Use of the College Fitness Suite outside of school hours.
- Free on-site car and cycling parking.

This role description for the Combined Cadet Force Contingent Commander must be read in conjunction with The Combined Cadet Force Regulation.

Work with us

St Columba's is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. Applicants will be required to undergo child protection screening appropriate to the post, including reference checks with past employers and the Disclosure and Barring Service.

If you wish to discuss this vacancy further, please contact Jackie Metcalfe, Head of HR, at metcalfe.j@stcolumbascollege.org or on 01727 892095. To apply for this position, visit our website stcolumbascollege.org

Application Process

Closing date: 10 am on Monday, 14th September 2026.

Interviews will be held shortly afterwards. Early applications are encouraged as we reserve the right to call suitable candidates to interview and to appoint prior to the closing date.



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St Columba's College is a Catholic Foundation of the Brothers of the Sacred Heart (US Province)