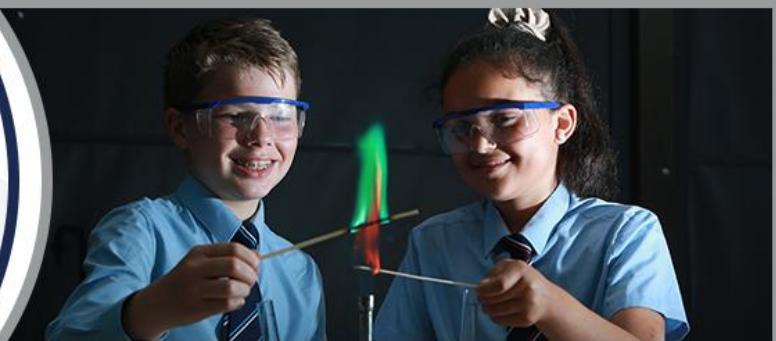




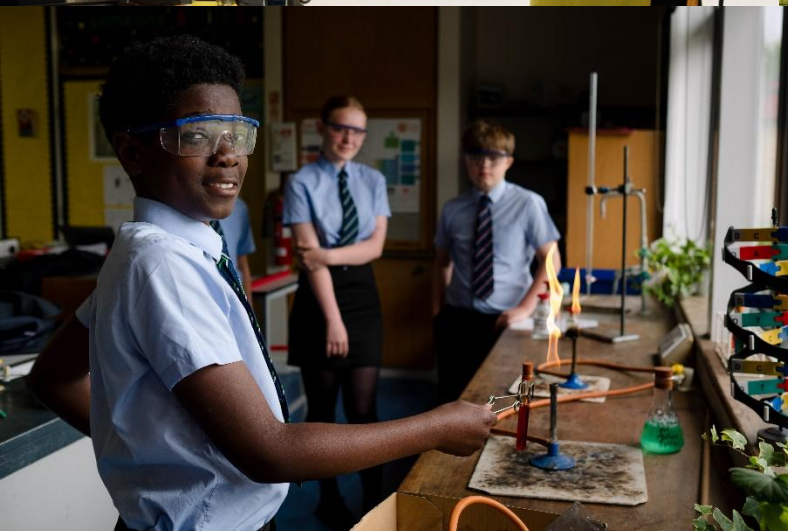
The Ferrers  
School



# The Ferrers School

## School Staff Instructor (CCF) & DofE

### Recruitment Pack



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Valuing People



High Quality  
Learning  
Environment



Pursuit of  
Excellence



Extending the  
Boundaries of  
Learning



Achievement  
for all

## About The Ferrers School

Welcome to The Ferrers School, where excellence and success are both desirable and achievable. I was appointed as the Principal in September 2025 after working within the trust for a number of years.

In July 2021, we were exceptionally proud to be rated as a 'Good' Ofsted provider across all areas. The hard work and dedication of our staff enabled this progression, and Ofsted highlighted that our "Leaders are ambitious for all pupils."

The Ferrers, in Higham Ferrers, Northamptonshire, is a school in which diversity is celebrated through an inclusive culture in which every student thrives from feeling safe, respected, and valued for the positive contributions they make. It is a school that shares a common and unshakeable purpose: to achieve excellence in all that we do.

Our mission is very simple and very important—to help all our students to be the very best they can be. We express this through our motto, "Aspire, Achieve, Acclaim."

Our vision is to send our students out into the world as confident, motivated, aspirational, and high-achieving young people who will make a positive contribution to the local and wider community as responsible and ambitious citizens. Our students are our biggest asset, and we are very proud of their many achievements and successes.

We are delighted to be part of Meridian Trust, and our school is underpinned and supported by its ethos and values.

The core of this philosophy is:

- Achievement for All
- Valuing People
- A High-Quality Learning Environment
- The Pursuit of Excellence
- Extending the Boundaries of Learning

We want our students to feel safe, happy, and enjoy school, and this aim is reflected in everything we do.

Our ambition is that our students leave school having fulfilled their academic potential and, just as importantly, that they have developed into thoughtful, responsible citizens who are ready to make a positive difference to the world around them.

Claire Raku  
Principal



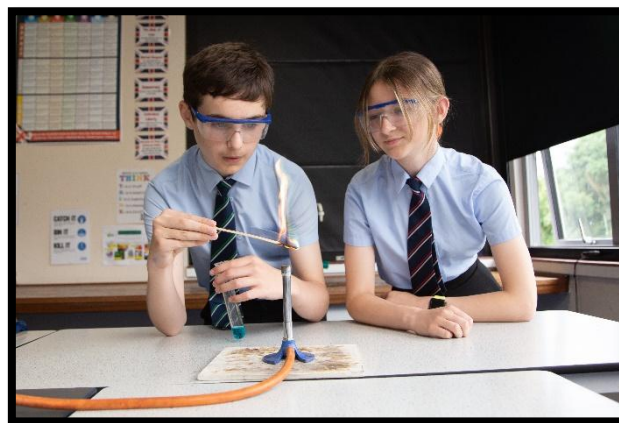


## A Brief History

Meridian Trust, formerly known as Cambridge Meridian Academies Trust (CMAT), is a values-led Trust and has risen to be one of the highest performing academy groups in the country. Our Trust was first formed as an educational trust to create a federation of schools in 2006 with a desire to provide high quality and dynamic education for everyone, right in the heart of our community. Through various government policies, our commitment to collaboration has remained consistent.

Meridian Trust was formed in 2011 to deliver more widely on that clear vision to provide high quality and dynamic education for all at the heart of the communities we serve. Our steady growth since then reflects our commitment to the communities we serve and our track record of success. The period since 2018 has seen an increase in speed of growth as many long term projects matured and our relationship with Sharnbrook Academy Federation emerged.

We are currently a family of 35 academies (including 19 primary, 3 special and 13 secondary schools). The secondary schools include a University Technology College, an Upper School, four 11-16 schools and six 11-18 schools. We also have 2 new secondary free schools in development. All within 20 miles of Cambridge and Peterborough and the main communication routes between. We merged with Cambridge Primary Education



Trust to become the Meridian Trust in April 2022. In addition to operating schools, we are the home of the Cambridgeshire and Peterborough Teaching School Hub, and train more than 150 new teachers each year through Meridian Trust ITT. We retain a strong commitment to growing and supporting staff throughout their training and career development. We have a proven track record of school improvement and transforming the lives of children and young people over the last 10 years.

Students thrive in Meridian Trust academies as a result of the implementation of our values, our successful and proven systems and our commitment to valuing people. We are among the highest performing multi-academy trusts in the country for student progress. Our academies are well-run and our staff benefit from excellent access to professional development.

Our commitment to the education system goes beyond just our own academies. We operate 'The Cambridge Partnership', one of the largest initial teacher training providers in the country which has recently merged with the SAF ITT, and 'Leadership East' these further strengthen our capacity and commitment to professional development. We also provide support through various SLAs to a number of other trusts and academies.



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As a strong, regional multi-academy trust we currently operate schools across Bedfordshire, Cambridgeshire, Lincolnshire, Peterborough, and Northamptonshire. We are proud to have strong partnerships within all these communities.

## Trust Vision, Mission and Values

### Our values and who we are:

Meridian Trust is a successful multi-academy trust founded on its commitment to people and communities.

Our proven approach over more than a decade has elevated us to a respected and admired academy trust, a national leader in education and a source of great pride to the communities we serve.

Every child is known, equally valued and supported to achieve their potential in all our academies. Every community we serve benefits from the facilities and services we provide.

Our staff benefit from strong networks, excellent career opportunities and a human approach where they are equally valued and supported.

We ensure that well-run schools retain and develop their distinct contextual identity, while sharing and contributing to Meridian Trust values, practices, curriculum approaches and operational systems.

### Our Vision:

High-quality educational provision for all at the heart of local communities.

### Our Mission:

To deliver, promote and inspire high quality educational provision in schools at the heart of their local communities so that:

- Young people become successful learners and confident, empowered individuals;
- Young people are encouraged to think for themselves and act for others, equipping them with the values, attributes, knowledge and skills to make a rewarding contribution to society;
- Every school is a hub for community activities, a centre for extended services and a source of immense pride for students, their families, and other local stakeholders;
- Our staff benefit from strong networks, excellent career opportunities and a human approach where they are equally valued and supported;
- Well-run schools retain and develop their distinct contextual identity while sharing and contributing to the Meridian Trust values, practices, curriculum approaches and operational systems.

### The enactment of our values for staff:



Valuing People

Engaged, developed, supported, and consulted.



High Quality Learning Environment

Experts who strive for continual development. Collaborative networks, trusted to deliver.

Set ambitious goals and model what success looks like. Eager to improve.



Valuing People



High Quality Learning Environment



Pursuit of Excellence



Extending the Boundaries of Learning



Achievement for all



Make connections, provide opportunities. Generous and sharing of knowledge and expertise.

Are accountable for the outcomes we contribute towards and strive for the very best.

mental health and wellbeing support

- Unlimited value cycle to work scheme



## Why work for us

Meridian Trust aims to be the employer of choice for the communities we serve. Since 2010 we have nurtured and developed the careers of many people. You can read about some of those journeys in the 'Meridian Trust People' section of this website. We are committed to making a difference to young people's lives and the communities we serve. Help us make our mission a reality.

### Benefits:

As a multi-academy trust of 35 schools, Meridian Trust can provide a wide network of opportunities for collaboration and career development for both teaching and support staff. With an initial teaching training facility and a teaching hub network within our Trust, there are ample opportunities to both, get into teaching, and develop within the profession.

- As well as the above we also offer:
- Unlimited access to CPD via Meridian Learning
- Free annual eye tests
- Access to a free Employee Assistance Programme, offering

To see the full range of benefits available, please visit [Employee Benefits – Meridian Trust](#)

## How to apply

To apply please complete the online form on MyNewTerm. Your supporting statement should address and evidence the selection criteria detailed in the Person Specification.

**Closing Date: 08<sup>th</sup> February 2026**

**Interviews: tbc**

### Applying:

For any questions about the application process please contact:  
MPage@theferrers.org

### Email:

*Meridian Trust is committed to safeguarding and promoting the welfare of children. All appointments will be subject to satisfactory pre-employment checks including enhanced DBS disclosure.*

*We are committed to diversity & inclusion and equality of opportunity for all staff and applications from individuals are*



*encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, race, religion or belief and marriage and civil partnerships.*

*Meridian Trust is committed to safer recruitment practice and pre-employment checks will be undertaken*

*before any appointment is confirmed. This post is subject to an enhanced disclosure and barring service check. We expect all adults who work for the Trust to share our commitment to safeguarding and the health and wellbeing of our students.*

### **JOB DESCRIPTION AND PERSON SPECIFICATION**

<b>Job Title:</b>	SSI and Duke of Edinburgh Co-ordinator
<b>JD Reference:</b>	TFS 001
<b>School/Academy:</b>	The Ferrers School
<b>Weeks:</b>	41
<b>Hours of work:</b>	22.50 hours per week
<b>Salary:</b>	Grade 9, Points 24-28
<b>Responsible to:</b>	Assistant Principal

<b>Role:</b>	<p>To co-ordinate and lead TFS Combined Cadet Force and DofE scheme.</p> <p>To contribute to the safeguarding and promotion of the welfare and personal care of children and young people.</p>
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### **Responsibilities and Accountabilities:**

#### **Time Allocation**

##### **SSI CCF**

- Two days per week (weekends as required)
- Field Days
- Local events and parades
- Cadet weekends
- Annual camp (7 days)

##### **Duke of Edinburgh Coordinator**

- One day per week

#### **School Staff Instructor**

##### **Administration**

- The control and maintenance of the Contingency clothing accounts, and records of issues and receipts for all Service Sections.
- The preparation of the contingency clothing accounts for periodic (six monthly) audit by the Administrative Assistants of each Service Section.
- The centralising of all demands for new clothing items as a result of kit losses.



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- The submission of bills to the Contingent Commander for kit losses.
- The security of all books of account.
- The control and maintenance of the Contingent ammunition account.
- The control and maintenance of the Contingent loan stores account.
- The raising of issue and receipt vouchers for all loan stores.
- The control and maintenance of the Contingent ration account.
- The control and maintenance of the Contingent radios and tels account.
- The control and maintenance of the special store register.

### **Pamphlets**

- The control and maintenance of records of MOD pamphlet issues.
- The submission for these records for audit.
- The insertion of all the latest amendments to all MOD pamphlets.

### **Works Services**

The submission of all maintenance work services to the Contingent Commander on CCF property supplied by or partly maintained by RFCA.

### **Annual Inspections**

The preparation for annual and biennial inspection.

### **Security**

- You are the Assistant Unit Security Officer and must attend an initial USO's course with an update course every four years.
- Assist the Contingent Commander with the security of the armoury and ammunition stores' keys.
- The physical changing of the security keys every six months.
- As the second key holder share the callout cover during term time and the school holidays.

### **Attend all Brigade SSI conferences.**

### **Quartermasters Stores**

- The physical maintenance and operation of a Quartermaster's Stores with published daily opening times for cadets to exchange, return or withdraw clothing or equipment.
- The physical maintenance and operation of a laundry service for returned soiled clothing, bagging, delivering and returning these items to the laundry.
- The physical operation and maintenance of a tailoring service for new clothing items, bagging, delivering and returning these items to the tailors.



- The preparation and submission each term of bills to the Contingent Commander for the recovery of money from parents for kit losses.

### **Ammunition Store**

- The physical maintenance and operation of the ammunition stores.
- The physical collection of ammunition from Chilwell and the return of brass.
- The operation of bin cards for ammunition receipts and issues.
- The operation and recording of ammunition expenditure certificates.

### **Armoury**

- The physical maintenance and operation of the armoury (weapons stores).
- The cleaning and maintenance of all weapons.
- The operation of a daily issues book, a security check register and a workshops repair book.
- The physical distribution and collection of weapons for repair to the MOD Workshops.
- The physical collection of new replacement weapons from MOD Ordnance at Donnington.

### **Rations**

- The physical maintenance and operation of the ration account.
- The physical collection of compo rations from MOD.

### **Loan Stores**

- The physical maintenance and operation of the loan stores account.
- The physical collection of loan stores from MOD prior to training.
- The physical return of loan stores to MOD after training.

### **Training**

Attend all training on the 12-month training plot.

### **Weekend Exercises & Training Camps and Exercises**

- Plan and write training exercises as required.
- Apply for and manage all external military shooting ranges and Training areas Complete Application to Train requests and submit to HQNW.
- Review content of the training exercises prior to submission to Brigade Training Safety Advisor.
- Write risk assessments, range letters, Range Safety Document (RSD), Cadet Action Safety Plan (CASP), Exercise Action Safety Plan (EASP) as required.
- Recce of training areas and attend at Training Area Conferences.
- Writing and distribution of admin letters and parental consents as directed.

- Write and distribute Military Admin Instructions as required.
- Arrange the procurement of additional stores, including collection and delivery, and local purchase where applicable. e.g. rations, fuel, ammunition, loan equipment.
- Collect and deliver any additional weapons, ancillaries and additional stores from supporting units
- Be responsible for the take over and hand back of training areas and accommodation
- Booking of transport, be responsible for the inspection of vehicles on delivery and handover
- Arrange vehicle cleaning on completion of exercise
- Compile nominal rolls for all exercises annotated with medical conditions, special needs, dietary requirements etc
- Manage the contract for catering on camps. Complete ration request documents and daily feeding states
- Complete contract assessment documents on completion of exercise
- Complete Actual Usage Forms on leaving Training Areas & Ranges
- Run Battle Exercises as required, ensuring Cadet Training and Safety Precautions are followed
- Inspect, and return all Ammunition, complete AFB 8226s
- Issue loan equipment to cadets and maintain records, ensure swift return on completion of exercises, chase up any late returns
- Bid for a summer camp for the contingent
- Attend the Pre-Camp conference and carry out the mandatory recce.

### **Equipment and Stores**

- Complete annual bidding forecast for Ammunition and Rations.
- Maintain the ammunition store as per MOD regulations.
- Maintain an inventory of all clothing and equipment held on loan from the MOD
- Control all stores issues and receipts.
- Arrange the procurement of all additional clothing and equipment.
- Organise the repair and exchange of clothing.
- Maintain all other records, documents, pamphlets etc. including their preparation and presentation at those periodic inspections required by military authorities.
- Organise purchase and issue of boots and clothing etc in readiness for each new recruit intake.
- Ensure all first aid kits are maintained and well stocked.
- Order training area maps as required.

**Reconnaissance**

Attend all recces of proposed training.

**Bids**

Assist the Contingent Commander with the preparation of the following:

- Centralised bidding for MOD ranges and training areas from the relevant agencies.
- Centralised bidding for transport from the MOD Transport Agency.
- Centralised bidding for training stores for camps and exercises.
- Centralised bidding for officers and cadet courses
- Centralised bidding for 13 CTT support
- Centralised bidding for ammunition for training.

**Duke of Edinburgh**

- Launch assemblies and or parent information events
- Co-ordinating the award levels (Bronze/ Silver/ Gold)
- Parental correspondence including Information Letters, expedition information and reminders
- Planning and running all DofE expeditions
- Planning expeditions in conjunction with an AAP
- Launching the online platform (e- D of E) with participants and ensuring that they keep up to date
- Liaising with other staff/ leaders involved with DofE
- Ensuring that past cohorts are still working towards their awards
- Arranging a celebration event for participants to work towards completing their awards
- Creating relevant documents/ info to be put on the school website/ homework platform
- Regular checking of e-D of E alerts
- Meeting with participants each half term to look at their e-D of E accounts and solve problems
- Linking the Duke of Edinburgh with our PLEDGES programme
- Linking the Duke of Edinburgh with the school's pupil premium charter

**As Available – Support for the School**

- Attend and actively participate in Staff Training Days
- Attend and actively participate in appropriate Staff Meetings
- Support the whole school by complying with all policies/procedures and contributing to the overall ethos/work/aims of the school

- Be a qualified member of the Emergency First Aid team, carry out emergency first aid for students, staff and visitors. Record first aid treatment given in line with academy procedures. Support in the medical room
- Contribute to the maintenance of a safe and healthy environment including display work
- Contribute and participate in school events and activities
- Undertake all relevant training necessary to enable effective and efficient execution of duties
- Carry out fire drill procedures in accordance with school policy. Specifically, ensure that all registered visitors have exited the building and are accounted for
- Undertake any other duties as may be reasonably requested by the Principal and members of the Senior Leadership Team
- To maintain confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential and sensitive information

The post holder will undertake any other duties commensurate with the grade of the post, in consultation with line manager.

This job description is subject to review and may be changed following consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the Trust in relation to the post holder's professional responsibilities and duties.

***The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.***

***All staff will be subject to an enhanced check with the Disclosure & Barring Service.***

## Person Specification

ATTRIBUTES	ESSENTIAL CRITERIA
<b>Education and Qualifications</b>	<ul style="list-style-type: none"> <li>• This post requires satisfactory clearance of an enhanced DBS disclosure, medical clearance, references and qualification checks</li> <li>• Experience as an SNCO, WO or Officer in the Regular, Reserve or Cadet Forces</li> <li>• Hold or prepared to gain cadet instructor qualifications</li> </ul>



	<ul style="list-style-type: none"> <li>• Hold or obtain Government Security Clearance</li> <li>• GCSE English &amp; Mathematics (Grade A*- C)</li> <li>• Full driving licence</li> <li>• First Aid Trained or essential training</li> </ul>
<b>Experience and knowledge</b>	<ul style="list-style-type: none"> <li>• Instructional or teaching experience</li> <li>• Experience working with cadets or young people</li> <li>• Experience managing own workload and working on own initiative</li> <li>• Good practical knowledge of cadet type activities (field craft, map reading, adventurous training, skill at arms, first aid, drill)</li> <li>• Understanding and experience of managing Health and Safety</li> <li>• Knowledge and understanding of issues surrounding Safeguarding, Child Protection and the care of Looked After Children.</li> </ul>
<b>Ability and Skills</b>	<ul style="list-style-type: none"> <li>• Good team player</li> <li>• Ability to motivate students to improve and sustain attendance, behaviour and strive for success</li> <li>• Able to motivate others with energy and enthusiasm and build strong relationships</li> <li>• Confident, friendly and approachable; a positive "can-do" attitude</li> <li>• Proven ability to juggle multiple demands and priorities, working calmly under pressure</li> <li>• Skilled user of IT and computer software</li> <li>• Good written and verbal communication skills</li> <li>• Highly organised and efficient administrator</li> <li>• Hold or obtain DBS clearance at enhanced level</li> </ul>
<b>Equal Opportunities</b>	<ul style="list-style-type: none"> <li>• The school is an equal opportunities employer</li> </ul>