



Ark Greenwich Free School

CCF Contingent Commander

Reporting to:	Assistant Head - Co-curricular
Location:	Ark Greenwich Free School
Contract:	One-year fixed term contract
Working Pattern:	Part-time - 5 hours per week
Start date:	January 2026
Salary:	Ark Support Scale, Grade 3, Point 2, Inner London - £14.78 per hour
Applications close:	Monday 10th November 2025 at 9am
Interviews:	W/c 17th November 2025

The Role

Ark Greenwich Free School wishes to appoint a suitably qualified and experienced individual to the post of CCF Contingent Commander.

Interested candidates should contact Leann Cripps, Operations Manager & HR Lead on lcripps@arkgreenwich.org indicating your interest in and suitability for the post.

If you would like to discuss the role in advance of an application, please email Leann Cripps to arrange a suitable time to discuss the position with the Assistant Head - Co-curricular.

Whilst the closing date is Monday 10th November, we reserve the right to contact interested candidates before that closing date. All appointments are subject to full DBS and barred list checks, as is mandatory.

About Ark Greenwich

This is a rare and exciting opportunity to work at one of the highest performing schools in the country. If you are committed to making a lasting difference in our local community and want to work in a seriously ambitious, respectful and high performing school, this could be the job for you.

Ark Greenwich is a new, ambitious school model based on what we know excellent schools do. We have created a highly respectful and disciplined environment where our staff and scholars can fulfil their potential. **We are one of the highest performing schools in the UK. 2025 Progress 8 estimate: +1.64, EM4+: 97%, EBacc entry rate: 73%.**

Ark Greenwich exists to empower young people, regardless of socio-economic background, to grow and be successful. This is an ambitious and forward-thinking school that encourages innovation and values its staff. We are proud of our highly respectful and disciplined community and of the outstanding academic outcomes achieved by our scholars. Expectations for all members of our community are unashamedly sky high. We work tirelessly to impact the lives of the young people we serve. We also place a primacy on our industry leading extra-curricular and character education programmes running over 30 clubs a week from chess to debate to volleyball. Additionally to this, our students take part in 6 days of trips and visits a year as well as additional residential

opportunities such as the Watersports trip and Duke of Edinburgh's award scheme.

Principal Responsibilities

The Contingent Commander is responsible to the Assistant Head - Cocurricular for the safe, efficient and effective running of the School's CCF contingent, including leadership and development of the CCF function, ensuring that each pupil is positively encouraged to develop their potential to the full. The core purpose of this post is:

- to manage and develop the School's CCF;
- to assist with the running and organisation of the Cadet contingent and to participate fully in CCF activities.

The Contingent Commander will be supported by a School Staff Instructor (SSI), who will oversee stores, equipment, security, weapons maintenance and administration. The SSI will also assist with training.

Specific Contingent Commander responsibilities include:

- Overseeing the organisation of the regular CCF activity and chair CCF meetings;
- Overseeing arrangements for all exercises, camps and training days, in line with School Journeys, Safeguarding and Health and Safety protocols;
- Overseeing the Training Programme in line with sService syllabi and ensure that all pupils are actively engaged according to School and MOD policy;
- Line management of the SSI and CFAVs;
- Representing the School at appropriate MOD, and related Committee meetings and keep the Head apprised of developments within the CCF;
- Reporting on CCF events for School publications and website;
- Recruiting Cadet Force Adult Volunteers (CFAVs) and cadets to the level of the establishment set by MOD and for ensuring that that the administration and management of the CCF is carried out as required by MOD regulations;
- Maintaining the overall discipline of cadets while undertaking training;
- Ensuring that the contingent complies with the appropriate MOD and school safeguarding policies;
- Ensuring that all attendance and qualifications of cadets and CFAVs are recorded accurately and in a timely fashion on the appropriate CMIS;

- Recording Disclosure and Barring Service (DBS) numbers and disclosure dates for all CCF CFAVs and ensure that this clearance is renewed every 5 years in line with MOD policy;
- Ensuring that all suitable safety and control measures are in place covering legal compliance, in areas such as: health & safety; fire risk assessments; testing of staff and ensuring qualifications held are in date and current;
- Regular liaison with the sService cadet training teams supporting the contingent's section and with affiliated and sponsoring regular or reserve units;
- Accounting for, securing and maintaining MOD issued loan equipment, including weapons, in accordance with appropriate MOD rules and national legislation;
- Ensuring that the MOD's inspection and assurance requirements are met including appropriate remedial action where standards in the CCF contingent fall below required levels;
- Being the contingent Delivery Duty Holder (DDH) and being responsible for risk to life activities;
- Producing and updating a Training Plan for Basic Recruit Cadets, Advanced Infantry Cadets, NCO's and Officers/Staff in the CCF;
- Keeping staff and parents informed of activities in which pupils are engaged;
- Overseeing all budgets/accounts for CCF, including preparation of accounts for audit;
- Overseeing CCF nominations for National Courses and training;
- Responsibility for all CCF awards and ceremonial commitments for the School;
- Ensuring the School is represented at all functions and ceremonial events appropriate to the positive promotion of the Contingent;
- Co-ordinating Continuing Professional Development of staff involved in CCF;
- Overseeing the safe weapons handling testing of all personnel 6 monthly in each weapons system used.

PERSON SPECIFICATION

In making an appointment we look for the person who best demonstrates the following:	ESSENTIAL	DESIRABLE
CADET FORCE QUALIFICATIONS		
Qualified ECO; Range Qualifications; SAA Instruction Qualifications; AT Qualifications		X
CF SA (M) 07 Cadet Qualification in planning and running exercises		X
SKILLS & EXPERIENCE		
A thorough understanding of the risk to life activities being undertaken by all parts of their contingent in accordance with MOD Duty Holding (DH)	X	
Experience of planning, prioritising and organising resources to tight deadlines under pressure	X	
Strong communication skills with the ability to develop and maintain effective professional working relationships and networks with a wide range of stakeholders and use these relationships to improve service effectiveness and deliver outcomes	X	
Ability to produce reports and convey information that needs explanation or interpretation	X	
Confidence and the ability to promote high professional standards within the CCF team and challenge actions that go against protocol	X	

Contingent Commander Job Description

The Contingent Commander is the senior Cadet Force Adult Volunteer (CFAV) with responsibility for the safe, efficient and effective running of in the Combined Cadet Force (CCF) Contingent in the School. The Contingent Commander has overall responsibility for all Sections within the Contingent, their organisation, activity welfare and safety on behalf of the Head Teacher. They are supported in this role within the Contingent by the Section Commanders, Section CFAVs and the School Staff Instructor.

The general roles, responsibilities and tasks of the Contingent Commander are:

Organisation & Structures

- Ensuring that the Contingent is managed in line with The Combined Cadet Force Regulation, and with the appropriate Ministry of Defence and Cadet Force HQ policy, rules and practices.
- Ensuring that all safeguarding issues, concerns or allegations are managed in line with the School's safeguarding policy, and to report safeguarding concerns and incidents to the appropriate Cadet Force Safeguarding Team where instructed to do so in The Combined Cadet Force Regulation.
- Ensuring that all relevant information about the School, the Contingent, CFAVs and cadets is recorded on Cadet MIS and updated when required by the Section Commanders, Section CFAVs and/or the School Staff Instructor as appropriate.
- Ensuring that the governance and assurance policy, rules and practices in The Combined Cadet Force Regulation are carried out in the Contingent and individual Sections, and conducting any after review actions as required.

People & Administration

- Being a role model to other CFAVs and to cadets in the Contingent through demonstrating the Values, Standards, ethos and expected behaviours of the CCF and the individual Sections.
- Leading on the recruitment of suitable individuals to become CFAVs within the Contingent and individual Sections, in line with the Contingent Establishment set by the MOD.
- Leading on the recruitment of cadets into the Contingent and individual Sections, in line with the Contingent Establishment set by the MOD.
- Ensuring that the appropriate enhanced disclosure check and security clearances are carried out for all CFAVs in the Contingent, that these are updated in line with MOD policy, and that these checks are correctly recorded on Cadet MIS.

We regularly review and update our information and guidance notes so that they continue to support policy and practice across the CCF. This version was updated on **30 January 2025**.

- Ensuring that all CFAVs and cadets are managed and administered in line with the policy, rules and practices in The Combined Cadet Force Regulation and the relevant Cadet Force HQ publications, including but not limited to CFAV induction, appointments, promotions, managing poor behaviours, and where appropriate removal from the Contingent.
- Managing and administering the School Staff Instructor, providing oversight of their tasks and responsibilities, and managing poor behaviours where these occur.
- Recognising and celebrating the achievements and efforts of CFAVs and cadets, and nominating individuals for award programmes where appropriate.

Logistics, Finance & Medical Support

- Supported by the School Staff Instructor, accounting for, securing and maintaining MOD issued loan equipment in line with The Combined Cadet Force Regulation, and the relevant MOD and/or Cadet Force HQ policies, rules and practices.
- Supported by the School Staff Instructor, ensuring that suitable safety, control and legal compliance measures are in place within the School grounds including, but not limited to health and safety, fire risk assessments, management of asbestos, Legionella testing, accessibility, and electrical and gas installation testing.
- Supported by the School Staff Instructor, ensuring that any MOD-provided infrastructure within the School grounds is correctly maintained, managed and used.
- Managing the accounting and auditing of the Contingent Grant in line with The Combined Cadet Force Regulation, ensuring that funds are used correctly and appropriately.

Activities, Courses & Training

- Overseeing the planning, development and delivering of individual Section cadet activity and training programmes by the Section Commanders.
- Ensuring that all cadet activity, courses and training within the Contingent is planned and delivered in line with the relevant Safety Management System.
- Liaising with the appropriate Service Cadet Training Teams through their routine visits to the School, and where they are supporting Contingent activities outside of School grounds.
- Supported by Section Commanders, ensuring that CFAVs and cadets are fully aware of activities, courses and training, and encouraging individuals to apply to take part.

- Ensuring that activities are correctly recorded on Cadet MIS, within the relevant Cadet Force HQ timelines, with all the required supporting documents, information and references, and that the relevant assurances and permissions have been received before the activity takes place.

Security, Communications & Engagement

- Supported by the School Staff Instructor, ensuring that all weapons systems, pyrotechnics and ammunition, clothing and uniform, and other MOD loaned or provided equipment is correctly stored and secured in line with The Combined Cadet Force Regulation and the relevant MOD and Cadet Force HQ policy, rules and practices.
- Liaising with the relevant Cadet Force HQ communications leads to promote positive CFAV and cadet stories and achievements.
- Liaising with Parent, affiliated and sponsoring Service units to ensure CFAVs and cadets regularly benefit from these linkages.

In carrying out their role, the Contingent Commander must liaise with the following leads when managing these activities and tasks, as covered in The Combined Cadet Force Regulation:

With the Head Teacher on

- Any safeguarding issues, concerns or accusations within the Contingent. The Contingent Commander must also inform the appropriate Cadet Force Safeguarding Team where directed to do so in The Combined Cadet Force Regulation.
- Recruitment of cadets to the Contingent, their administration, managing poor behaviours and removal from the Contingent where appropriate.
- Appointment, administration, managing poor conduct and removal where appropriate of the School Staff Instructor.
- Maintaining a safe training environment within the school.

With the relevant Cadet Force Headquarters (CF HQs) on

- The management of CFAVs in the respective Section(s), including recruitment, appointment, promotion, managing poor conduction and removal from appointment.
- Planning and delivering of the relevant CFAV and cadet training syllabi, and wider cadet experience activities, in accordance with the appropriate Safety Management System.

With the Joint Military Headquarters (JMC HQ) on

- Managing the Contingent Biennial Review process, Reviewing Officer, date of visit and any post report actions.
- Issues relating to the CCF Cadet Experience Report on Cadet MIS (Westminster).
- Tri-service logistics support issues and management of MOD-provided equipment.
- Contingent Grant accounting, auditing and queries on acceptable purchases.