

Bancroft's
Independent Co-educational Day School 7–18

Job pack for the position of

School Staff Instructor (SSI)

For the Combined Cadet Force





Welcome from the Head

Thank you for your interest in joining our vibrant, friendly and purposeful Bancroft's School community. Whatever their role, all Bancroft's colleagues work in a spirit of shared endeavour to create the conditions for our pupils to enjoy their time at school, to be inspired and supported to do their best, and to be ready to thrive in their adult lives.

Bancroft's is a long-established 7-18 independent school with an excellent reputation for academic success within a holistic and nurturing educational framework. Highly regarded and much sought after in the local market, the School is financially robust with a clear and positive vision for the future. Though proud of our traditions, we are open-minded and imaginative in our approach to staff recruitment. We are especially keen to hear from applicants who would add to the ever-increasing diversity of our workforce.



On the teaching side we welcome colleagues from the state and independent sectors as well as those joining the profession as Early Career Teachers. Our teachers benefit from extensive professional development and enjoy working with bright, highly motivated pupils across the full range of academic, pastoral and co-curricular contexts and pursuits.

We recruit support staff from a wide range of professional backgrounds and are equally keen to consider candidates versed in the education sector as well as those who bring transferable experience and additional perspectives. Ongoing training of support staff is a high priority and we are proud to develop colleagues' skills during their careers with us.

Please look at our website and the information in this pack for a more detailed understanding of what a role at Bancroft's could offer you. I hope we have the opportunity to meet you at interview.

With best wishes

Alex Frazer

Alex Frazer
Head of Bancroft's



Watch
our pupils
interview
Alex

Our School Values



Balance



Kindness



Excellence



Curiosity



Integrity



Courage



BeingBancrofts



240
clubs and
activities

Co-Educational
Day School
founded in
1737



4 Houses

*North
East
West
School*

71%
of all **GCSE**
papers graded
at **9-8** in
2025

A*-A
75% of **A Levels**
were graded
A*-A
in 2025

250 Staff
Members

17
acres of
playing fields

511
 **sports** fixtures
in 2024/2025

8200
books borrowed from
the library in 2024/2025



Located on the border
of **London** and **Essex**
with direct access
to **Epping Forest**



1150
pupils aged between
7-18 who join at
7+, 11+ or 16+

95%
of our Year 9 pupils
participate in the
Duke of Edinburgh's Award



The *Department*

The Bancroft's School Combined Cadet Force (CCF) was founded in 1948. The CCF remains a key element of Bancroft's school life, with up to 170 voluntary cadets at any one time. Pupils may choose to be members of the Army or the RAF sections with much of the initial training the same for both sections. The CCF parades each Tuesday afternoon 3.50-5.30pm, with regular field days / weekends, an Adventurous Training camp at Easter and annual summer camps in the UK and overseas. A pupil's time in the CCF is designed to help them develop leadership skills and participate in a wide range of military and adventurous pursuits. Although the CCF is not designed to recruit for the Armed Forces, some Old Bancroftians do go on to commission.

The SSI reports into the School's Contingent Commander and is responsible for the day-to-day organisation, administration and delivery of military training to all members of the CCF. The SSI is central to the smooth and efficient running of the Contingent, including its administration and training, and assisting the Contingent Commander, Officers and Cadet Force Adult Volunteers (CFAVs), and promoting the personal development of the Cadets.

The SSI will work closely with a broad cross section of the pupil and staff body through the CCF, Duke of Edinburgh and the School Rifle Club. The Contingent Commander, Officers and CFAVs within the CCF, are all members of the school teaching and support staff, as are those that support DofE expeditions. Important days within the School calendar, notably Remembrance Day and the CCF Biennial Review, place the CCF and the SSI at the centre of the School community.

For more information on Bancroft's CCF, please click [here](#).



The *Role*

Bancroft's School is looking to recruit a School Staff Instructor (SSI) to be responsible for training and supporting CCF staff and cadet NCOs and to deliver high quality training that enriches the cadet experience. The SSI enables the Contingent Commander and other CFAVs to concentrate on forward planning, delivery, assessment, and supervision of cadet activities. The SSI will help to maintain the armoury, indoor rifle range, stores, as well as databases such as the Westminster and Bader systems in accordance with MoD and school policies and systems.

The Duke of Edinburgh (DofE) award scheme is extremely well supported at Bancroft's and the SSI is expected to work closely with our Director of DofE, providing both practical and administrative support.

Working Hours

The working weeks total 40 weeks per annum: Term time including Inset days (34 weeks) plus 6 weeks to be worked during the School holidays, dates to be agreed in advance with your line manager. Holidays will be taken during the School holidays.

The working hours are 37.5 hours per week; Monday, Wednesday to Friday – 08.30 to 16.30 with half an hour unpaid lunch. The working hours on a Tuesday will be 10.00 to 18.00 with half an hour unpaid lunch, in order to incorporate CCF training.

This position requires a level of flexibility and the successful applicant will be expected to work additional time after hours as required to meet the school needs, including weekends to support planned field trips/camps.

Remuneration

This is a permanent position, for which the actual salary range is £37,250 - £41,800 (FTE £42,000 - £47,000) per annum based on qualifications and experience.

In addition, the SSI can claim up to 51 days Volunteer Allowance per annum (April-March) for CCF related activities, from the London District. The current daily rate is £87.04 per day (taxable).

The *Person*

The ideal candidate will be from a military background in a senior NCO position in regular, reserve or cadet forces.

They will have a passion for working with young people, a strong understanding of the cadet force ethos and a genuine desire to support, encourage and develop cadets.

Person Specification:

	Essential	Desirable
Education	CQMs stores management qualification Completed the Skill at Arms course A range qualification MQual (to be able to run blank firing exercises)	First Aid qualification Drill Instructor qualification Adventurous training qualification
Experience	Regulatory compliance, including safeguarding, health and safety and financial	Experience with cadets (CCF or ACF) and/or training and developing officers Experience in a school/educational establishment Strong, current network within the Army and wider military Perform ceremonial roles
Skills	Strong interpersonal skills; the ability to build strong working relationships and collaborate with a wide range of pupils, staff and their parents Good organisational and time management Be a proactive team player	Knowledge in Safeguarding of children Ability to adapt to changing and conflicting demands

	Excellent verbal and written communication skills Excellent IT skills including competency in Microsoft Word and Excel Ability to work flexibly, use own initiative and take direction Hold a full UK driving licence	
Personal Qualities	A passion for education of young people Reliable and trustworthy Professional Friendly	



Key *Responsibilities*

Below is a summary of the key responsibilities of the SSI.

Delivery of Training:

- Working with the Contingent Commander and Cadet Force Adult Volunteers (CFAVs) to provide the cadets with an enjoyable and enriching experience
- Instructing and training cadets and CFAVs in accordance with the cadet syllabus and in line with the Bancroft's values and the CCF ethos
- Maintaining good order and discipline amongst the cadets at all times
- Assisting in the planning and execution of all CCF and related activities, including annual Adventurous Training and summer camps, weekend training events and field days
- Reconnaissance: Attending recces of proposed activities and subsequent liaison with MOD and other providers
- Ensuring that all necessary equipment is available for Parade afternoon, CCF training, field days, overnight exercises, courses and camps
- Completing all associated administration for the training programme as directed by the Contingent Commander. This will include bids for training facilities, stores, equipment, transport, food and accommodation and attendance at camp and training area conferences as necessary
- Training cadet officers to complete relevant risk assessments for activities, and maintaining oversight of those risk assessments to ensure compliance and best practice e.g. Range Action Safety Plans (RASPs) and Exercise Action Safety Plans (EASPs)
- Arranging the logistics of training, such as the loan and movement of all weapons and ammunition in accordance with LONDIST Standing Orders, booking transport and training areas, and managing travel claims and warrant books
- Loading cadets and CFAVs onto military and AT courses
- Ensuring both Cadets and CFAVs are aware of training programs, lessons and upcoming events and activities

Administration and Stores:

- Updating the CCF Standing Orders in consultation with the Commanding Officer, including health and safety policy, Range Standing Orders (RSO), Unit Security Standing Orders (USSO) and all other documentation related to the security and health and safety of all CCF members and participants
- Publishing and circulating weekly/ daily Part One Orders
- Acting as quartermaster to the CCF and to be responsible for the care and maintaining of CCF clothing and equipment stores

- Issuing, recording and controlling all clothing and equipment issues to all cadets and staff, including controlling and maintaining all clothing and equipment accounts, and billing for lost/damaged equipment as necessary
- Purchasing (with the Contingent Commander) and maintaining items required for training, including items required for purchase by Cadets
- Being routinely available to staff and cadets for CCF-related requirements (kit issue, exchange and replacement)
- Carrying out all first-line weapon inspection and maintenance and overseeing the security of all weapons and ammunition
- Liaising with LONDIST / MoD and school Estates Department with regard to repairs and maintenance required for CCF property
- Fulfilling the responsibilities of the Unit Security Officer
- Ensuring the CCF comply with all LONDIST Standing Orders
- Issuing MOD Identification cards to CFAVs
- Maintaining the currency of all Army / RAF manuals and documentation
- Maintaining cadet records
- Submitting records for audit where required
- Undertaking routine daily management of the armoury, ammunition store and range in accordance with LONDIST Standing Orders
- Making and managing bookings in good time for external activities, including transport, training support, Defence Training Estate, stores, ammunition, and weapons
- Ensuring all relevant inspection regimes are adhered to and correctly administered and liaison with external bodies is conducted in a timely manner where required
- Carrying out weekly and monthly equipment and maintenance checks, as required.
- Assisting the Contingent Commander in the planning and submission of school budgets and to be a signatory on the MoD account
- Preparing and submitting bills to the Contingent Commander for the recovery of monies for equipment losses

Wider Support to School Activities, including Duke of Edinburgh:

- Supporting the Contingent Commander in the delivery of the CCF element of open days and other outward facing school activities
- Taking a key role in the planning and delivery of flagship events in the Contingent year, including the Biennial Inspection and Remembrance Day
- Running rifle shooting as an activity on a Wednesday afternoon for Senior Games
- Having responsibility for all DofE expedition kit, ensuring that it is fit for purpose, as well as participating in expeditions for all levels of the DofE award scheme
- Supporting the Contingent Commander with the submission of articles for internal and external media
- Liaising with and maintaining good relations with sponsor units and LONDIST



Child Protection and Health and Safety:

- Promoting and safeguarding the welfare of children and young people for whom you are responsible and with whom you come into contact
- Ensuring that cadets' health and safety is prioritised above all else, both when they are on school premises and when they are engaged in school activities elsewhere
- Overseeing the Health and Safety compliance of all CCF activities, including ensuring all activities have been appropriately risk assessed and that the paperwork is on file and logged with the School's Health and Safety Committee; ensuring all training is compliant with current cadet regulations; and ensuring all qualifications held by members and volunteers of the CCF are appropriate and in-date
- Ensuring that all necessary paperwork for any off-site trip is completed in good time and sent to the Director of Trips and EVC
- Complying with Bancroft's safeguarding requirements at all times, including liaising in advance with the HR team about any individuals who will come into contact with the pupils (e.g. during camps and exercises, or as volunteers), and ensuring that no individuals come into contact with cadets until their relevant safeguarding and/or recruitment checks have been completed by the HR team
- Ensuring that any third-party providers are fully qualified and meet Bancroft's and MOD Health and Safety and safeguarding requirements
- Ensuring that all CFAVs are current and competent across all areas of military instruction in which they are involved
- Ensuring that the CCF remains compliant with WESTMINSTER (Army) and BADER (RAF) management systems
- Assisting with on-call responses for the armoury alarm, alongside the on-site caretaking staff

Working at Bancroft's

Bancroft's offers a generous benefits package, including:

 Competitive salaries	 Pension scheme options – TPS or our Defined Contribution Scheme		 Income Protection Insurance	 Death in Service Insurance
 Complimentary lunches	 Use of school gym and swimming pool	 Optional subsidised private health care	 Fee remission for children of staff members	
 Friendly and welcoming common room , which organises regular social events		Location  London Right next to Epping Forest which creates a peaceful and countryside feel whilst being so close to London and transport links. Closest Stations: Woodford (underground) Chingford (overground) Travel Options by Bus: 179 397 657 20		
 Outstanding support for ECTs	 Generous holiday allowance			
 Cycle to work scheme	Commitment to supporting ongoing professional development			

At Bancroft's, we believe that diverse teams are stronger teams and that the more inclusive we are, the more our staff and pupils will feel a sense of belonging. To enable us to make reasonable adjustments, please let us know of any physical or learning differences (including neurodivergence) when you submit your application.

In their *own words*...



Alice Grimwood

Teacher of Biology
and Junior Housemistress

Joined in 2012

"I love that I can teach much more than just Biology! My other loves have also found a home and I'm often up mountains either skiing or on gold Duke of Edinburgh."



Laura Mason

Second in Charge of English
and Head of Year (Sixth Form)

Joined in 2023

"Moving from a city 200 miles away for a relocation, I knew I had to find the right school where I would be happy as I settled into London life."



Ananthi
Amirthananthar

Teacher of Chemistry

Joined in 2023

"Teaching here is progressive, collaborative, and forward-thinking, allowing me to hone my skills while being part of something exciting."



Nathan Bugg

Design and Technology Teacher

Joined in 2024

"I was at Bancroft's for my second PGCE placement. This was a very positive experience; I found all the staff to be open and supportive and students were engaged and keen to be challenged in their learning."

Hannah Nadasan-Mead



Teacher of Religious
Studies and Junior
Housemistress

Joined in 2016

"I feel valued at Bancroft's, and I appreciate that there does not seem to be a strong sense of hierarchy, rather the pursuit of shared goals across the staff and student body."



Tara Bird

Prep Class Teacher and
Head of PSHEE and RS

Joined in 2023

"Bancroft's Prep has a culture of acceptance and kindness. Everyone, children and staff, are considered and valued. I feel like that is what sets Bancroft's apart from other schools."



John Raw

Teacher of Biology

Joined in 2012

"I love the fantastic classroom environment - students and teachers alike have a genuine love for learning and this is reflected in the level of focus in lessons as well as the great discussions that occur both in and out of the classroom."



Daniel Siggins

Director of IT

Joined in 2011

"Bancroft's is a truly special place. The culture here is one of attentive professionalism, thoughtfully prioritising the needs of everyone in the community, while also finding joy in everything we do, even in the face of adversity."

In their *own words*...



Rachael Doogan
Head of Academic Drama
and Activities Co-Ordinator
Joined in 2022

"The culture is supportive, with strong foundations of listening and kindness. Teachers also have a lot of autonomy in the classroom which I haven't seen at other schools."



Tia
Leaver, 2024

"Not only does Bancroft's push you to be the best version of yourself academically, but it also helps to shape you as an all-rounder."



Alistair Whibley
Teacher of History, Head of Year,
and CPD Co-ordinator
Joined in 2021

"It is hard not to feel a sense of pride in being part of the Bancroft's community on a regular basis - watching performances, celebrating success, and witnessing acts of kindness."



Matthew
Leaver, 2024

"My journey at Bancroft's over the past eleven years has been nothing short of incredible. The school has consistently fostered my intellectual curiosity and provided a fertile ground for creativity across all my interests and passions."



Amanda Clark
Prep School Administration
Assistant and Lead First Aider
Joined in 2009

"The children are at the heart of everything I love about my role. Their curiosity, energy, and creativity bring so much life to the school. Each day is different, and their excitement for learning is infectious."



Cressida
Leaver, 2024

"The academic support I have received has enabled me to achieve more than what I believed I could, which I am so thankful to my teachers for."



Talk Education
2024

"Bancroft's pupils are an aspirational, hard-working bunch, with plenty aiming for and winning places at top universities including Oxbridge, UCL, LSE, Imperial College London, Durham, Bristol and Edinburgh."



The Good Schools Guide
2023

"A contemporary, forward-looking school, with traditions but without entitlement. Academic excellence a given, it is the opportunities offered outside the classroom which ultimately set Bancroftians up for life."

How to Apply

To apply for this position through **My New Term**, please submit a completed application form by following the link on the Vacancies Page.



Bancroft's School is an Equal Opportunities employer and is committed to safeguarding and promoting the welfare of children, young people and expects all staff, contractors, Governors and volunteers to share this commitment.

Successful candidates will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

In line with KCSIE, Bancroft's will carry out online searches on shortlisted candidates as part of the process of assessing suitability.



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vacancies page

