

## Application Pack

### **Section Officer the CCF Royal Navy Section.**

Closing date: Open ended

Start date: January 2025



**TRINITY**  
SCHOOL



**“Pupils are highly motivated and well prepared for the next stage of their lives, helped by the exceptionally high standard of pastoral care.”**

ISI Inspection Report 2021



## Welcome from the Headmaster

Thank you for your interest in working at Trinity. We hope that the information provided here and on our website will help you with your application and give you a flavour of our school.

Trinity is a special place to work and this derives, in part, from a kind and purposeful approach in all that we do. Our six-yearly inspection of the school took place in 2021 and the team from the Independent Schools Inspectorate judged us ‘Excellent’ in both areas of focus: Pupils’ Achievement and Pupils’ Personal Development. Our students’ ambition was highlighted, as was the all-round nature of their achievements: ‘Pupils achieve outstanding success academically and in a wide range of co-curricular activities’ and they ‘combine outstanding intellectual curiosity with a strong willingness to think independently’.

The inspection report also captured what we believe is one of the most important parts of our ethos: our ‘collaborative atmosphere’. At Trinity, great outcomes are delivered through a culture of strong values. In this nurturing environment, curiosity and ambition can be fully explored and expressed.

We warmly welcome inspiring staff and students from an unusually wide range of socio-economic and cultural backgrounds. It is our aim that students leave Trinity without any sense of entitlement, but with a humility that acknowledges the fact that there is always more to learn and others to learn from.

Yours faithfully,

*AJS Kennedy*



## An introduction to Trinity School

Trinity School is a selective, independent day school for boys aged 10 – 18, with a thriving, co-educational Sixth Form. As one of the top independent schools nationally, students come from all over London and the South-East. Almost all go on to further education or apprenticeships, with around 10% of the Upper Sixth gaining offers from Oxford or Cambridge each year.

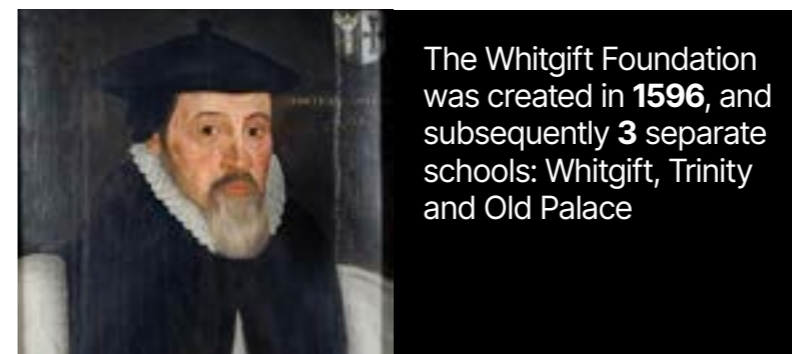
The school is one of three governed by the Whitgift Foundation, which was founded in 1596 by the then Archbishop of Canterbury, John Whitgift - the other schools being Whitgift School for boys and Old Palace School for girls.

The school has been on its present site since 1965, and enjoys 27 acres of grounds as well as additional playing fields in Sandilands, fifteen minutes' walk from the school. The original building has been greatly extended, including the Mitre Theatre and the Shaw Building, which houses the Art, Design and Sports departments. Most recently we completed a new multi-million pound classroom block, a first class Performing Arts venue in the Trinity Concert Hall, a refurbished swimming pool, a state-of-the-art Sixth Form Centre, a Sports pavilion and a Music School.

Parents whose income falls below a specified threshold are eligible for a bursary and this enables us to attract pupils from an unusually wide range of socio-economic backgrounds. Parents choose Trinity as much for its well-grounded and diverse community as they do for the school's academic standards and breadth of co-curricular opportunities.

**"It is a school for any bright child, regardless of socio-economic background."**

Trinity Parent



The Whitgift Foundation was created in **1596**, and subsequently **3** separate schools: Whitgift, Trinity and Old Palace

On average, we provide coaching, tournaments and sessions to **1,500** local primary

At Trinity we have **1000+ students**, aged between **10-18**

**767** hours were dedicated to worthwhile causes by participants from Trinity in The Duke of Edinburgh's Award programme, between April 2020 and March 2021



**86%** of GCSEs in 2024 were graded **9, 8 or 7**



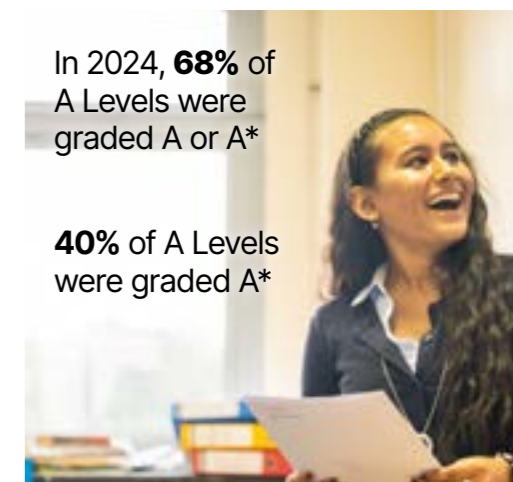
Recently awarded **Excellent** by ISI (Independent Schools Inspectorate) and a Sunday Times **top 50** independent school, **five years running**



Ranked **35th Independent Secondary school nationally** by The Sunday Times Parent Power Schools guide 2024, and 16th in London.

In 2024, **68%** of A Levels were graded A or A\*

**40%** of A Levels were graded A\*



Over **90%** of our Sixth Form leavers have gone on to their first-choice destination over the past couple of years



**50%** of the student body receives some form of fee remission. Our bursary programme is one of the most extensive in the UK



**27 acres** of grounds

**175** teaching staff  
**83** support staff

**100+** clubs and activities



Vision and values

We welcome well-qualified, inspirational and dedicated staff who are committed to their own continual professional development. Our focus is on outstanding pastoral care; ensuring that relationships within the school are based on mutual respect within a highly supportive environment. Great outcomes are delivered through a culture of strong values. By focusing on ethos and character, we nurture extraordinary young people.

Trinity was founded to serve its community. Over the past few years, we have welcomed approximately 120 schools to a range of programmes including our STEMLink, CHEMLink and COMPLink events. The Trinity Primary School Maths Morning is another key event, while the Sports department teaches in local schools, provides in-person INSET and online resources, and hosts a range of tournaments, with our facilities also being used by many local schools.

Trinity also nurtures a partnership with Chipwepwete School in Malawi. We have raised more than £100,000, which has funded a free school meal programme and led to the construction of a library, teaching block and even a bridge so that students and their teachers can

“At Trinity we want to nurture extraordinary young people.”

Alasdair Kennedy



“Students develop into caring individuals with an appreciation for the community and world in which they are growing up.”

Trinity parent



## A culture of care

Trinity's focus is on relationships and positive interactions as the cornerstone for success. Students are encouraged to think about important interpersonal qualities, such as kindness, empathy, courtesy and personal responsibility.

Student wellbeing is central to all that we do and the school's pastoral structure provides a framework within which pupils grow and flourish. Tutors and Heads of Year take a lead role in supporting students and liaising with parents on pastoral matters, while the pastoral team are all trained in mental health first aid, and work alongside the nurses, counsellor and clinical psychologist to provide both physical and mental health support.

There are around 20 boys in each form in the Lower and Middle School. In the Sixth Form, tutor groups are formed of ten to twelve students. Students see their Form Tutor twice a day and these relationships are key: Tutors are there to listen, advise and help our students make and understand their own choices, and to act as the primary contact with parents.

We are proud of our reputation for providing outstanding pastoral care and, in the last two years, 100% of our new parents said that we achieve this.

**"We have been very impressed by the quick response from the school when we had an issue with one of our sons. The peer monitoring system is great."**

Trinity Parent



**"The pastoral care is amazing ... the teachers are my eyes and ears."**

Trinity parent



## A vibrant co-curricular life

Trinity enjoys a vibrant co-curricular life. Music at Trinity has an international reputation, and each year the Trinity Boys' Choir is involved in a varied programme of demanding professional work. Drama flourishes and the school's sporting reputation is also very strong, with regular national and international success. There are over 100 clubs and societies, and regular visits are arranged to concerts, plays and exhibitions. All members of staff assist with these activities.



**"The pastoral care is incredible... It feeds into how students are taught; meaning lessons are positive, stimulating and fun."**

Trinity Parent



## The Post – Section Officer the CCF Royal Navy Section

Trinity's CCF has three sections: Royal Navy; Army; and Royal Navy. The sections follow their own syllabus and cover an array of military subjects. After the recruits' initial training, they develop their knowledge of Royal Navy training, and can go on to take leadership roles within the Corps.

As one the Section Officers of the RN Section, you will be required to attend weekly parade nights (1500-1730) every Monday during term time, as well as further training as required throughout the year. We usually have two field days and 3/4 camps a year. You will be required to assist the OC RN with the implementation the section's annual training programmes and field days etc.

It is anticipated that you will have already completed your basic training course in the CCF RN, and so would be able to add value immediately. Additional qualifications will be helpful but are not essential for your appointment as further courses will be available for you to undertake.

We would also welcome applications from candidates undergoing (or wishing to undergo) their commissioning into the CCF RN.

This role is a voluntary one and does not entitle you to any pay from the school; however, you will be able to claim Volunteer Allowance in line with MOD guidelines for authorised training activities.

You will be required to provide two references and undergo an enhanced DBS check before commencing training with cadets.

### Reports To

Capt Anthony Muirhead, SSI (in the absence of a Contingent Commander)



## Job Description

### Tasks and Duties

Under the direction of the Contingent Commander, you will ensure:

### Organisation (incl. Governance & Compliance)::

- That you comply with Ministry of Defence (MOD), RN Cadet Force (CF) and school safeguarding policies.
- That all suitable safety and control measures are in place covering legal and CCF Regulation compliance for all RN Cadet activities, as directed by the OC RN, SSI or CC.

### Personnel and Administration:

- That you assist with the overall discipline of cadets while in the RN Section and liaise with the OC RN where disciplinary actions are required.

### Logistics, Medical and Finance:

- That all equipment on loan to you is kept safe and returned when no longer required.

### Activity (incl. Training):

- That you assist in the development of the RN Section's training programmes with OC RN and Senior (cadet) Ratings
- That you implement the OC RN's training programmes and assist in delivering training material to the cadets
- That you actively encourage cadets and CFAVs to take part in appropriate training courses, camps, and activities. Also attend relevant training and development courses for yourself.

## Person Specification

It is likely that the successful candidate will have most of the following experience, qualities, and skills:

- Strong administrative and organisational skills
- A strong ability to be self-motivated and to meet deadlines
- Good written and oral communication skills with excellent attention to detail
- The ability to work within a busy team
- High level of computer literacy e.g. with Excel Word, Outlook
- Attended OiC/CCF RN Basic course at Britannia Royal Navy College (unless you are a new joiner to the Cadet Forces)
- Additional CF qualifications, such as: field gun trainer, range conducting officer etc. (Desirable)
- Relevant AT qualifications, such as: PB L2, Paddle Sport Instructor etc. (Desirable).



### Terms and Conditions

- Salary £Nil, but MOD VA claimable according to current guidelines
- Hours 1500-1730 each Monday during term time
- Term time, but with additional training days (such as field days) outside of the usual Monday parades
- Trinity School is committed to safeguarding and protecting the welfare of children, young adults and expects all staff and volunteers to share this commitment. All applicants will be required to comply with all safeguarding procedures including an Enhanced DBS check
- Successful candidates will be subject to a social media check.

## Application Process

### Timescales

Please apply online at [www.trinity-school.org/vacancies](http://www.trinity-school.org/vacancies) as soon as possible.

Trinity School reserves the right to interview and appoint before the published closing date. Trinity strongly encourages applications from global majority candidates. 42% of our students are from global majority backgrounds and we want to have a staff body that reflects the diversity of the school and our local area.

# Please contact

If you would like any further information regarding the role, please contact:  
Captain A Muirhead [aqm@trinity.croydon.sch.uk](mailto:aqm@trinity.croydon.sch.uk)

Trinity School, Shirley Park, Croydon CR9 7AT

020 8656 9541

Further details about Trinity may be found on our website [www.trinity-school.org](http://www.trinity-school.org).

Apply online at [www.trinity-school.org/vacancies](http://www.trinity-school.org/vacancies) w-

Thank you for your interest in Trinity School

