



Merchant Taylors' School

Ambition | Character | Excellence

CCF Contingent Commander

The Post

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

Key Function

- To deliver an outstanding Cadet Force programme at the School

Line Management

- Report to the Deputy Head [Cocurricular]

Specific Tasks

Line Management of

- Section Commanders
- School Staff Instructor [SSI]
- Section Cadet Force Adult Volunteers [CFAV]

Time Commitment

- Every Thursday from 12:00pm to 18:30 during term time and other times as agreed with the School, including but not restricted to School open days, inspection days and training days including weekends. The MOD will provide Volunteer allowance, however you will be expected to attend camps and activities as a volunteer with no allowance. Traveling expenses will be paid for out of School activities.

Strategic Leadership

- Provide a vision for the development of CCF at Merchant Taylors', drawing on current best practice and the identification of opportunities for innovation and added value and inspiring enthusiasm for, and engagement with, cadet pathways and opportunities.
- Advise senior leadership on policy, strategy, and resources for the development of the CCF.
- Have responsibility for all aspects of the CCF programme policy and its implementation.
- Identify innovative and creative ways to inspire and engage pupils at different ages about service within the CCF.
- Promote the work of the CCF within and outside the School, ensuring that the Contingent remains a prominent and exciting element of Merchant Taylors' education.
- Regularly evaluate the impact of the CCF, identifying strengths and areas of improvement and providing quality assurance.
- Report on the CCF Contingent to the School leadership and governors as part of the Education and Safeguarding Committee reporting requirements, three times per year.
- Prepare and implement a CCF development plan.

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 the School MIS [iSAMS & SOCS], and is 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.
- 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.
- Responsibility for the non-public and public bank accounts including the auditing process.
- 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 delivery 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.
- Ensuring that all cadet activity, courses and training within the Contingent is planned well in advance with consideration of the School calendar [especially impact on teaching and learning, events and holidays] in order to ensure a harmonious relationship between the school and CCF Contingent.

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.

Liaison

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 Headmaster on

- Any safeguarding issues, concerns or accusations within the Contingent, following the School's Safeguarding policy and procedures. 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.

Administration

- Support the work of the Marketing and Admissions Departments with updates, information and as a potential point of contact for prospective parents.
- Manage the CCF budget as appropriate.

Other Responsibilities

- To undertake other reasonable duties as might be required.

Professional Development

- Maintain and update own knowledge and skills in line with legislation and the needs of the role and the independent schools' sector.

Equal Opportunities

- Maintain an up-to-date knowledge of Equality and Diversity legislation and the School's Equality and Diversity policies and procedures, in particular regarding the recruitment and retention of staff.

Safeguarding

- Maintain an up-to-date knowledge of Safeguarding legislation, and the Schools' safeguarding policies and procedures.

Health and Safety

- Ensure that an up-to-date knowledge of Health and Safety legislation as applicable to the role is maintained and that the School's Health and Safety policies and procedures are fully implemented and adhered to.
- Keep up-to-date with legislation, guidance, rule changes and leading-edge practices and, in conjunction with the Health and Safety Officer, annually review policies and risk assessments.
- Maintaining good order and discipline among the pupils and safeguarding their health and safety both when they are on the School premises and when they are engaged in authorised school activities elsewhere.

Revisions to the Job Description

According to the development and requirements of the Schools, Job Descriptions will need to be revised and updated periodically, after consultation with the post holder.

General

This job description is current at the date of issue but may be changed to reflect or anticipate changes in the job commensurate with the salary and role. Annual objectives will be agreed between the postholder and their line manager. The job description and person specification does not form part of a contract of employment and each individual task may not have been precisely identified within the duties and responsibilities above. It would be expected that the post holder would carry out any reasonable request made to undertake work of a similar level that is not specified in this job description.

Safeguarding Statement

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants will be required to undergo safeguarding checks appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS). The post is exempt from the Rehabilitation of Offenders Act 1974 and the School is therefore permitted to ask job applicants to declare all convictions and cautions (including

those which are "spent" unless they are "protected" under the DBS filtering rules) in order to assess their suitability to work with children.

Candidates should submit an application form via email to recruitment@merchanttaylors.com or alternatively post to Human Resources Department, Merchant Taylors' School, Liverpool Road, Crosby, Liverpool L23 0QP.

Closing date: 12th September 2025 at midday however, we reserve the right to close the vacancy early so you are encouraged to apply as soon as possible.