



Appointment of
CCF Administrator

Full-time or part-time, term-time plus 4 weeks
Information for Applicants

Letter from the Head

Dear Applicant

Thank you very much for your interest in the position of CCF Administrator here at Alleyn's. I am delighted that you are considering it and I hope to give you a sense of our school and why it is such a wonderful place to work! Our ROCCK values (Respect, Opportunity, Curiosity, Courage, Kindness) will also tell you what we are seeking to achieve here.

So, why Alleyn's? I started as Head here in January 2021, so I feel in a good position to help you answer that question, having asked it myself a few short years ago! You'll know, from our website, most of the key facts. We are an academic, co-educational through-school; our Junior School is also on our site and we love the fact that many of our pupils learn here from 4–18. We are situated in an inspiring leafy part of SE London, on a beautiful and well-resourced site with the City of London twinkling enticingly on the horizon, just about four miles away.

As one of the three Dulwich Foundation Schools, Alleyn's is part of a historic foundation which has been educating young people for 400 years. Our namesake and founder, Edward Alleyn, was one of the great Elizabethan players, and playful academic exploration and discovery is something we very much welcome here. I won't go into the less reputable activities he was famous for, but as well as acting, Edward Alleyn was also a philanthropist and a philosopher. His "College of God's gift" was established to change the lives of children – initially "12 poor scholars". It is rather wonderful that the original 12 has grown into our large, thriving community of more than a thousand children. Alleyn's has been honouring the founder's legacy, as one of this country's leading co-educational schools, for generations.

We are very over-subscribed and entrance to the school is intensely competitive. Our pupils are gifted and ambitious and, unsurprisingly, they do extremely well in exams. We were 17th in the national league tables for A level results this year, for example. I can't pretend that we are not proud of our pupils' results; we are, of course, but they are a by-product of an Alleyn's education, not the reason for it. The 'outcomes' we most care about are the incredible young men and young women who leave us. They are engaging, grounded, passionate and interesting individuals, who cross the stage at graduation, aware of who they are and what they care about and very ready to go out into the world and make it better. We're not the only people who think this; we loved Tatler's take on it in their Schools Guide this September: "If you're looking for the epicentre of forward-thinking education, here it is" they said, quoting a recent visitor to the school, 'the school is "dynamic, diverse and thinking in the future tense."'

The really lovely staff/pupil relationships here are critical and they underpin all we do. The strength of the relationships was one of the things people told me about before I started at the school and the other thing was how delightful Alleyn's pupils are. And they were right on both counts! Our students are grounded, engaged and enormous fun; they wear their talents lightly, they support each other, they are often impassioned and keen to fight for important causes and they are (mostly!) very engaged by the adventure of learning. They also make us laugh a great deal (you can see lots of evidence of all of this in our latest ISI report - do have a look at the highlights online).

Pretty much all of our pupils are involved in the co-curricular life of the school and in our partnership and outreach programmes. This matters to us and we do ask all our teaching staff to play an active

part in the co-curricular and enrichment programmes partly because so much of the fun and friendship here stems from this. Equally, of course, most staff will play a role in the pastoral care and education which is delivered through Year Groups, School Sections and Houses. The Outreach programmes at Alleyn's are a big part of who we are and a critical part of an education here.

I hope this summary has been helpful and that you feel excited by this opportunity and keen to apply. If perhaps you are thinking that a historic, academically selective independent school might be a bit daunting or might not be the right place for you, can I urge you to reconsider this? We are emphatically not a 'one-size-fits-all' community and we take great pride and delight in individual differences and the successes these bring. And of course, our pupils benefit from seeing a varied team of adults working together successfully and happily as part of a diverse and inspiring team. If you join us, we hope that you will quickly feel part of the school community and we will warmly encourage you to make the most of the many opportunities for personal and professional development on offer.

I also very much hope that you will be able to get a sense of the energy and fun at the heart of our school during this recruitment process. The informality, the warmth and the unpretentious approach at Alleyn's really is infectious and I hope you will feel it, as I did, the moment you walk through the doors. There is nothing entitled, stuffy or pompous about this school. And we really hope that you will enjoy getting to know us a little bit.

May I wish you the very best of luck.

Yours faithfully,



Mrs Jane Lunnon
The Head



About The Role

The Combined Cadet Force (CCF) Administrator supports the work of the Contingent Commander, the Section Heads and the School Staff Instructor (SSI) in the professional running of the CCF.

About the Alleyn's CCF

Alleyn's School Combined Cadet Force was one of the first CCF's. It was established well over 100 years ago and has grown in strength and stature. It is now one of the largest fully voluntary Contingents in the country, parading over 220 cadets every week in Royal Navy, Army and RAF sections. Training is sometimes section specific and sometimes fully combined. We parade for approximately 90 minutes on a Thursday afternoon and run a high number of overnight and considerably longer training events during our annual calendar. We run military, ceremonial and adventurous training and try to ensure that cadets leave with measures of their experience which are recognisable by anyone. We run several week long residential camps each year and occasional overseas experiences. We are proud of our ability to invest in cadets who go on to run, lead and shape the Contingent.

Key Responsibilities:

This includes, but is not limited to the following:

- Use the relevant MOD IT system to keep up-to-date with all CCF Policy and correspondence;
- Administer the Thursday afternoon training programme;
- Administer the CCF leaving and joining process;
- Oversee the production of appropriate training materials;
- Organise and support the CCF field day administration;
- Assist with the administration of the CCF BTEC and CCF DoFE;
- Oversee the record keeping and qualifications of the contingent;
- Review and recommend improvements in CCF procedures;
- Ensure that all cadets abide by the CCF Code of Conduct;
- Liaise with internal and external personnel;
- Be responsible for ordering and helping to maintain the appropriate equipment for contingent training;
- Attend some trips and camps;
- Promote the CCF within the school environment;
- Manage non-secure CCF stores.



Site Security Responsibility:

This is an extra role option (for the right candidate)

- Manage the physical security provision for the School site, working alongside the Senior Concierge and Director of Site Operations;
- Conduct regular site vulnerability audits, rectifying issues where they arise;
- Prepare business cases for investment in site security where appropriate;
- Take responsibility for the training and development of front-facing staff in security response matters;
- Conduct active threat assessments, including producing risk assessments and advising school committees;
- Manage the provision of CCTV and Access Control across the site, working with the Schools IT Department.

Other:

- Be aware of and work in accordance with the school's Health & Safety Policy;
- Promote the school's eco-agenda and ensure all work is carried out with a view to reducing waste and protecting our environment;
- In conjunction with all staff of the school, support, promote, and act within the school's Safeguarding Policy;
- In conjunction with all staff of the school, support, promote, and act within the school's policies and practices about data protection.

Any additional duties, as directed by the CCF Contingent Commander which are within the reasonable capability and responsibility of the CCF Administrator.

Line Management

The CCF Administrator is managed by the CCF Contingent Commander who oversees and supports this role. The role holder has free access to the COO who is ultimately responsible for operational staff.

Our Values (the Alleyn's ROCCK!)

Respect
Opportunity
Curiosity
Courage
Kindness

Person Specification

The ideal candidate will possess excellent administrative skills, attention to detail, and a strong ability to manage multiple tasks in a busy environment. Previous experience in an educational setting or working with youth organizations is desirable, along with a commitment to fostering a supportive and engaging atmosphere for cadets. Strong communication skills and the ability to work collaboratively with staff, students, and external partners are essential. A proactive approach and a passion for promoting personal development through the CCF program will be key to success in this role.

Applicants will also possess or be willing to work towards:

- A First Aid qualification;
- Knowledge of the workings of a school.

The following table lists the generic skills, experience and knowledge required for this role.

- The successful candidate is educated to Education to A level / Level 3 standard (essential);
- The successful candidate will have been educated to degree or equivalent standard (desirable);
- Good levels of IT literacy, including competence using Microsoft Word and Excel;
- Strong interpersonal skills and the ability to build relationships and collaborate with a wide range of people;
- A basic level of fitness allowing the person to move around freely throughout much of their work;
- Willingness to learn new skills and develop;
- Flexibility combined with the ability to both use initiative and take direction;
- Excellent communication skills, both written and verbal, with the ability to flex their style and engage appropriately with a wide range of people;
- A professional attitude and commitment to upholding the values and standards of the School, Alleyn's CCF and the Armed Forces;
- An awareness that the role holder's position may from time-to-time give them access to information which cannot be shared externally or internally;
- An appreciation of the importance of regulatory compliance (including safeguarding, health and safety and financial).

In addition to the above, the following are also highly desirable:

- Previous experience with cadets (CCF or ACF);
- Previous experience in a school or other educational environment.



Working at Alleyn's

Terms and Conditions

This permanent position is offered on either a full-time or part-time basis, covering term-time plus an additional four weeks. Flexibility is required due to weekend and overnight activities for CCF. The successful applicant will be expected to work a full day on Founder's Day, one Saturday per year in late June or early July.

The full-time, term-time plus four weeks salary will be between £23,988 to £27,297 pro rata per annum (based on an FTE of £29,000 to £33,000 per annum) depending on skills and experience and will be paid over twelve-monthly instalments. If the role is taken on a part-time, term-time plus four weeks basis, the salary will be pro rated accordingly. There is also an optional site security responsibility, which, if undertaken, would attract an additional payment.

The school offers additional benefits to its staff, including income protection insurance, an employee assistance programme, enhanced family leave pay, lunches and other refreshments, the use of school facilities including the swimming pool and gym, a cycle-to-work scheme, a tech scheme, and holiday purchase scheme, access to the library, free tickets to school performances, and the opportunity to join one of two private healthcare plans. Staff also enjoy discounts with local businesses and may use holiday sports camps for the children of staff at a preferential rate.

Members of staff who have children attending Alleyn's Junior and Senior Schools will benefit from 25% fee remission, which, subject to means testing, may increase to a maximum of 85%. This is a non-taxable benefit, and any means-tested element is reviewed annually. Staff children must meet the same admissions criteria as all pupils at Alleyn's. There is also some fee remission available in respect of staff children attending Dulwich College and James Allen's Girls' School, though the terms and conditions are different and it is taxable benefit.

The role holder will have access to, and may be automatically enrolled into, the School's Group Personal Pension Plan, currently provided by Legal & General. This plan may involve contributions being made via salary sacrifice based on 6.5% employer contributions.

The post is permanent following successful completion of a six-month probationary period.

On completion of the required recruitment checks, the post would be available to the successful candidate with immediate effect or at the completion of their due term of notice.

Commitment to Safeguarding

We are fully committed to providing a safe environment for children, staff and visitors.

We promote a climate where anyone in the community can freely share their concerns about themselves, or others, in terms of individual safety and well-being.

We protect the interests of the children at Alleyn's through awareness among all members of staff of the kinds of issues of abuse, maltreatment and neglect that would impair a pupil's health or development.

In this way, Alleyn's supports its pupils' development by fostering security, confidence and independence.

We provide an environment in which children and young people feel safe, secure, valued and respected, and know how to approach adults if they or those whom they know are in difficulties, with the assurance that they will be listened to.

Everyone in the staff community at Alleyn's takes responsibility for safeguarding, and we always aim to act in the best interests of the child.



Arrangements for the Appointment

Applications

The application form can be downloaded from our website, www.alleyns.org.uk/jobs.

Candidates should complete all sections of the form and submit it together with a completed Equal Opportunities Monitoring Form, full CV and covering letter.

Please address your covering letter to the COO, Guy Collins-Down, **explaining in your letter why you are interested in this particular position at Alleyn's and why you think it would suit you at this time in your career.**

All documents should be emailed to jobs@alleyns.org.uk.

Alternatively, they can be posted to:

HR Department, Alleyn's School, Townley Road, London SE22 8SU.

The deadline for applications is midday on Thursday 7 November 2024.

If you have any questions you are very welcome to contact the Recruitment Manager, Karolina Walicka, by email at jobs@alleyns.org.uk or by phone on 020 8613 5016.

Interviews and Appointment

Interviews will be conducted at the School, but the School will be appreciative of working around other MOD commitments. This will consist of interviews with relevant colleagues including the COO and the CCF Contingent Commander. There will also be an opportunity to meet with other relevant staff. Please note that references may be taken up before the interviews. If you would prefer to be contacted first please state this.

Safeguarding Checks

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 must be willing to undergo child protection screening appropriate to the post, including checks with past employers and an enhanced DBS check.

Equal Opportunities

As an Equal Opportunities employer we welcome applications from all applicants who meet the requirements for the position. However we are especially keen to receive applications from those in minority groups for which the School is currently underrepresented. We celebrate diversity and thrive on the benefits it brings.



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