



Appointment of  
**School Staff Instructor (SSI)**  
**for the Combined Cadet Force**

Full-time, all year round  
Information for Applicants

# Letter from the head

## Dear applicant

Thank you very much for your interest in the position of School Staff Instructor for the Combined Cadet Force 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 not that long ago! You'll know from the 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 16th in the national league tables for GCSE 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.

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 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 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. We are, of course, delighted to answer any additional questions you might have in making your application.

Finally, I do hope you still feel inclined to apply for this position! 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 very much hope that you will enjoy applying for a role here and 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 School Staff Instructor (SSI) for the Combined Cadet Force (CCF) provides professional military guidance and assurance to the training programmes of all three services that form the CCF at Alleyn's. This will include adventure training, administrative, logistical and military planning support for the CCF and Contingent Commander (CC). The role of the SSI is pivotal to all CCF activities and to the development of the Contingent. The SSI works under the leadership of the CC. The SSI provides the foundations for the appropriate military culture, ethos and standards demonstrated by CCF staff and cadets.

Additionally, the SSI works alongside the Head of Adventure Education to provide commercial activities during holiday periods (when not occupied by CCF) as part of the School's strategic plan, supported by Alleyn's School Enterprises Limited (ASEL).

## 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:

The SSI will have responsibilities for providing advice to the Contingent and playing a major role in organising and delivering training. They will be responsible for developing and improving the attendance of camps, courses and external training by cadets and adult volunteers alike. They will help set standards of dress and behaviour and represent an excellent role model for cadets and adults alike. This includes, but is not limited to the following:

- Advising and assisting the Contingent Commander, Section Officers and CFAVs on all matters military and providing assistance to CFAVs and cadets in all aspects of training and training programme development.
- Fulfilling a major motivational role within the CCF and being present, active and visible during Thursday afternoon CCF training and at all other times during CCF training and activities.
- Assisting Section Officers and the Contingent Commander in publicising camps and Courses to cadets and CFAVs.
- Carrying out necessary recces in advance of training.
- Assisting the Contingent Commander in maintaining standards of discipline and dress within the CCF contingent.



## Compliance, Armoury & Security:

The SSI will be responsible for the Contingent's compliance with all MOD regulations relevant to the CCF. The SSI will be responsible for assisting the Contingent Commander in ensuring that the contingent satisfies all governance matrix criteria. This includes, but is not limited to the following:

- Management of the armoury, its contents and the ammunition bunker.
- Compliance with regulations concerning and all matters pertaining to the storage, administration, maintenance, transport, safe use and care of all weapons, ammunition and explosives on and off site.
- Compliance with regulations and all matters pertaining to the instruction of cadets and safe operation, administration, maintenance and use of temporary air rifle ranges.
- Assisting the Contingent Commander and Chief Operating Officer in ensuring that all CCF/College regulations in respect of Safeguarding, DBS, Protecting Information, Red Book Test, inspections, security clearance etc. are complied with.
- Act as the out of hours on call staff member for site security at the same time as on call arrangements concerning the armoury.
- Maintaining security of keys and recording/monitoring their issue.
- Liaison with appropriate contractor concerning alarm systems, in partnership with the Chief Operating Officer.
- Assisting the Contingent Commander in maintaining Contingent Security Standing Orders.

## Administration & Organisation:

The SSI will be a major user of appropriate MOD computer management systems relating to cadets and within the Contingent and be responsible for the maintenance of a number of electronic and paper records. Their administrative role will include and extend beyond training, into a range of areas. They will work alongside the CCF Administrator who is responsible for school paperwork. They will, on many occasions be the representative and outward face of Allyn's School CCF and will play a vital role in making sure the Contingent runs smoothly. This includes, but is not limited to the following:

- The entry and maintenance of accurate and current contingent data and planning information on the appropriate MOD IT systems.
- Assisting applicants and the administration of applications for camps and courses by cadets and CFAVs using the appropriate MOD IT System.
- Administration and monitoring of Volunteer Allowance (VAs) for CFAVs.
- An involvement in the administration of cadet Duke of Edinburgh and BTEC programmes falling within the remit of CCF.
- Co-ordination and booking of school and/or external transport for CCF activities/events.
- The maintenance of up to date, accurate contingent records.
- Responding to communications by phone, e-mail, fax or otherwise regarding CCF matters.
- Completing Annual Radiation returns.
- The planning and organisation of resources to support section training programmes.
- Assisting the Contingent Commander and CCF Administrator in the organisation of contingent events including field days, camps, visits, dinners, Founders Day, Remembrance and expeditions both in the UK and overseas. Being an active participant in these events.
- Collating and resourcing section training programmes and assisting the Contingent Commander and Section Officers in ensuring a safe system of training is in place for all CCF activities.





- Assisting the Contingent Commander, CCF Administrator and Section Officers in obtaining authority to train and booking training facilities, both civilian and military.
- Acting as the main point of contact on all CCF matters in the absence of the Contingent Commander.
- Assisting the Contingent Commander in ensuring the efficient day to day running of the contingent.
- Assisting with the necessary administration in advance of cadets and CFAVs attending training courses.
- Maintaining a training calendar and keeping a log of his/her activities and that of other contingent staff therein.
- Maintaining an accurate record of visitors to the contingent and the purpose of their visit.
- Making decisions on behalf of the Contingent Commander when appropriate.
- Maintaining an excellent working knowledge of CCF regulations and school working practices and policies.
- Ensuring he/she is routinely available and accessible to cadets and staff during school hours.

## Commercial Activities:

The SSI is a year-round role, and therefore has a duty to support the School's strategic plan particularly with regard to diversification of the income. This includes:

- Develop a range of commercial activities in conjunction with the Head of Adventure Education suitable for both Alleyn's and local children.
- Work with ASEL to structure, cost, market and operate said courses, targeting at least 25 days per year of commercial activity.
- Train suitable staff to support and deliver courses to expand their reach.

## Finance:

The SSI will play a major role in the financial administration and planning of the Contingent. The SSI will assist in maintaining both MOD and school budgets under the direction of the Contingent Commander. This includes, but is not limited to the following:

- The proper management and accounting of CCF financial budgets in collaboration with the CCF Administrator and Contingent Commander.
- Assisting with the CCF Administrator in administration of and submission for collection of all charges to cadets made to sundries.
- Assisting the Contingent Commander and CCF Administrator in planning the use of and preparing requests for school finance.

## Health & Safety:

The SSI will work with the Contingent Commander and others within the school to ensure the safety and security of cadets and adults during and outside CCF activities. They will also share responsibility for safety and security of working practices within the Armoury and stores complexes. This includes, but is not limited to the following:

- Maintaining an awareness of terrorism threats and informing CFAVs/Cadets/school as appropriate, in partnership with the Met Police.
- Conducting an annual Establishment Security Self-Assessment (ESSA) with the Contingent Commander, in partnership with MI.
- Working with and assisting the Contingent Commander and the Health, Safety and Fire Managers ensuring that all Health and Safety Policies are adhered to and implemented.
- Be aware of the School's Health & Safety Policy and sit on the Health & Safety Committee.



## Other:

The SSI will assist the Contingent Commander in maintaining the up-to-date knowledge base and skills of adult volunteers. Where appropriate he/she will support wider school activities as required. The SSI supports the Contingent Commander in fulfilling their responsibilities as required. The SSI will be responsible for:

- Informing staff of changes to the pamphlet/publication's library.
- To support wider school activities as required, where this is agreed with the Contingent Commander and the activity falls within the wider skill set of the post holder and does not compromise the primary purpose of the post.
- 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 School Staff Instructor.

## Line Management

The School Staff Instructor will work closely with 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

Ideally, the successful applicant will be from a military background in a senior NCO position in regular, reserve or cadet forces. They will be a proactive team player and have the desire to support the development of pupils at Alleyn's.

- 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);
- To have successfully completed the Skill at Arms course;
- CQMS stores management experience;
- A range qualification;
- M Qual (to be able to run blank firing exercises);
- A full UK driving license;
- Confidence performing ceremonial roles;
- 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;
- 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 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:

- Drill instructor qualification;
- First Aid instructor qualification;
- A strong, current network within the Army and wider military;
- An adventurous training qualification;
- Previous experience with cadets (CCF or ACF) and/or training and developing officers;
- Previous experience in a School or other educational environment.



# Working at Alleyn's

## Terms and Conditions

The job is offered on a permanent basis, full-time, all year round. There is four weeks holiday per year in addition to a Christmas closure period and bank holidays, increasing to five weeks after five years of service.

The hours will be 37.5 hours a week, working between 8am and 4pm, excluding a half hour unpaid break for lunch per day. However, flexibility is required due to weekend and overnight activities for CCF. The role holder will have prime responsibility for the Armoury in line with current cadet regulations, Security Call Out for School. 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 salary will be between £32,000 and £35,000 per annum based on experience and will be paid over twelve monthly instalments. Due to the requirements around security, school accommodation is offered as part of the post, or an equivalent salary allowance for applicants who live within 20 minutes of the School.

You will receive up to 51 days per annum allowance at the prevailing MOD SSI rate. The School also offers additional benefits to its staff, including the use of the School swimming pool and gym, subsidised yoga and Pilates classes, a 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. This plan may involve contributions being made via salary sacrifice based on matching 5% contributions from the employer and employee and is currently run through Legal & General.

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 from 29 August 2024.

## 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](http://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](mailto: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 Monday 22nd July 2024.**

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

## Interviews and Appointment

Interviews will be conducted at the School **on Monday 29th or Tuesday 30th July 2024**, 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.



Alleyne's School, a charitable company limited by guarantee registered in England and Wales with company number 09401357 and registered charity number 1161864. Registered office address: Alleyne's School, Townley Road, Dulwich, London, SE22 8SU

---