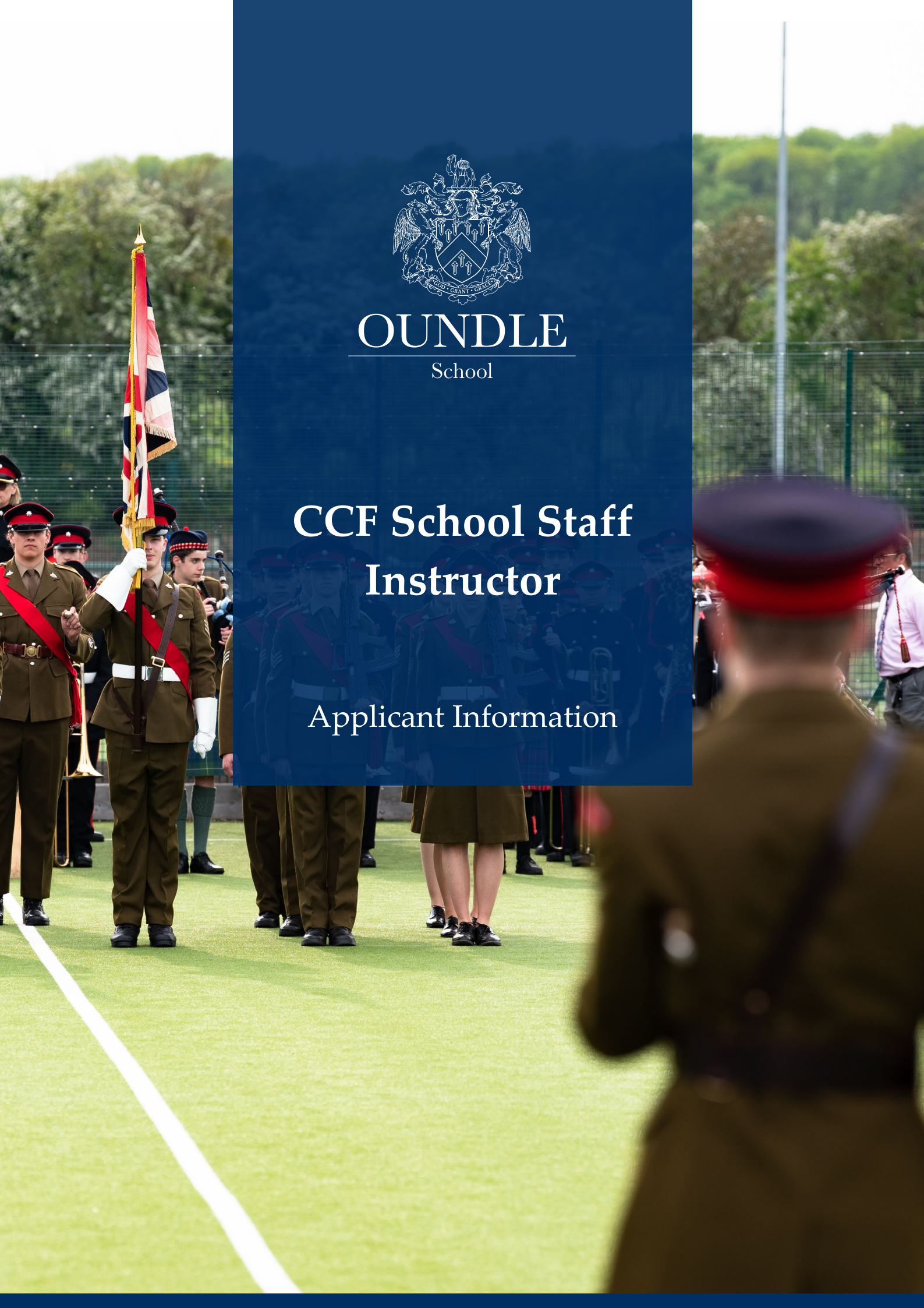




**OUNDLE**  
School

**CCF School Staff  
Instructor**

Applicant Information



# Oundle School

## The Corporation of Oundle School

**The Corporation of Oundle School, a registered charity, was founded to provide an education of the highest class and this remains its primary objective. The Corporation has responsibility for Oundle School, Laxton Junior School, Oundle School Enterprises Limited and the Oundle School Foundation.**

Oundle School has its origin in a grammar school founded in 1556 by Sir William Laxton, who was Master of the Worshipful Company of Grocers and Lord Mayor of London in 1544. The Grocers' Company is one of the oldest Livery Companies of the City of London and ranks second in the order of precedence. Under the terms of the will of Sir William Laxton, the Grocers' Company continues to demonstrate its support for Oundle School and Laxton Junior School (the Schools) through the provision of bursaries and grants.

## Oundle School and Laxton Junior School

Oundle School has long been associated with the very best of modern independent education, especially boarding. It takes seriously its responsibility to pupils so that they can emerge as decent, open-minded adults; ambitious about what they can go on to achieve and contribute. 1140 pupils are on roll at the School, of whom 840 are full boarders.

Laxton Junior School is a day school of 260 pupils from Reception to Year 6, located in the heart of Oundle.

A team of around 800 staff, both academic and support, ensure an education of the highest standard is in place across the Schools with the efforts of the whole team focused on this fundamental aim.

## Oundle Today

The Corporation of Oundle School is a rewarding and exciting place to work. We are proud of our staff and we value the contribution that every employee makes to the life of both Schools and our pupils.

We are fortunate in our location at the heart of a beautiful market town, not least because for over 450 years the School and town have been part of the same community. The town itself is home to a buzz of activity, from local farmers' markets and food traders to antique dealers and an independent brewery, all flanked by numerous shops, restaurants and cafes, many of which span decades of family tradition. There is a spirited cultural life, with music, literature and food festivals as well as extensive sports and social clubs for both young and old. Barnwell Country Park is within easy walking distance, while the River Nene and the surrounding countryside offer wonderful walks and outdoor pursuits.

Oundle School and Laxton Junior School are proud to be equal opportunity employers and we welcome applications from all. We are committed to the elimination of unconscious bias, promoting an ethos of inclusion, respect for others and celebrating diversity in all its forms throughout the School community.

## Recruitment Process and Benefits

The recruitment process will be conducted in line with our Recruitment Policy to select the most suitable person for the role in terms of relevant experience, abilities, and qualifications, as well as to meet our compliance requirements. In providing equal opportunities to all, we encourage all candidates to make us aware of any adjustments they may require in order to support during the recruitment process.

Our staff benefit from:

- Excellent working conditions
- Group Personal Pension Plan
- Life Assurance scheme
- BUPA Wellbeing Expenses Plan
- Employee Assistance Programme
- Access to some discounted tickets to the Stahl Theatre and Music Productions
- Discounted membership of the state of the art Sports Centre and Swimming Pool
- Electric Vehicle scheme subject to rules
- Cycle to Work scheme subject to rules
- Free lunch available for staff during School term times
- Free car parking (subject to availability)

*Some of the above are non-contractual.*

See also the Employment Information section.



# CCF School Staff Instructor

## Responsibilities and Organisation Structure

The School offers pupils aged between 14 and 18, the opportunity to experience a range of opportunities within the Army, the Navy and the Air force, through its Combined Cadet Force (CCF) operation.

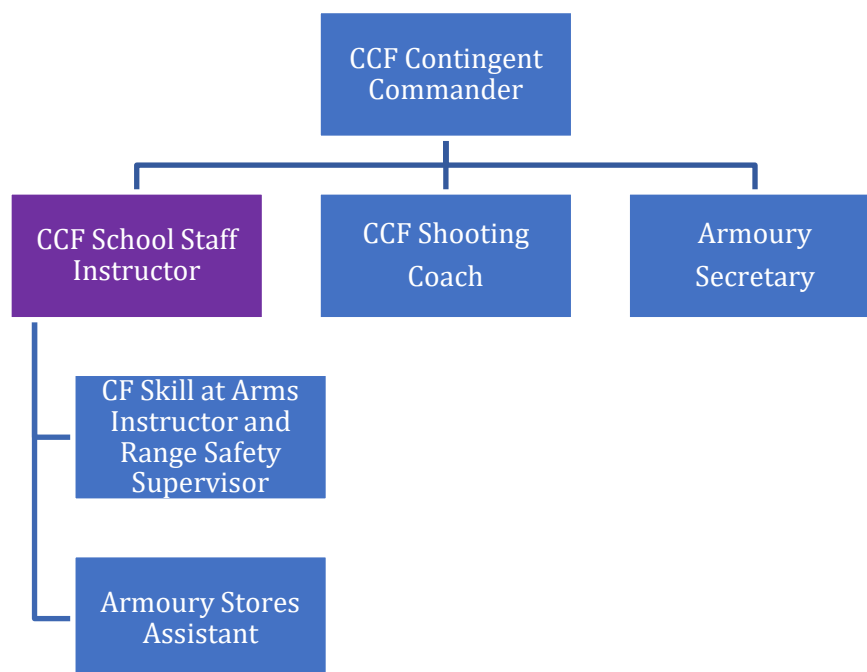
It is one of the largest in the country at over 400 strong, and comprises six Sections (RN, Army, RAF, AT, F&R and Marching Band). It is compulsory for all Fourth Form pupils and runs frequent off-site training exercises and activities.

**Department:** Co-curricular

**Department/Team:** CCF

**Responsible to:** CCF Contingent Commander

**Responsible for (staff):** Armoury Stores Assistant, CCF Skill at Arms Instructor and Range Safety Supervisor.



## Key Responsibilities

### MOD and Safety

- Be responsible to the Head and Contingent Commander for the safe conduct of all CCF activities in accordance with Ministry of Defence (MOD) regulations and guidance.
- Liaise directly with HQ Centre and subordinate units, primarily the Cadet Training Support Team (CTST), to ensure the effective delivery of all MOD support to the CCF.
- Advise the Contingent Commander on all CCF related matters, particularly relating to MOD regulations and the Safe System of Training.

- Monitor all relevant MOD regulations relating to CCF training. Update and implement all CCF policies and procedures as required.
- Manage and maintain both School ranges in accordance with MOD regulations.
- Be responsible for all MOD inspections including Weapon, Ammunition, Health and Safety, Fire and Assurance visits.
- Gain MOD authorisation for all Army Section Field Weekend and Summer Camp activities.
- Gain MOD authorisation for all Adventure Training activities, including Ski Camp if necessary.
- Ensure all MOD accounts and returns are properly managed and collated.
- Act as Pay Officer for all CCF Officers' pay.

### Training

- Attend all Field Weekends, Adventure Training (including the CCF Ski Trip) and Army Summer Camps as the senior military representative.
- Attend all out of hours/weekend commitments such as Band performance at the Menin Gate, Franklin Gardens, Remembrance Sunday in Oundle, Ex Combat Cadet, and Cambrian Patrol.
- Teach, instruct and advise all Staff and Cadets on military matters relating to the CCF training programme, including the planning and execution of Army Field Weekend.
- Organise all ceremonial parades including Remembrance Day and Pass out Parade.
- Plan and deliver training to the Army Section as required.
- Manage all Insurance claims arising from CCF Training.

### Logistics

- Ensure that all CCF activity is delivered cost effectively and efficiently.
- Act as Quartermaster (QM) to the CCF and account for all equipment clothing and stores held by the CCF in accordance with MOD regulations.
- Provide the appropriate logistic support to ensure the smooth operation of CCF training.
- To manage and control the use of both ranges and plan the maintenance in line with MOD regulations.
- Oversee the appropriate maintenance of all CCF facilities and equipment.
- Run the Armoury Alarm Response Plan, ensuring an Officer can always respond in 20mins.
- Ensure the smooth running of the daily routine in the Armoury.
- Monitor service contracts as appropriate.

### School

- Coach Sport on three afternoons per week (Tues/Thurs/Sat) with TOIL for Saturday work.
- Plan, organise and run all Leadership selection procedures for School Scholarship Days.
- To promote and assist the schools involvement in community partnerships.
- Conduct/contribute to staff objective setting and appraisals as required.

### Liaison

- Liaise with outside agencies such as Northamptonshire police, Southern Monitoring, Regional Forces Cadet Association and British Legion as required in support of principal duties.
- Promote and assist in the School's involvement in Community Partnerships.

## Secondary Duties

- Security Officer for all CCF equipment, including weapons and ammunition.
- CCF Health and Safety Officer, liaising with the School H&S Officer as appropriate.
- CCF Fire Officer, liaising with the District Fire Officer for all inspections as required.
- Act at all times consistently with Oundle School's Safeguarding Policy, associated procedures and standards of behaviour and in line with Keeping Children Safe in Education (KCSIE) Part 1 and Annex B.
- Support the School's Prevent Strategy as outlined in the Prevent Policy in the Staff Handbook, ensuring that visitor and other relevant protocols are observed.
- Demonstrate an appreciation for the importance of diversity, through your actions and behaviours, with the School's Equality, Diversity and Inclusion Strategy.
- Ensure compliance with the School's Health and Safety policy and requirements.
- Carry out any other duties commensurate with the post as may be reasonably required by your Line Manager.

*These tasks are not intended to be exhaustive.*

*It is the shared responsibility of the post-holder and line manager to ensure that the job description is kept up to date.*



## Person Specification

The selection of candidates for short-listing will be based on this specification and candidates should bear this in mind when preparing their application and completing the application form.

Qualifications	Essential	Desirable
Platoon Sergeants' Battle Course (A Qual)	✓	
CQMS/RQMS qualification	✓	
Advanced All Arms Drill	✓	
Current Range Qualification and Small Arms Instructor	✓	
Relevant NVQ qualification		✓
Supervisory/management qualification		✓
Health and Safety Qualification		✓
IT qualification (eg. European Computer Driving Licence)		✓
Sports Coaching Qualification		✓
MIDAS Licence holder		✓
Competencies, Skills and Experience	Essential	Desirable
Significant experience as a Senior Non-Commissioned Officer in a relevant role	✓	
Experience of managing staff	✓	
Experience running Military Exercises	✓	
Ability to use Microsoft Office	✓	
Clean licence holder	✓	
All Arms weapon instruction	✓	
CQMS/RQMS experience	✓	
Experience working with children	✓	
3 years' experience as RSM or CSM		✓
Experience of setting and monitoring budgets		✓
Track record of Continuing Professional Development		✓
MOD Security vetted		✓
Ammunition handling course		✓
Team Sports		✓

Personal qualities	Essential
Strong leadership qualities and military gravitas	✓
Team player	✓
Able to create a positive and innovative atmosphere which motivates individuals and teams to give their best results	✓
Excellent communication skills at all levels	✓

All roles at the School are classed as ‘regulated activity’ as per the Keeping Children Safe in Education 2025 guidance, therefore a good understanding of safeguarding procedures is essential on employment.

THE SCHOOL IS AN EQUAL OPPORTUNITIES EMPLOYER



## Employment Information

The role is subject to a six-month probationary period. On completion, you will be expected to participate in the School's appraisal system.

All members of staff are appointed to the School as a whole and may reasonably be asked to undertake similar or related duties in a department or team other than that to which they were originally appointed, or for any subsidiary company.

The School is committed to safeguarding and promoting the welfare of children and young people, and expects all staff to share this commitment. All staff appointed to the School are required to be checked through the Disclosure and Barring Service, and to provide evidence of identity, evidence of their entitlement to work in the United Kingdom, and evidence of qualifications deemed essential to the role, or declared on their application form.

- **Start date:** 28 September 2026
- **Contract:** Permanent
- **Working weeks:** 52
- **Hours of work:** Average of 40 hours per week, to be worked according to the needs of the role.
- **Salary:** £39,000 - £41,000, dependant on experience.
- **Holidays:** Holidays are not to be taken during Oundle School term time. 24 days' paid holiday in each complete holiday year, plus seven public holidays. This is pro-rata for part-time staff. The School contractually determines that 3 of the 24 days holidays, be taken between Christmas and New Year, where staff are contracted to work this period. There is a requirement to work any Bank Holiday when the School is in operation (currently the first May day).

To apply, please visit our Recruitment website at: [www.oundleschool.org.uk/vacancies](http://www.oundleschool.org.uk/vacancies)

**Closing date for applications is Friday 29 May 2026, 9am**  
**Interviews to be held 3 & 10 June 2026**

If you have any questions about the role, please contact:

**HR Department**  
**Oundle School, The Bursary, Church Street, Oundle, Peterborough, PE8 4EE**  
**Email c/o: [opportunities@oundleschool.org.uk](mailto:opportunities@oundleschool.org.uk) / Tel: 01832 277193**