

JOB TITLE: CCF RAF SECTION COMMANDER

REIGATE GRAMMAR SCHOOL INFORMATION FOR CANDIDATES

Role commences: **September 2025**





REIGATE GRAMMAR

Alderman Henry Smith founded Reigate Grammar School in 1675. For over 345 years, young people have been educated on the same site, in the heart of Reigate, an historic market town in the east of Surrey at the foothills of the North Downs in an area of outstanding natural beauty.

RGS is a leading HMC independent co-educational day school. It is a highly successful, happy and exciting school, which aims to provide a broad and balanced education to boys and girls that will prepare them for the modern world. The school song, *To Be a Pilgrim*, reminds our students that they are on a journey of noble purpose, to have an impact and to make the world a better place. We aim to educate the whole child and offer a broad range of experiences for all. We are an inclusive school and, built upon the vision of our founder, are committed to social mobility and the provision of bursaries through wider access and a supportive Reigatian community.

“Happy Kids Great Results” Good Schools Guide 2019

Reigate Grammar School caters for over 1050 students aged 11 to 18. Another 600 students are educated at Reigate St Mary’s Preparatory and Choir School and Chinthurst School, RGS’s junior and nursery schools – both recently shortlisted for UK Independent Prep School of the Year. RGS offers the very best academic education with equal prominence placed on the arts, sport and a rich extra-curricular programme. RGS has a distinctive educational philosophy and a strong ethos of pastoral care underpinning a well-rounded education. The House system has some clearly defined aims: for everyone to feel part of a team; to allow leadership to be nurtured; talent to shine; confidence to surge; teamwork to flourish; and competitive spirit to develop. In the school’s

academic culture of intellectual freedom, the structure of the curriculum means that students receive a strong grounding in core subjects but can elect to pursue any area of interest. In the elective curriculum, one student may learn to trade stocks while another deepens their understanding of French literature. It is a challenging and balanced education, equipping students for the opportunities and demands of their future lives and allowing them to explore their personal passions.

The first line of the school’s most recent ISI report asserts that ‘the quality of the students’ achievements and learning is exceptional’: the first co-ed day school to achieve this rare accolade. RGS’ approach to teaching and learning melds expert teaching knowledge with a modern, innovative approach to pedagogy with a judicious use of technology. Inspirational and personalised teaching and learning is at the centre of the vision and requires expert teachers. The school is one of a small number of world-class schools to have been a global pioneer in High Performance Learning, focusing on the development of global citizens, advanced performers and enterprising learners.

Outcomes at RGS are world-class, with 90% of GCSE entries graded at 9-7 in 2024. A Level results are equally impressive, with over 97% of entries graded A* to B. 95% of our A Level students went on to Oxbridge, Russell Group, and other top universities and medical schools. RGS has been included in the Tatler School Guide 2025 as one of the top schools in the UK and ranked in the Sunday Times Parent Power league tables as the best co-ed day school in the Southeast. In 2024, we won a Private Education Award for Most Nurturing School and are a finalist for Independent School of the Year for Contribution to Social Mobility, as well as a finalist in Muddy’s Best School Awards for Best Learning Support and shortlisted for a Talk Education award for Innovation in Education.

Shaun Fenton, Headmaster, acknowledged as one of the outstanding educational leaders in this country, was elected Chairman of HMC in 2018-2019 and most recently awarded an OBE by Her Majesty the Queen for Services to Education.





JOB DESCRIPTION

THE DEPARTMENT

The CCF Contingent at Reigate Grammar School started in 1907 as the Officer Training Corps, under Headmaster Mr Ragg, from a £50 donation from the then Reigate MP. It transformed into the Combined Cadet Force in 1948. In recent years, the CCF has continued to thrive, adapting to new opportunities and maintaining its proud heritage while preparing cadets for the challenges of the future. The contingent is made up of three sections (Navy, Army, RAF) with a total of 100 cadets, 30 of whom are from a local state school. The contingent parades on a Tuesday after school and offers a busy calendar of events to enrich the cadets' experience.

The contingent is affiliated to the Grenadier Guards Regiment and has developed a strong ceremonial tradition, with the Corps of Drums playing at important events throughout the academic year.

ROLE

The RAF section commander will lead and develop the RAF section, working closely with the Contingent Commander, to support cadets in developing leadership, teamwork, resilience, discipline and other skills.

Main Responsibilities

1. Role model for cadets – section and CCF standards
2. Planning and delivering RAF programme for the CCF
3. Recruitment of cadets and staff
5. Working with, and managing, other CCF staff
6. Managing MOD admin

PERSON SPECIFICATION

Essential

Experience and Commitment: Must be a serving CFAV within the RAF or RAFAC, with a strong commitment to the aims and values of the cadet movement.

Leadership and Role Modelling: Able to inspire young people through strong personal leadership, upholding high standards of behaviour, dress, and discipline, and acting as a positive role model to both cadets and staff.

Training and Instruction: Capable of planning, delivering, and overseeing engaging and effective training sessions that promote leadership, teamwork, and resilience among cadets.

Communication and Collaboration: Maintains positive working relationships with colleagues, pupils, and parents, including working collaboratively with the Contingent Commander and other section leaders.

Administrative Competence: Proficient in using Bader systems, with the ability to manage section records, registers, consent forms, and training programmes efficiently.

Desirable

Leadership Experience: Prior experience running or supporting a CCF RAF Section or ATC Squadron, with an understanding of effective cadet development and section management.

Professional Qualifications: Holding a Cadet Forces Commission and/or RAFAC-specific instructional qualifications, including those related to aviation, marksmanship, and first aid, or the willingness to gain qualifications.

Adventurous Training Capability: Possession of Adventure Training qualifications, the willingness to gain qualifications, or relevant experience in organising and delivering outdoor activities that enhance cadet confidence and resilience.

Driving Licence: Holder of an FMT600 and DI (minibus) entitlement, enabling support for off-site activities and camps.

Digital Proficiency: Working knowledge of Westminster, and a willingness to further develop skills through ongoing professional development.

Working pattern

The role requires a regular weekly commitment during term time, including attendance at parade afternoons and support for section activities. There is also an expectation to contribute to field days, training weekends, and residential camps, which typically take place throughout the year, including at weekends and in school holidays. Some preparation and planning time is included, which can be undertaken on or off site by agreement. Additional time required for trips, camps, and activities may be eligible for CFAV Voluntary Allowance, subject to terms and conditions.



FURTHER INFORMATION TERMS AND CONDITIONS

- This vacancy is for 7 hours per week, term time only. However, there is the expectation to take part in activities such as field days, training weekends and residential.
- Non-teaching staff at Reigate Grammar School are remunerated according to our own salary scales. Salary will be commensurate with qualifications and experience.
- Employees are entitled to join the School's Relevant Workplace Pension Scheme.
- Lunch is provided free of charge.
- All staff have access to the school swimming pool and fitness room at designated times, free of charge.
- Successful applicants will be required to make an enhanced disclosure to the Disclosure and Barring Services and to complete an Online Pre-Placement Medical Questionnaire.
- All shortlisted candidates will be required to complete a 'Suitability to work with children: self-declaration form'. This form must be completed, signed and returned to HR prior to the interview taking place.

SAFEGUARDING

This role will involve contact with children. Reigate Grammar School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. All applicants should read the school's safeguarding policy (available on our website) and are required to declare any criminal convictions, cautions or disciplinary proceedings related to young people. Applicants must be willing to undergo child protection screening appropriate to the post including checks with past employers and the Disclosure and Barring Services. Full details are given on the application form.

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.

EQUAL OPPORTUNITIES

Reigate Grammar School is an equal opportunities employer and welcomes applications from appropriately qualified persons from all backgrounds. We are dedicated to creating and sustaining an environment that values individuality and difference and celebrates the diversity of both staff and pupils

by fostering perseverance, tolerance and integrity. We believe in equal opportunity for everyone, irrespective of age, disability, gender, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sexual orientation or socio-economic background. Candidates will be assessed against relevant criteria only (i.e. skills, qualifications, abilities, experience) in selection and recruitment. We know that more diverse teams are stronger teams, and that the more inclusive we are, the more our staff and pupils will feel a sense of belonging and will thrive.

APPLICATIONS

Applicants are asked to complete the **Support Staff Application Form and Supplementary Form** (which are available on our website) and send them with a supporting statement together with a CV addressed to Dawn Holmes as soon as possible and by **9.00am on Wednesday 25 June 2025** at the latest. Applications will be considered in the order in which they are received, and the school reserves the right to make an appointment prior to the closing date.

Reigate Grammar School is committed to ensuring that the privacy of applicants and employees is protected. The School Privacy Notice is available on the school website and is included in the application pack and sets out how the school uses and protects any personally identifiable information that is collected as part of the recruitment process.

Within your application letter we would be grateful if could indicate where you saw this position, whether it was from the TES Publications, the TES Online, Indeed, LinkedIn or another source.

Shortlisted candidates will be invited for interview. Interviews with senior staff will explore each candidate's ability to perform the duties of the post, subject knowledge, ability to relate appropriately to pupils and colleagues, organisational and pastoral skills, and willingness to contribute to the school community.

Applications should be addressed to the Head of Human Resources and sent (by letter or by email) to:

Mrs Dawn Holmes
Head of Human Resources
Reigate Grammar School
Reigate Road, Reigate, RH2 0QS

01737 222231

hr@reigategrammar.org | [reigategrammar.org](https://www.reigategrammar.org)



SCHOOL LOCATION AND DIRECTIONS

The RGS campus is on its original 1675 site in the historic market town of Reigate within an area of outstanding natural beauty. Adjacent to junction 8 of the M25, the school is also easily accessible from central London by train.

The school benefits from excellent facilities, including:

- A new £8m Sixth Form and Learning Resource Centre at the heart of the campus
- Drama studios and Music school
- Swimming pool
- 32 acres of sports ground with two floodlit all-weather hockey pitches, rugby, cricket and football pitches

The school is currently within the planning phase for the construction and development of a state-of-the-art sports centre on the town centre campus.

DIRECTIONS:

By Road

Reigate Grammar School and Reigate St Mary's Preparatory and Choir School are situated on the south side of the A25 about a quarter of a mile east of Reigate town centre, between Reigate and Redhill.

By rail

The school is approximately ten minutes' walk from Reigate station which is well served by direct trains from London Victoria, East Croydon, Guildford and Dorking. Frequent connections to Redhill station (about one mile away) allow access to Crawley, Horsham and towns to the south along with Nutfield, Godstone and Tonbridge to the east.

RGS postcode RH2 0QS
 RSM postcode RH2 7RN

Micklefield School is situated on the north side of the A25.

Postcode RH2 9DU

Chinthurst School is situated in Tadworth, just north of junction 8 of the M25 close to the A217

Postcode KT20 5QZ

St Christopher's School is situated in Epsom between the downs and the town centre.

Postcode KT18 5HE

