

RECRUITMENT PACK FOR THE ROLE OF

CCF CONTINGENT COMMANDER (PART TIME)

1st September 2026

EMPLOYMENT STATUS	Part time/permanent
SALARY	£17,000 gross per annum actual salary (FTE £44,000) gross per
CLOSING DATE FOR APPLICATIONS	09:00 on Tuesday 23 June
INTERVIEW DATE(S)	Interviews could take place at anytime





KEY **FACTS**

Type of School: Co-educational, boarding and day

Age range: 11 – 18

Number of pupils: Approx. 560

Percentage of boarders: Approx. 51%

Percentage of international pupils: Approx. 24%

Fees per term: Boarding £12,906– £16,617 and day £7,326– £8,521

Memberships: HMC (The Heads' Conference)
BSA (The Boarding Schools' Association)
ISC (Independent Schools Council)

ISI result summary: RHS met all the standards and regulations in the January 2025 inspection.
Read the excellent full report here:
royalhospitalschool.org/about/isi2025

Leading Independent Schools HMC

bsa BOARDING SCHOOLS' ASSOCIATION

independent schools council

THE **ROYAL HOSPITAL SCHOOL**



WELCOME

Thank you for your interest in applying to work at the Royal Hospital School (RHS).

RHS is an independent co-educational boarding and day school for 11 to 18-year-olds, providing an outstanding, full and broad education enriched by a unique naval heritage. Founded in 1712 in Greenwich, London, it moved to its spectacular site, set in 200 acres of Suffolk countryside overlooking the River Stour, in 1933.

Today we place a strong emphasis on providing pupils with the knowledge and skills to prepare them for the future. We seek to understand each young person's strengths, to help them make the right choices at the right time and ensure their education becomes the foundation for their happiness and success.

However, RHS is more than just a school and has an important role in this region providing facilities to a wide range of individuals and organisations. Today the school is operational for almost the entire year, as a school in term time but also as a conference facility and residential centre for international schools. As such the school plays an important role in the economy of this region. We are also a community with some colleagues and their families living onsite and this sense of community is strong and encompasses all staff, pupils and parents, creating a warm and supportive environment.

Our employees can access some of the best facilities in the country and are encouraged to contribute to the life of a busy boarding school. There is an extensive range of additional staff benefits, from free lunch during term time to access to various sports facilities.

Situated on a beautiful site in the Suffolk countryside, yet only 55 minutes from Central London by train, RHS is a very special place to work. We welcome applications from the creative, the passionate and the kind, and those from under represented groups, who are keen to contribute to our warm and friendly community.

I very much look forward to receiving your application.

Steve Dixon
Acting Headmaster

NAVIGATING SUCCESS

The Royal Hospital School (RHS) was founded in London in 1712 by the Royal Naval Crown charity, Greenwich Hospital, to educate the children of the Hospital's pensioners and prepare them for a life at sea. Many went on to become famous admirals, explorers and pioneers. We are immensely proud of our historic, royal and naval links, and discovery, exploration and challenge continue to shape our ethos. The traditional values of loyalty, commitment, courage, respect, service and integrity have underpinned the school's core aims and philosophy from the very beginning. Three hundred years later, they are as relevant to the education provided now as they were then.

Divisions remains one of the school's historic traditions, and pupils parade in a whole school event on a small number of occasions each year, complete with guard of honour and marching band. The sense of teamwork, camaraderie, and being part of something bigger than oneself instils feelings of pride and belonging to the whole school community.

RHS inspires pupils to have the courage to be ambitious for their futures and the commitment to pursue whichever path they choose. We challenge pupils of all academic abilities, steering them to look beyond the moment and beyond the confines of the classroom, and to approach life with an open and receptive mind. It is through thinking creatively and taking the initiative that they discover their influence, strengths and ambitions and establish the skills they need to pursue purposeful and fulfilling lives.

Everyone can achieve the most exceptional things but we are all different. That is why we focus on the individual, getting to know every one of our pupils and finding out what motivates them, enabling us to navigate them through their critical and formative years.

It is this focus on personal challenge and individual guidance that enables pupils to develop into self-reliant, socially responsible adults with enviable open-mindedness and resilience, qualities which are so sought-after by employers and important in life.

In 2025, the school joined the Inspired Learning Group (ILG), opening a new chapter focused on long-term growth and a positive, sustainable future.





TEACHING AND LEARNING

Pupils are not educated simply to pass exams but to enjoy the adventure of learning and to develop a lifelong appetite for knowledge. The curriculum is broad and balanced, combining the best of academic traditions with the latest subjects and technologies. Our Sixth Form curriculum includes 23 different A Levels and 3 Level 3 BTECs, allowing pupils to select a learning path that suits their interests and skill set. Our Lower School curriculum includes 'Compass' lessons: a bespoke course unique to RHS that encompasses elements of education that equip pupils for 21st century living: Personal, Social and Health education, digital literacy, critical thinking, study skills and careers.

Digital devices have been embedded in our teaching and learning since 2013 and we are committed to this approach, with every pupil and teacher now using a Microsoft Surface in classrooms and for planning. The school has consistently been recognised as a beacon for education technology having previously been an Apple Regional Training Centre, and being recognised as a member of the EdTech 50, as well as a Microsoft Showcase School in 2025.

PEARSON NATIONAL TEACHING AWARDS SILVER WINNER

In August 2025, the school achieved an exceptional set of A Level and BTEC results, with 46% of grades at A*–A or Distinction*–Distinction, 69% at A*–B, 32% attaining the points equivalent of three A grades or better, and 86% of BTEC grades awarded at Distinction* or Distinction.

At GCSE, the school achieved outstanding outcomes, with 34% of grades at 9–8, 56.3% at grades 9–7 (an increase of over 5%), and 97.8% at grades 9–4, alongside 7 pupils achieving all 8s and 9s, 20 pupils gaining nine subjects at grade 7 or better, and 43 pupils securing six subjects at grade 7 or better.

Pupil success comes in many forms and post-school options for the leavers of 2025 range from top UK universities to higher degree apprenticeships, to direct entry into various careers.





CO-CURRICULAR

Great importance is placed on pupils balancing their academic work with interests and achievements outside the classroom and every child is encouraged to become fully involved in school life, to challenge themselves and to try something new. This involvement helps to produce confident, interesting, well-rounded individuals who will contribute to society in life beyond school.

Sport is a key feature of the RHS co-curricular programme, with pupils gaining success in an increasingly diverse range of sports. As well as high degrees of pupil performance in the main team sports, RHS is renowned for its sailing. All Year 7 pupils learn how to sail and our Sailing Academy attracts sailors from around the world, and consequently the school community contains many pupils who are world and national leaders in their class and age group.

The school is well-known for its musical excellence and music is embedded in the school's wider culture and ethos. Over 400 pupils learn to play at least one instrument and there is an orchestra, 80-strong chapel choir, chamber choir, ceremonial marching band, concert band, big band and numerous ensembles, including many rock and pop groups.

All teaching staff contribute to our co-curricular programme, and as a result pupils can choose from over 80 activities and clubs each week. From our strong CCF and Duke of Edinburgh's Award programmes, to cooking, climbing, music, sport, art and design, STEM and so much more, there really is something for every child (and teacher!).



FACILITIES

Staff often remark on the enviable location and wonderful facilities available at RHS. The school was purpose-built in 1933 and its progressive design enables us to benefit from fantastic spaces, with some of the most inspiring views.

Over the last 90 years, the school has continued to invest in its infrastructure, providing modern, well-equipped classrooms alongside other impressive teaching spaces. Classrooms are all equipped with modern technology and the school recently invested in upgraded Wi-Fi, to ensure seamless digital access.

The investment in larger projects in recent years has focused on aspects that will benefit the most pupils, including our climbing wall, refurbished fitness suite and weights room, and the library, a beautiful modern study and learning space at the heart of the school.

In 2025, the school was delighted to open a brand new Sixth Form Centre, Sailing Hub and RHS Clubhouse, as well as a transformed Greenwich Hall.





WELLBEING

WAS In partnership with National Children's Bureau — Wellbeing Award for Schools 2023-2026

As a school we prioritise the importance of wellbeing in our whole community, including that of pupils, staff and parents, and are committed to promoting and protecting positive emotional wellbeing and mental health. Our aim is to help our pupils build strong foundations that foster good wellbeing for life.

The school is fortunate to have a large and well-resourced Health staffed by registered nurses, it also accommodates a daily doctor's surgery, a dental surgery and a wide range of specialist medical services including counselling and physiotherapy.

ENVIRONMENTAL SUSTAINABILITY

School House Magazine 2023 Awards Sustainability Finalist ISEB – EST 1903

Staff and pupils actively identify and put into practice more environmentally sustainable ways of living and working, supporting and encouraging this both within and outside the school community. We have a proven track record of environmental responsibility and aim to further reduce our carbon footprint and renew our Gold Carbon Charter Award.





JOB DESCRIPTION

CCF Contingent Commander (Part Time)	
Reporting to	Assistant Head (Co-curricular)
Hours	This is a part-time, term-time plus position based around the 33-week academic year. The role is expected to average approximately 14 hours per week during term time, although the nature of the post means that workload will vary across the year in line with the CCF programme, training activities and camps. The normal working pattern will typically include: • Friday afternoons/evenings: approximately 1430–1730 • Saturday mornings: approximately 0900–1300 • Additional weekly time for planning, administration, compliance, communication and preparation In addition, the postholder will be expected to attend relevant training days, field days, camps, exercises, ceremonial events and occasional meetings as required. The role also includes up to 20 additional working days during school holiday periods to support camps, training, planning, administration, inspections, preparation and wider contingent responsibilities. Due to the nature of the role, flexibility is essential, and some evening, weekend and school holiday working will be required in support of the Combined Cadet Force programme. All annual leave must be taken during school holiday periods.
Additional Operational Responsibilities	The postholder will be required to participate in agreed arrangements relating to the security and operational oversight of the CCF armoury and associated facilities. This will include keyholding responsibilities, overnight and holiday alarm response arrangements, and attendance on site in response to operational or security issues as required. Additional remuneration will be provided for these responsibilities in accordance with School arrangements.
Additional Opportunities	There may be the opportunity for the successful candidate to undertake additional responsibilities within the wider co-curricular or activities programme at Royal Hospital School. Any such additional responsibilities would be discussed and agreed separately and may provide the opportunity to increase working hours up to a full-time equivalent arrangement.
Salary	£15,565 gross per annum actual salary (FTE £40,461 gross per annum) This is based on a part-time, term-time plus working pattern of approximately 14 hours per week during the 33-week academic year, together with up to 20 additional working days during school holiday periods.
Employment status	Permanent
Purpose and objectives of role	**To lead, develop and oversee the Royal Hospital School Combined Cadet Force, delivering a safe, ambitious and engaging cadet experience that promotes leadership, teamwork, service, resilience and personal development.** **The Contingent Commander will ensure the efficient and compliant running of the contingent in accordance with MOD and school regulations, while contributing positively to the wider co-curricular life of the school.**
Detail	The Contingent Commander is responsible to the Headmaster, through the Assistant Head (Co-curricular), for the safe, efficient and effective running of the Royal Hospital School Combined Cadet Force. The postholder will provide strategic leadership and operational oversight of the contingent, ensuring a high-quality cadet experience that reflects the values and ambitions of the School. The successful candidate will lead and develop a modern, inclusive and engaging CCF programme which promotes leadership, teamwork, resilience, service, self-discipline and personal growth amongst pupils. Key responsibilities will include: 1. Lead and oversee the effective day-to-day operation and long-term development of the CCF. 2. Plan, co-ordinate and oversee all weekly CCF training activities, exercises, field days, camps, ceremonial commitments and associated events. 3. Deliver and oversee Friday afternoon/evening and Saturday morning CCF activities, alongside associated preparation, administration and follow-up work. 4. Ensure that all CCF activities operate in full compliance with current MOD regulations, safeguarding requirements, health and safety legislation and School policies. 5. Maintain oversight of all MOD standing orders, policies and guidance, ensuring that all relevant changes are communicated effectively to staff and volunteers.

JOB DESCRIPTION

	6. Be responsible for the welfare, discipline, safety and pastoral oversight of cadets whilst engaged in CCF activities. 7. Lead the planning and management of the annual CCF calendar in liaison with the Assistant Head (Co-curricular), School Staff Instructor (SSI), section staff and relevant school departments. 8. Oversee the planning, delivery and regular review of the contingent training programme, ensuring that activities remain engaging, progressive and appropriate to the aims of the Combined Cadet Force. 9. Promote participation, recruitment and retention within the CCF, encouraging broad pupil engagement and supporting the continued development of the contingent within the School's co-curricular programme. 10. Line manage and support the School Staff Instructor (SSI), alongside leading and supporting CFAVs, volunteer instructors and other staff involved with the contingent. 11. Support the recruitment, induction, development and ongoing professional training of staff and volunteers involved in the CCF. 12. Ensure effective administration of the contingent, including maintenance of accurate records, attendance registers, risk assessments, training records and relevant MOD and School documentation. 13. Ensure that all appropriate paperwork, permissions, compliance records and risk assessments are accurate, current and completed within required timescales. 14. Oversee the safe management, security and appropriate use of all MOD-issued and School-owned equipment, stores, buildings and resources associated with the CCF. 15. Ensure appropriate oversight and management of CCF budgets, grants and accounts in liaison with relevant school staff. 16. Liaise with MOD representatives, affiliated units, external agencies and relevant military organisations as required. 17. Represent the School and the CCF at external meetings, events, inspections and ceremonial occasions as appropriate. 18. Oversee the planning and successful completion of inspections, assurance visits and reviews relating to the contingent. 19. Promote the profile and reputation of the CCF within the wider School community through effective communication, celebration of pupil achievement and contribution to School publications and events. 20. Communicate effectively and professionally with pupils, parents, staff and external organisations in relation to CCF matters. 21. Contribute positively to the wider co-curricular life of the School and support the School's values, ethos and commitment to pupil development. 22. Undertake any other duties reasonably requested by the Headmaster or Assistant Head (Co-curricular) which are commensurate with the nature and level of the post.

PERSON SPECIFICATION

The person specification highlights the skills, experience and qualifications that are required for this role. If you feel that although you do not meet all of these requirements you would still perform well in the role, we encourage your application.

Person Specification	**Essential** **Qualifications & Experience** • Experience working within the Combined Cadet Force or wider cadet forces environment. • Experience of leading, managing or supporting youth leadership, outdoor education or military-style training programmes. • Experience of organising activities, events, training programmes or trips involving young people. • Experience of managing risk, safeguarding and health and safety within an educational, military or outdoor environment. • Experience of working effectively with volunteers, staff teams and external organisations. **Knowledge & Understanding** • Strong understanding of safeguarding responsibilities and child protection procedures. • Good understanding of health and safety requirements, risk assessment processes and safe working practices. • Understanding of the ethos, aims and values of the Combined Cadet Force. • Awareness of MOD expectations, standards and compliance requirements relevant to the CCF environment. • Understanding of the importance of inclusivity, pupil wellbeing and positive pastoral support. **Skills & Personal Qualities** • Excellent organisational and administrative skills, with strong attention to detail. • Strong leadership and interpersonal skills, with the ability to inspire confidence and enthusiasm in young people and adults alike. • Excellent communication skills, both written and verbal. • Ability to work calmly under pressure and manage competing priorities effectively. • Ability to build positive professional relationships with pupils, parents, staff, volunteers and external agencies. • Confident using ICT systems and maintaining accurate records. • Flexible, reliable and able to work independently with initiative and sound judgement. • Willingness to work evenings, weekends and occasional holiday periods in support of the CCF programme. • Commitment to the values and ethos of Royal Hospital School.
	Desirable **Qualifications & Experience** • Commissioned Officer experience within the CCF, Reserve Forces or Armed Forces. • Previous experience as a Section Commander, Contingent Commander or senior CFAV. • Experience of working within an independent school environment. • Experience of managing MOD equipment, stores or compliance systems. • Experience of using Westminster/Cadet MIS systems. • Experience of planning and leading residential trips, camps or adventurous training activities. • Experience of ceremonial, drill or parade training. **Additional Qualifications & Skills** • First Aid qualification.

	• Adventure Training qualifications or outdoor leadership awards. • Range Management, Skill at Arms or related MOD qualifications. • MIDAS minibus qualification or relevant driving entitlement. • Duke of Edinburgh's Award experience. • Knowledge of SOCS or similar school management systems.
Safeguarding	**Royal Hospital School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to undertake appropriate safeguarding checks, including an enhanced DBS disclosure and satisfactory references.**

THE **BENEFITS**



PENSION
Pension Scheme



FEE REMISSION
School/Nursery fee remission subject to the normal admissions criteria (pro rata for part time staff)



USE OF FITNESS FACILITIES
Fitness suite, 9 hole golf course, tennis courts and other sports facilities. Opportunity to engage in staff sports activities including weekly 5-a-side football, staff cricket team and staff climbing sessions.



HEALTH PROVISION
Health plan that provides significant coverage such as optical, dental, dental accident, chiropody, therapy treatments and health club concession. Access to Doctor line from anywhere in the world, scanning such as MRI, CT and PET scan. Employees Assistance confidential helpline.



PROFESSIONAL DEVELOPMENT
There are plenty of opportunities for staff development, including INSET.



DEATH IN SERVICE
The school has a Death in Service benefit of 1 x basic salary.



MEALS
Lunch provided during term time.



CYCLE TO WORK
Access to the Cycle to Work scheme.



COMMUNITY
You are joining a ready-made community where people are more than just colleagues. From the staff bar, The Clubhouse, to wreath making, wine tasting, quiz nights, safari suppers, and more (additional costs may apply) - this is a wonderful community to be a part of.



WESTFIELD REWARDS
Discounts from various high street and online outlets.



ONSITE PARKING
Free onsite parking.



REFER A FRIEND SCHEME
Refer a friend scheme up to £750.

Full details and terms & conditions are available on request.

HOW TO **APPLY**

APPLICATION PROCEDURE

Please follow the link on our website to complete a job application form and submit a covering letter (no more than two sides of A4), including details of two referees.

Applicants should provide within their personal statement an explanation of how and where they have experience in the areas and skills listed in the person specification.

If you have any queries regarding this role, or require any assistance with the application process, please contact the HR Manager on recruitment@royalhospitalschool.org or 01473 326200.

The Royal Hospital School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be subject to a DBS check and references.

NOTE: Although this document is designed to give a fair picture of the nature of the role and conditions of employment, it does not represent a legally binding contract. A separate contract of employment will be submitted for that purpose upon receipt of references and acceptance of a verbal offer made to the successful candidate.

