



WEST BUCKLAND
SCHOOL

Join Our Team

WE'RE HIRING

Contingent
Commander

"An outdoorsy, inclusive and happy school that provides a genuinely holistic education in a wonderful setting."

GOOD SCHOOLS GUIDE



Founded in 1858, West Buckland School proudly stands among the leading independent schools in the UK, for boys and girls aged 3 to 18.

Standing in almost 100 glorious acres of North Devon, close to the surfing beaches and surrounded by countryside, the area is listed World Class by nature, and we count ourselves a school offering a world class education.

Our ethos distinguishes us, as we prioritise shaping the school experience around each child. With a commitment to exceptional teaching, we place the child at the heart of all we do.

WE THINK YOU'LL LIKE IT HERE.

West Buckland School, Barnstaple, Devon EX32 5SX +44 (0) 1598 760000

Email: recruitment@westbuckland.com Reg. Charity No: 1167545



Described as “a gem of a school in an outstanding location” by the Good Schools Guide, West Buckland School, founded in 1858, is set in 90 acres of stunning countryside, close to the spectacular Atlantic coast in the South West of England. But it’s not just our location that is spectacular.

Our campus has been transformed in recent years, with over £14 million having been spent on its facilities, creating an environment which combines beautiful, traditional buildings, reflecting the school’s proud beginnings, with modern, spacious, light buildings, indicative of the forward-thinking school that we have become.

Our most recent development is the solar field and is a key part of our sustainability strategy. We believe the solar field is the largest in a UK school (as at January 2025) and we are proud to continue to introduce solutions to lower our carbon footprint, be that through award-winning eco-construction of the 150 building, underfloor heating in Parker’s and Michael Morpurgo library, to the planting of a new drover lane, to connect the old mediaeval Hatriss Lane to our woodland area with owl observatory.

Academic standards at the school are high and, for many years, West Buckland has been one of the most consistently high-performing schools in the South West at GCSE and A-level. A-level results are typically around 75% A* to B and at GCSE around 50% of grades are A* and A. Perhaps, more importantly, we prize most what our students become, not what they get. There is excellent university guidance and considerable emphasis on extracurricular activities at the school, with a proud record in Sport, Drama, Music, the Combined Cadet Force, Outdoor Education and the Duke of Edinburgh Award Scheme.



HELP MAKE A DIFFERENCE.



The CCF at West Buckland School has a long and distinguished history dating back over a hundred years, growing out of the former Officer Training Corps. We are proud to have two Sections: the Army Section and the Royal Air Force Section, of which the Army is the largest. We parade each Monday and Friday in term time and offer a very wide range of activities over weekends and in the school holidays. The key figure for most aspects of organisation is our School Staff Instructor with whom the successful candidate will have to work closely to ensure administration, finances, stores, armoury, accommodation and paperwork are executed accurately.

The Contingent is voluntary in Years 9 and above. Cadets are happy to put in the time and effort on top of their academic studies and the other extra-curricular activities as they are exceptionally keen and committed, striving to get the very best out of their cadet experience.

There is a very high level of inter-section cooperation helped by the number of adventurous training activities we offer.

Facilities and Resources

The CCF parades in public view of the school community on school grounds every Monday from 2-55pm – 5.00pm and Friday 3pm – 4-20pm. The Contingent benefits from a dedicated HQ, firing range, armoury and separate well-stocked stores with uniforms and service-specific training aids, as well as use of additional facilities around the school for training purposes.

This is an outstanding opportunity for the successful candidate to lead and develop the West Buckland School CCF, and would suit a recent or current CCF officer, or perhaps an existing Contingent Commander, eager for a fresh challenge. The Contingent Commander leads the CCF on behalf of, and is accountable to, the Head and is crucial to its success.

We seek to appoint an experienced, enthusiastic and suitably qualified applicant to:

- Be responsible for the day to day running of the CCF working closely with the Head of Outdoor Learning to coordinate and manage the Friday programme.
- Lead the continuing evolution of the CCF as a central activity in the co-curricular life of the school.
- Inspire and motivate the pupils and staff across both CCF Sections.
- Promote and co-ordinate the role of the CCF in our Field Day activities, and across the school year.
- Provide a disciplined organisation within the School, which enables students to exercise responsibility and leadership.
- Take an active role in promoting the benefits of outdoor learning to students in and outside the CCF.

The Role

The successful applicant should lead a popular Combined Cadet Force. He or she will have acquired the broader knowledge, experience and outlook to inspire, motivate and manage not just the cadets and NCOs, but also the staff and other adult volunteers. He or she will also possess excellent organisational and administrative skills to ensure a high-quality experience for all cadets and staff and effective use of resources. In addition to normal working commitments there will be weekend and holiday commitments where a willingness to work sometimes long, odd and flexible hours, sometimes away from home, will be necessary. Pay for days served at weekends or holidays on FTX or camps are an expectation of the role and should be claimed through the MOD according to your entitlement and commission.

Candidates holding further qualifications, such as: Qualified ECO; Range Qualifications; SAA Instruction Qualifications; AT Qualifications would be an advantage.

What follows is not an exhaustive list, but some of the key tasks of this multi-faceted role. The successful candidate will:

- Lead the co-ordination, development and evolution of the CCF as a central activity in the co-curricular life of the school.
- Be responsible for overseeing the work of the SSI. Be the Delivery Duty Holder (DDH) for the Contingent.
- Lead and manage a team of teachers, support staff, instructors and the SSI. In particular the CCF may work closely with the Duke of Edinburgh co-ordinator and Head of Outdoor Learning
- Plan and manage the annual calendar of events for the Contingent in liaison with the SSI, Senior Officers and SLT, which will include Field Days, camps, etc.
- Oversee cadet recruitment and retention and present the CCF to students, outlining the opportunities and benefits. Oversee all aspects of training on a Monday afternoon.
- Attend camps, field days and additional trips as necessary.

The Post

Appointment of Contingent Commander —September 2025

- Oversee the planning and delivery of the Contingent training programme, ensuring regular review and recommendations for improvement are considered and implemented in conjunction with the Head and the Assistant Head – Pupil Development.
- Work with the CCF's Training Safety Advisor (TSA) to ensure compliance of guidelines and regulations. This should be carried out on a termly basis.
- Communicate regularly with parents in relation to CCF.
- Deal with pastoral issues regarding cadets in conjunction with other relevant staff.
- Ensure structures and systems are in place to enable effective monitoring of cadets' progress.
- Promote a growing sense of leadership and independence amongst older pupils, delegating responsibility as appropriate.
- Delegate appropriate responsibility to the officers in the CCF.
- Co-ordinate and manage sensitively the awarding of CCF prizes and awards.
- Encourage and support CCF staff in their professional development and ensure the provision of appropriate CPD opportunities for CCF Officers.
- Ensure that all MOD standing orders are current and adhered to and that changes in policy are communicated to staff.
- Oversee the planning of the contingent's Inspections and Reviews.

- Ensure that all the appropriate school and MOD paperwork is accurate, produced in a timely manner and is up to date.
- Ensure appropriate supervision of the finances of the CCF by managing MOD and school budgets and accounts.
- Oversee the writing of risk assessments for all activities and making sure that these are adhered to by all staff involved. Ensure compliance with school and MOD Health and Safety and Safeguarding policies and guidelines in all CCF activities.
- Ensure the security of buildings, weapons and ammunition in conjunction with the SSI.
- Promote and protect children's welfare in all aspects of their contribution to school. Attend formal training courses as required and represent WBS' CCF at various external military meetings and functions.
- Be ICT literate and have experience of using Westminster and/or Bader software.
- Develop and oversee the CCF area of the School's website.
- Contribute to the overall marketing and development of the School's reputation and promote the profile of the CCF within the extended WBS community by publicising CCF activities as appropriate.

Terms and Conditions

- This is a part time position requiring 2 days per week term time (Monday and Friday) and additional days at weekends and school holidays equating to approximately 23 additional days.
- There is a one-year probationary period, after which the post will be confirmed as permanent.
- Successful applicants will be required to make an enhanced disclosure by the Disclosure and Barring Services and to complete a Pre-Placement Medical Questionnaire
- In addition to a competitive salary, we provide free parking, daily lunch and access to our outstanding sports facilities. Further details of benefits we offer can be found in the accompanying Benefits Overview document.

Other General Responsibilities

Values and behaviours

- Uphold West Buckland's values and promote our key character virtues
- Act as a role model for all West Buckland employees
- Support the School in embedding our values and desired behaviours in order to promote a positive, respectful, compassionate, and inclusive culture and working environment

Health and Safety

- Ensure that an up-to-date knowledge of Health and Safety legislation as applicable to the role is maintained and that the School's Health and Safety policies and procedures are fully implemented and adhered to as applicable.

Professional Development

- Maintain and update your own knowledge and skills in line with legislation and the needs of the role.



Applications should be submitted by 3 July 2025. The School reserves the right to interview on receipt of positive applications and close the application window early.

Candidates invited for interview will be shown around the school and shown the CCF. There will be an opportunity to meet other members of staff and to see the school at work. The details of West Buckland School's own salary scale can be discussed at interview.

The application should include a covering letter and a completed application form including the names and addresses of two referees, one of whom must be your current or most recent employer. Applications should be addressed to: HR Manager, West Buckland School, Barnstaple via: recruitment@westbuckland.com

Further information may be found on our website at www.westbuckland.com

Safeguarding Policy Statement

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact, will be to adhere to and ensure compliance with the school's Safeguarding and Child Protection Policy at all times. If, in the course of carrying out the duties of the post, the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, s/he must report any concerns to the school's Designated Safeguarding Lead or to the Head.

West Buckland School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including reference checks with past employers and the Independent Safeguarding Agency.

This post is identified as being within the scope of Regulated Activity and requires a cleared Enhanced Disclosure from the Disclosure and Barring Agency. As such all previous criminal convictions deemed to be expired under the Rehabilitation of Offenders Act are required to be declared, this may not negate the applicant from being appointed.

In line with KCSIE guidance the school will conduct an internet search of short-listed candidates on Google and Social Media and limited to the information provided on the application form. Any information that is publicly

available online and relevant to safeguarding or your suitability to work with children might be discussed at interview.

Equal Opportunities

West Buckland School is committed to equality of opportunity for all staff and applications are encouraged from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy

and maternity, race, religion or belief and marriage and civil partnerships. In line with KCSIE guidance the school will conduct an internet search of shortlisted candidates on Google and Social Media and limited to the information provided on the application form. Any information that is publicly available online and relevant to safeguarding or your suitability to work with children might be discussed at interview.

Data Protection

The school is registered under the Data Protection Act 1998. The information you supply when requesting a job pack will be held in electronic format for monitoring and evaluation purposes and in connection with any future contact. We keep applications from unsuccessful candidates for a period of six months from the closing date after which they will be destroyed. If you do not wish your application to be retained during this period please indicate this in a covering letter with your application.