

Closing date:

Tuesday 22 April 2025

We reserve the right to appoint before this deadline and encourage early applications.

Interview date(s):

April 2025

Information pack for the role of
**Combined Cadet Force
Assistant (6 months fixed
term)**

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City of London School

We understand that for pupils to thrive they must be happy. It is why we cherish individuality, shun stereotypes, and encourage every pupil to be the very best version of themselves. With a vibrant, multicultural city on our doorstep, we draw strength from difference, recognising that diverse perspectives can help answer big questions.

As a result, every member of our community is keenly aware of their responsibility and capacity to make a difference. We ensure our pupils are ready for the rapidly changing demands of the coming decades. This shows in our commitment to academic excellence and in our restless curiosity and desire to improve in everything we do.

We aim always to provide an education in the broadest sense, combining academic excellence with exceptional pastoral care, framed by an outward-looking and forward-thinking approach. We also strive to make that education available to as many talented pupils as possible, through transformational bursaries for those who may not otherwise be able to afford the fees.

We aspire to attract a staff that matches the social and cultural diversity of the CLS community. We welcome applications from anyone with the relevant skills and abilities, and particularly from those who may not previously have thought of applying to a school such as ours.



www.cityoflondonschool.org.uk



Our Strategic Aims



Kind - We understand how excellent pastoral care underpins every achievement. We support and help to develop our pupils' health, happiness and well-being so that they can succeed at school and beyond. We nurture self-development and self-awareness so that every member of our community can become the best version of themselves. Every person has equal value, and we treat others as they would like to be treated. We have empathy for others – at school, in our community and in wider society. Our relationships are warm, honest and supportive.

Aware - There is strength in difference. Reflecting the multicultural city on our doorstep, our pupils and staff embrace and celebrate diverse voices, recognising that they improve their understanding of the world. We nurture a deep-seated sense of social responsibility. Our pupils know that there are others less fortunate than they are and strive to make a positive difference at school and beyond. We are active partners. We have a strong relationship with the City of London Corporation and the other City Schools, including the City of London School for Girls. Our wider community makes us powerful. We are enriched both by an extensive programme of transformative bursaries and by our collaborations with schools, businesses, arts organisations, and many other partners across London.

Ready - We are unashamedly academic. Our teaching is rigorous and exceptional, and our teachers challenge pupils appropriately and sensitively, so that they can thrive in university, work and life. We stimulate curious minds. Our boys have a restless inquisitiveness and lifelong joy of learning which equips them for a fast-changing world. Our staff strive constantly to adapt and develop their practice. We explore our passions and encourage our pupils to discover what excites and inspires them. It helps them become rounded people, well placed to forge their own path through life. We shape the future. Our boys combine kindness, respect and curiosity to become the leaders of tomorrow, creating positive change in our society. .

Our [Strategic Vision 2024-2029](#) is available to read in full on the CLS website.

Job Description

Job title: **CCF Assistant**

Department: **CLS**

Salary: **£24,677 - £27,103**
per annum (pro-rata).
6 months fixed term
contract

Location: City of London School

Responsible to: **CCF Training Officer**

Purpose of Post

To assist with administrative and G4 (Logistics) matters within the City of London School. The appointee must volunteer to serve in the CCF

and be enrolled as a Cadet Force Adult Volunteer (at the rank of Staff School Instructor.).



Duties & Responsibilities

Stores Management and Accounting

- » Maintain stock book for receipts and issues and all other relevant paperwork as per Materiel Regulations.
- » Condition returned stores for cleanliness, repair and general serviceability.
- » Submit demands for replenishment.
- » Prepare stores for weekend training.
- » Prepare Uniforms for issue.
- » Carry out deliveries and collections to/ from outside agencies.
- » Prepare accounts and CCF stores for MOD quarterly and biennial inspections.
- » Dispose of packaging in line with waste management policy.
- » Responsible for the accounting of ammunition stores
- » Maintain all CCF stores areas in a tidy and worklike condition.
- » Ensure that all Portable Electrical Appliances are tested annually and records kept as directed by CCF Training Officer.

Security

- » Accountable to the CCF Training Officer for the security of all stores and equipment.

General

- » Be a designated First Aider for the City of London School and attend refresher / requalification training as required
- » To undertake any other duties that may reasonably be requested, particularly in the absence of colleagues, appropriate to the grade of this post.
- » The post-holder has a responsibility for safeguarding and promoting the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact and will adhere to and ensure compliance with the School's Child Protection Policy Statement 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 Second Master
- » Actively seek to implement the City of London's Occupational Health and Safety

Policy in relation to the duties of the post, and at all times give due regard to the health and safety of both themselves and others when carrying out their duties.

- » Actively seek to implement the City of London's Equal Opportunity Policy and the objective to promote equality of opportunity in relation to the duties of the post.

Revision of Job Description

- » According to the development and requirements of the School, Job Descriptions will need to be revised and updated periodically, after consultation with the Jobholder.

How to Apply

All applications must be completed by following the instructions on the City of London School website vacancies page:

www.cityoflondonschool.org.uk/vacancies

We reserve the right to appoint before this deadline and encourage early submissions.

Closing Date: **Tuesday 22 April (9am)**

Interviews will be held **April 2025**



City of London 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 checks with past employers and the Disclosure and Barring Service.

We welcome applications from all sectors of the community as we aspire to attract staff that match the social and cultural diversity of our pupil intake.

To view our Recruitment Policy, please [click here](#). To view our Safeguarding Policy, please [click here](#).

Further information about the School and a copy of the 2021 ISI Inspection report is available on the website. www.cityoflondonschool.org.uk



City of London School

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Proud to be part of the
City of London Corporation