



St Edward's

CHELTHENHAM

NURTURE

INSPIRE

SUCCEED

St Edward's School is an exceptional independent day school for children aged 11 to 18 years old in Cheltenham.

With an individualised approach to learning, strong academic results, outstanding facilities, and a wide and varied extra-curricular programme, our school delivers a perfectly balanced education, tailored to every child.



Learning

Excellent teaching and pastoral care in our nurturing and encouraging environment allows our pupils to flourish.



Exploring

Our small class sizes mean that our teachers really know pupils as individuals and can provide tailored support to maximise achievement.



Discovering

Our school motto means to strive for the best and that is exactly what we want for all our students. Quantum Potes Aude.



Mission Statement:

St Edward's provides a nurturing and intellectually-stimulating environment where children are supported to grow in confidence, character, and ambition. Rooted in Christian values and close partnerships with families, we offer a personalised education, creating space for every learner to flourish. Through compassion, integrity, and a commitment to excellence, we help young people become the best version of themselves — prepared for a successful and meaningful future.

St Edward's



CHELTENHAM



Message from the Head

Mrs Anna Sandford-Squires



I am delighted that you are considering a role here at St Edward's. I hope that you find the information in this pack both helpful and inspiring, and we would be very pleased to receive your application.

St Edward's sits within a peaceful 20-acre green campus, yet is only a short stroll from the heart of Cheltenham. It is a truly enviable setting in which to live and work. Cheltenham offers all the vibrancy of a Regency town: excellent restaurants, independent shops, lively cafés and a calendar of cultural festivals, while the rolling landscapes of the Cotswolds are just minutes away. It is a place where you can enjoy both the energy of a thriving town and the calm of the countryside whenever you choose. Having moved to Cheltenham with my own family, I can say with confidence that this is a community in which people settle quickly and feel genuinely welcomed.

Large enough to provide a vibrant range of opportunities, yet small enough to nurture every individual, St Edward's truly is a gem of a school. Proud of our heritage and tradition, and ambitious in our vision, we are a thriving co-educational, non-selective community in which every student is known, valued and supported. We firmly believe that all children are capable of extraordinary things, and our dedicated staff work hard to create a warm, encouraging environment where gifts and talents can be explored, discovered and refined. At the same time, the structure and high expectations within our classrooms ensure that students regularly exceed their potential — our academic results consistently show pupils surpassing their baseline grades.



Our community is at the heart of everything we do. Renowned for its warmth and family feel, St Edward's has a huge heart and a strong sense of shared purpose. We are by no means a "hot house": our children excel because they are happy, confident and comfortable being themselves. They thrive on the wealth of opportunities available to them — drama, music, sport, CCF, extensive co-curricular clubs, local and international trips, adventures and real-life experiences that enrich their learning and deepen their character.

As a member of staff, you will quickly experience the warmth and collegiality that define St Edward's. Although we are a busy and ambitious school, we operate as a close-knit community that invests in its people. You can expect support from the outset, a welcoming Common Room, excellent facilities, and a genuine commitment to your professional growth.

Thank you once again for your interest in joining us. We look forward to the possibility of welcoming you into our community.

Why Join Us?

- Small class sizes
- Reduced Timetable
- Entry into Smart Pension scheme
- Life assurance (3 × annual salary)
 - Free lunch during term time
- School fee remission in any Alpha school



CCF Contingent Commander

Are you someone with a military background, who loves the outdoors and is excited by the prospect of supporting a challenging cadet programme, at a school where the Combined Cadet Force is a popular co-curricular activity?

We are looking for a dynamic, highly-organised and enthusiastic leader to work with our School Staff Instructor to develop the CCF programme even further: working on strategies for pupil-recruitment; planning inspiring camps and trips; co-ordinating closely with the CCF Gloucestershire Division and managing a highly skilled and experienced adult volunteer team.

This is a part time, voluntary post, to commence as soon as possible



The Contingent Commander is the senior Cadet Force Adult Volunteer (CFAV) with responsibility for the safe, efficient and effective running of in the Combined Cadet Force (CCF) Contingent in the School. The Contingent Commander has overall responsibility for all Sections within the Contingent, their organisation, activity welfare and safety on behalf of the Head Teacher. They are supported in this role within the Contingent by the Section Commanders, Section CFAVs and the School Staff Instructor.

The general roles, responsibilities and tasks of the Contingent Commander are:

Organisation & Structures

- Ensuring that the Contingent is managed in line with The Combined Cadet Force Regulation, and with the appropriate Ministry of Defence and Cadet Force HQ policy, rules and practices.
- Ensuring that all safeguarding issues, concerns or allegations are managed in line with the School's safeguarding policy, and to report safeguarding concerns and incidents to the appropriate Cadet Force Safeguarding Team where instructed to do so in The Combined Cadet Force Regulation.
- Ensuring that all relevant information about the School, the Contingent, CFAVs and cadets is recorded on Cadet MIS and updated when required by the Section Commanders, Section CFAVs and/or the School Staff Instructor as appropriate.
- Ensuring that the governance and assurance policy, rules and practices in The Combined Cadet Force Regulation are carried out in the Contingent and individual Sections, and conducting any after review actions as required.

People & Administration

- Being a role model to other CFAVs and to cadets in the Contingent through demonstrating the Values, Standards, ethos and expected behaviours of the CCF and the individual Sections.
- Leading on the recruitment of suitable individuals to become CFAVs within the Contingent and individual Sections, in line with the Contingent Establishment set by the MOD.
- Leading on the recruitment of cadets into the Contingent and individual Sections, in line with the Contingent Establishment set by the MOD.
- Ensuring that the appropriate enhanced disclosure check and security clearances are carried out for all CFAVs in the Contingent, that these are updated in line with MOD policy, and that these checks are correctly recorded on Cadet MIS.
- Ensuring that all CFAVs and cadets are managed and administered in line with the policy, rules and practices in The Combined Cadet Force Regulation and the relevant Cadet Force HQ publications, including but not limited to CFAV induction, appointments, promotions, managing poor behaviours, and where appropriate removal from the Contingent.
- Managing and administering the School Staff Instructor, providing oversight of their tasks and responsibilities, and managing poor behaviours where these occur.
- Recognising and celebrating the achievements and efforts of CFAVs and cadets, and nominating individuals for award programmes where appropriate.

Logistics, Finance & Medical Support

- Supported by the School Staff Instructor, accounting for, securing and maintaining MOD issued loan equipment in line with The Combined Cadet Force Regulation, and the relevant MOD and/or Cadet Force HQ policies, rules and practices.

- Supported by the School Staff Instructor, ensuring that suitable safety, control and legal compliance measures are in place within the School grounds including, but not limited to health and safety, fire risk assessments, management of asbestos, Legionella testing, accessibility, and electrical and gas installation testing.
- Supported by the School Staff Instructor, ensuring that any MOD-provided infrastructure within the School grounds is correctly maintained, managed and used.
- Managing the accounting and auditing of the Contingent Grant in line with The Combined Cadet Force Regulation, ensuring that funds are used correctly and appropriately.

Activities, Courses & Training

- Overseeing the planning, development and delivering of individual Section cadet activity and training programmes by the Section Commanders.
- Ensuring that all cadet activity, courses and training within the Contingent is planned and delivered in line with the relevant Safety Management System.
- Liaising with the appropriate Service Cadet Training Teams through their routine visits to the School, and where they are supporting Contingent activities outside of School grounds.
- Supported by Section Commanders, ensuring that CFAVs and cadets are fully aware of activities, courses and training, and encouraging individuals to apply to take part.
- Ensuring that activities are correctly recorded on Cadet MIS, within the relevant Cadet Force HQ timelines, with all the required supporting documents, information and references, and that the relevant assurances and permissions have been received before the activity takes place.

Security, Communications & Engagement

- Supported by the School Staff Instructor, ensuring that all weapons systems, pyrotechnics and ammunition, clothing and uniform, and other MOD loaned or provided equipment is correctly stored and secured in line with The Combined Cadet Force Regulation and the relevant MOD and Cadet Force HQ policy, rules and practices.
- Liaising with the relevant Cadet Force HQ communications leads to promote positive CFAV and cadet stories and achievements.
- Liaising with Parent, affiliated and sponsoring Service units to ensure CFAVs and cadets regularly benefit from these linkages.

In carrying out their role, the Contingent Commander must liaise with the following leads when managing these activities and tasks, as covered in The Combined Cadet Force

Regulation:

With the Head Teacher on

- Any safeguarding issues, concerns or accusations within the Contingent. The Contingent Commander must also inform the appropriate Cadet Force Safeguarding Team where directed to do so in The Combined Cadet Force Regulation.
- Recruitment of cadets to the Contingent, their administration, managing poor behaviours and removal from the Contingent where appropriate.
- Appointment, administration, managing poor conduct and removal where appropriate of the School Staff Instructor.
- Maintaining a safe training environment within the school.

With the relevant Cadet Force Headquarters (CF HQs) on

- The management of CFAVs in the respective Section(s), including recruitment, appointment, promotion, managing poor conduction and removal from appointment.
- Planning and delivering of the relevant CFAV and cadet training syllabi, and wider cadet experience activities, in accordance with the appropriate Safety Management System.

With the Joint Military Headquarters (JMC HQ) on

- Managing the Contingent Biennial Review process, Reviewing Officer, date of visit and any post report actions.
- Issues relating to the CCF Cadet Experience Report on Cadet MIS (Westminster).
- Tri-service logistics support issues and management of MOD-provided equipment.
- Contingent Grant accounting, auditing and queries on acceptable purchase

Person Specification

Essential

- Military and/or CCF/ACF experience
- Ability to manage a team
- Capacity to inspire, motivate and energise the cadets
- Highly organised
- Able to navigate requisite IT (training provided)

Desirable

- Knowledge of 'Westminster' computer system
- Ex-regular service experience
- Full driving licence
- Military qualifications (e.g. skill at arms, range-qualified etc.)

Application process

To apply, please forward a completed application form, together with covering letter, electronically, to: **hr@stedwards.co.uk**

Closing date for applications is: **10am on Monday, 8th December 2025**

St Edward's is committed to safeguarding and promoting the welfare of children and young adults, and expects all staff and volunteers to share this commitment.