



The CAM Academy Trust
Community Assistant (Evenings)
Candidate information pack



WELCOME FROM THE CHIEF EXECUTIVE

Thank you for your interest in joining The CAM Academy Trust. It's a great time to join our team, as we enter an exciting phase of development and look to the future.

I feel highly privileged to lead our trust at this time. Our five year strategy – CAM30 – sets out our roadmap to becoming a truly exceptional family of schools.



We are a values-driven trust – our six principles underpin all that we do – and we're committed to excellence. As a teacher myself, and someone who has benefited hugely from an education, I absolutely believe in the transformational power of what we do in schools. This is particularly important for our most vulnerable young people, those who could become marginalised and not reach their potential due to their background or learning needs. It is up to us to make sure that doesn't happen.

Vibrant learning communities are built when pupils of all abilities and backgrounds thrive together, and a truly excellent education enables choice and agency for all children. This is at the heart of our comprehensive principle.

We want people on our team who are excited by the prospect of having a deep and lasting impact on the lives of young people. We want people who are honest, curious, intellectually rigorous and committed to the challenges and opportunities of innovation and collaboration. We also want people who are committed to contributing to the wider education system.

As Chief Executive, I am committed to raising standards for young people, in a sustainable way through a strong MAT operating model and an insistence on excellence whilst understanding that schools need to retain their unique identity so they can be at the heart of their communities. I also know that investing in all our people is critical to success. It is our leaders, teachers and school staff that make the difference for children every day.

Join our team and we will work together to deliver 'excellence for all', enabling all pupils and staff to thrive and be successful. If this excites you; we want to hear from you!

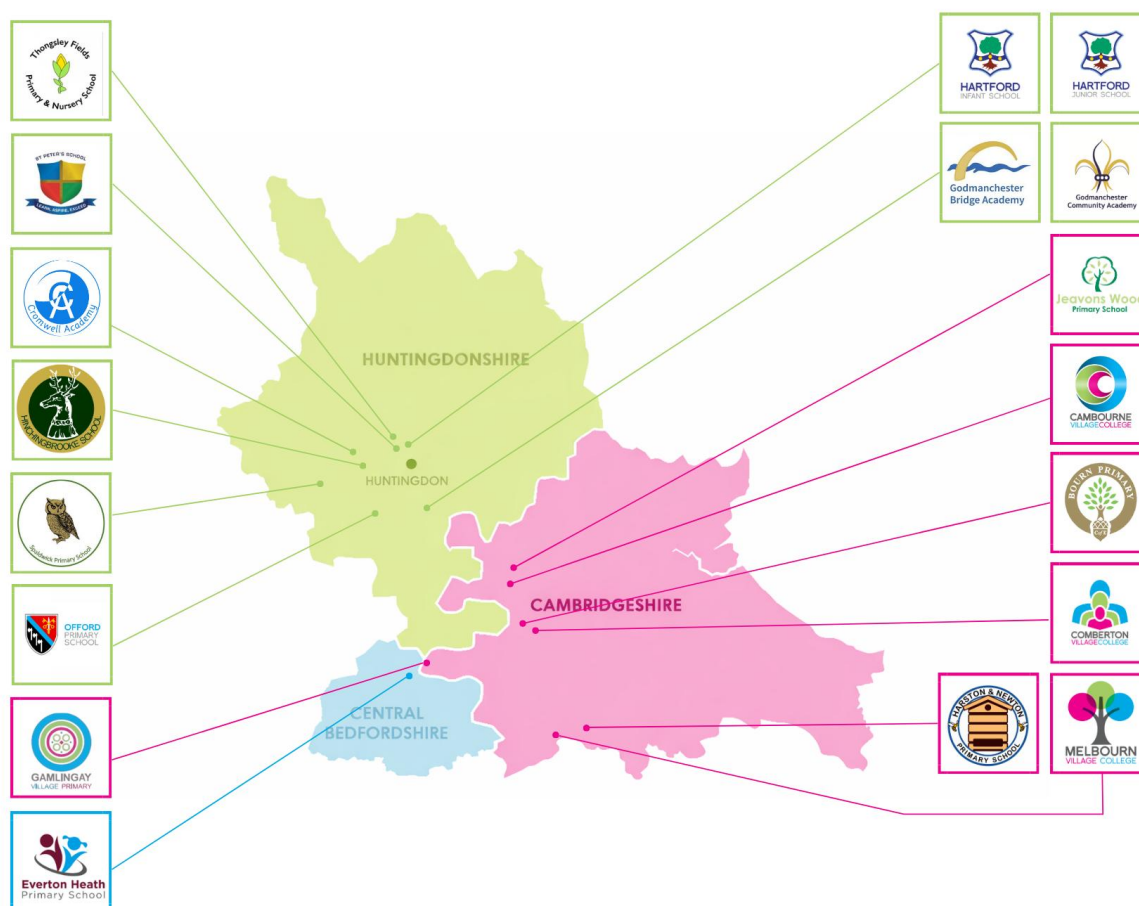
Claire Heald

ABOUT US

The CAM Academy Trust was established in 2011 and currently comprises twelve primary schools and five secondary schools, four of which include sixth forms. In January 2026, ACES Academies Trust - a Huntingdon-based multi-academy trust - merged with CAM, adding five additional schools to our family.

Our primary schools are Cromwell Academy, Everton Heath Primary School (just inside Bedfordshire), Gamlingay Village Primary, Godmanchester Bridge Academy, Godmanchester Community Academy, Jeavons Wood Primary School, Offord Primary School, Hartford Infant and Pre-School, Hartford Junior School, Harston and Newton Primary School, Spaldwick Primary School and Thongsley Fields Primary and Nursery School. Bourn Primary Academy joined as the first Associate Member in 2021.

Our secondary schools are: Comberton Village College (and Sixth Form), Cambourne Village College (and Sixth Form), Hinchingbrooke School, Melbourn Village College and St Peter's School (and Sixth Form).



ABOUT US

Continued

Teacher training (CTSN)

The CAM Academy Trust supports the training of new teachers to become qualified members of the teaching profession. We do this through our SCITT (CTSN).

As a school-based provider of initial teacher training, CTSN SCITT is very much grounded in the life of its local schools and its tutors are experienced practising teachers drawn from, not only CAM Academy Trust schools, but also a wide network of schools across the region.

Our SCITT has a strong regional reputation.

Maths Hub

The CAM Academy Trust is proud to be the base for the [Cambridge Maths Hub](#) which is promoting excellence in maths teaching across Cambridgeshire, as well as Peterborough, West Suffolk, King's Lynn and West Norfolk.

The Hub supports teachers to improve educational standards for students in our region from the youngest child in Early Years to Post-16.

The Cambridge Maths Hub offers free, high-quality professional development to maths teachers across the Hub area.

The Cabins

Our Cabin provisions are attached to four of our schools. The Cabins provide autistic students with an opportunity to be educated in mainstream settings.

We set high expectations for students but provide expert support from highly skilled and caring staff.

All our cabins strive to ensure that every pupil attains the highest possible academic achievement and offer high levels of pastoral support.



THE VACANCY

Salary: NJC Scale 2, points 4 to 5 (£25,185 to £25,583 per annum FTE – pay award pending). Actual salary £14,595.26 per annum on point 4.

Contract: Permanent, 25 hours per week - Monday to Friday 17.00 to 22.00. Term time plus 5 training days (39 weeks per year).

Start date: As soon as possible

Place of work: Cambourne Village College, Cambourne

Cambourne Village College is seeking a Community Assistant to welcome visitors and provide support to the Community Groups, Organisations and Event Bookers who use the College's facilities during its busy evening programme of community activities.

The post holder will ensure that visitors and members of the community are greeted professionally and courteously as they access the building and its facilities for sports, arts, adult education, and events. The post holder will ensure that hired spaces and equipment are set up appropriately and assist with set-up as necessary, as well as ensuring the cleanliness of facilities before and after use, and ensuring spaces and equipment are ready for school use the following day. The post holder will be expected to undertake a range of clerical/administrative duties including answering questions about evening activities from members of the public via the telephone, email and in person, and referring queries to the Community & Events Coordinator as appropriate.

The successful candidate will have excellent interpersonal and communication skills and experience of working in a Reception or customer service environment.

Experience of working with Microsoft packages and spreadsheets would be advantageous.

Cambourne Village College is an Ofsted 'Outstanding' rated, over-subscribed secondary school, eight miles from Cambridge. We opened as an academy of the Cam Academy Trust in September 2013. Our ethos is aspirational and inclusive, our staff is highly motivated, our pupils courteous and hard-working, and we have excellent facilities. A 350 place sixth form opened in September 2024, with 175 students in each of Years 12 and 13. Joining Cambourne Village College represents a unique opportunity to work in a newly-established school within a wider, high-quality Academy Trust that gives excellent possibilities for professional and career development.

For further details on Cambourne Village College, please visit the website [Homepage - Cambourne Village College](#)

HOW TO APPLY

To apply for this position, please submit your completed application form with supporting statement on [MyNewTerm](#).

Your supporting statement should demonstrate how your career to date has prepared you for this post and be no longer than two sides of A4.

Applications will only be accepted from applicants completing the application form in full. Please note that we do not accept CVs.

Interviews will be offered to those applicants who best demonstrate how their skills, abilities and experience meet the person specification, taking into consideration the job description.

We reserve the right to interview and appoint within the application window. With this in mind, we encourage you to apply as soon as possible.

If you have any questions about this role, please contact Mari O'Neill, Community & Events Coordinator on moneill@cambournevc.org.

Closing date: 09.00 on Friday 25th September 2026

Thank you for your interest in The CAM Academy Trust.



JOB DESCRIPTION

Salary:

NJC Scale 2, points 4 to 5 (£25,185 to £25,583 per annum FTE – pay award pending).
Actual salary £14,595.26 per annum on point 4.

Line of responsibility:

The Community Assistant (Evenings) is directly responsible to the Community & Events Coordinator

Strategic purpose:

The aim of the post is to provide high quality Reception and Operational support to the Community and Events Programme held at the College.

The post of Community Assistant is responsible for:

- Welcoming visitors to the College from the reception desk, directing them to hired spaces
- Ensuring that hired spaces and equipment are set up appropriately ahead of bookings and supporting set up as necessary, liaising with the Site team when needed
- Answering queries from visitors via phone, email or in person, and/or forwarding queries to the Community & Events Coordinator as appropriate
- Answering queries from hirers to support their bookings, referring to the Community & Events Coordinator as appropriate
- Providing administrative support for the busy Community & Events Programme of the College, fulfilling its Village College remit as a centre of education for the whole community.

In addition to the responsibilities described above, to carry out any other duties of a similar nature at the reasonable request of the central education team.

The job description will be subject to regular review and any changes will be made in consultation with the post holders. The aim will always be to reach agreement on any changes, but if agreement is not possible, the trust reserves the right to make the changes following consultation.



Six core principles

At the heart of our work lie the six core principles of The Cam Academy Trust. These drive everything that we do.



EXCELLENCE

We insist on the very best. This means setting out a clear entitlement to excellence for all our young people. For us, excellence comes from the highest standards of curriculum, teaching and pupil support. We adopt a mindset that keeps us striving for better.



COMPREHENSIVE EDUCATION

We are proud to educate pupils of all abilities, backgrounds and needs. Inclusive schools are vibrant communities, that are richer for their diversity. We value fairness and social equity.



BROAD EDUCATION

Our pupil entitlement offers more than just academic success. A broad education develops confidence, creativity and character. The wider experience and opportunities offered in our schools mean that our pupils have more choice and agency.



COMMUNITY

We prioritise our civic duty. Our schools are at the heart of their local communities. We draw on the best that our local area has to offer and work with community leaders to help our schools thrive.



PARTNERSHIP

Together we achieve more than we can alone. We deeply value the partnership we have with our families. CAM plays an active role in our communities, our region and the wider education system. We share, and build connections to help make the system better.



INTERNATIONAL

We think beyond borders; we value diversity. We prepare pupils to thrive in a global society, promoting cultural understanding and awareness of the wider world.

The CAM Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Successful candidates will be subject to an enhanced DBS check, barred list check and a medical questionnaire

JOB DESCRIPTION continued

Key Responsibilities	Reception In a courteous, professional and friendly manner: • Welcome visitors, ensuring that all safeguarding and necessary health and safety procedures are followed. • Establish and maintain good relationships with visitors, colleagues and other professionals. • Ensure the effective operation of the reception area so that all aspects of the function are conducted efficiently and accurately. • Answer incoming and internal telephone calls, responding to requests and enquiries, taking messages as required. • Filter incoming emails to the Community mailbox for urgent messages and ensure their onward transmission to the appropriate person. • Answer queries from hirers to support their bookings, forwarding and referring to the Community & Events Coordinator as appropriate. Make reasonable adjustments where necessary, liaising with colleagues as appropriate. Operational • Check that hired spaces and equipment are set up appropriately ahead of bookings and support set up as necessary, liaising with the Site team and Campus Manager when required. • Ensure the cleanliness of hired and public spaces before and after use. • Ensure spaces and equipment are returned and ready for school use after bookings. • Working with the Site Team, lock up the site once all bookings are finished. • Comply with, work within, enforce, and input where applicable to the guidelines of the College's working practices, as identified by Management, especially with regard to Health & Safety issues including: ○ Hygiene and safety of staff and public areas, good housekeeping ○ Understanding and implementation of the evacuation procedure and fire escape routes ○ Reporting of Injuries, Diseases & Dangerous Occurrences Regulations (RIDDOR) ○ Control of Substances Hazardous to Health Regulations (COSHH) Administrative • To undertake general office, Reception, and administrative duties as required by the Community & Events Coordinator.
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	General • To assist in any emergencies as required, including locating relevant staff, contacting emergency services and completing necessary documentation. • To attend relevant meetings and training sessions. • To undertake first aid training and responsibilities as required. • To assist in such duties and activities relating to any of the above areas appropriate to grade as shall from time to time be reasonably required.
Personal development	• Maintain excellent subject expertise and awareness of the latest, evidence informed practice • Engage in regular professional learning and reading. • Engage positively in the Trust's arrangement for performance management and professional growth.
Safeguarding	• Adhere to Trust safeguarding policy and procedure at all times. • Promote strong cultures of safeguarding across the Trust and schools. • Responsible for the safeguarding of students who are under their immediate care, following relevant school policies, reporting concerns promptly (including Health and Safety). • Safeguarding the mental health and wellbeing of students and staff
Advocacy and influence	• Be an advocate for the Trust externally and across our schools. • Be outwards facing and see opportunities for positive influence and external partnership and networking.

The CAM Academy Trust is committed to safeguarding and promoting the welfare of all children and young people. We expect all staff to actively share this commitment. All adults working in our Trust in whatever capacity will be part of a thorough safer recruitment process. All appointments will be subject pre-employment checks including the taking of satisfactory references and enhanced criminal record clearance (via the Disclosure and Barring Service) in line with the need to create and maintain a safe culture.

PERSON SPECIFICATION

CRITERIA	ESSENTIAL	DESIRABLE
Qualifications and Experience		
Good basic education to GCSE level (C and above) in English and Maths, or the equivalent	X	
Experience of working in a reception or customer service environment.	X	
Experience of working in a school or similar establishment.		X
Experience of working in an Events role.		X
Willingness to gain First Aid qualification		X
Knowledge and Interpersonal Skills		
Ability to build and form good relationships with colleagues and clients.	X	
Ability to work constructively as part of a team, understanding roles and responsibilities.	X	
Ability to proficiently use Microsoft Office computer software including Word, Outlook and Excel and internet systems.	X	
Good verbal and written communications skills appropriate to the need to communicate effectively with colleagues, other professionals and clients.	X	
Good standard of numeracy and literacy.	X	
Ability to absorb and understand a range of information.	X	
Ability to handle confidential information/ issues appropriately.	X	
Ability to show initiative and prioritise one's own work even when under pressure.	X	
Able to project a professional image of the College.	X	
Able to work flexibly to support others and respond to unplanned situations.	X	
Efficient and meticulous in organisation.	X	
A keen interest in education, the arts, sports and recreation.	X	
Commitment to the highest standards of child protection and safeguarding.	X	
Recognition of the importance of personal responsibility for health and safety.	X	
Commitment to the ethos and aims of Cambourne Village College and its whole community.	X	
Good knowledge of the local community		X

BENEFITS

We offer the following benefits, designed to promote your wellbeing and make your time with The CAM Academy Trust satisfying and rewarding.

Core benefits

- Paid leave – enhanced sick pay, maternity pay, and adoption leave pay (linked to service) and paid leave for unforeseen personal situations.
- Pension – a generous pension scheme.
- Death in service payment – lump sum payment and an ongoing pension for your partner & children (subject to conditions & membership of our pension scheme).

Health and wellbeing

- Employee counselling and support – free, independent 24/7 help and advice for work related issues, as well as problems affecting your home life.
- Environment – good working environment with excellent facilities.

Professional development

- Professional development – full and part-funded training courses and a wide range of learning opportunities available to all staff.

Employee discounts

- Car parking – free and on-site.
- Hot drinks – tea & coffee making facilities provided.
- Cycle-to-work scheme – save £££ on a new bike and accessories.

Work-life balance

- Flexible working – all staff can make a request to work flexibly.



The CAM Academy Trust

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