



The CAM Academy Trust
Junior IT Technician
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!

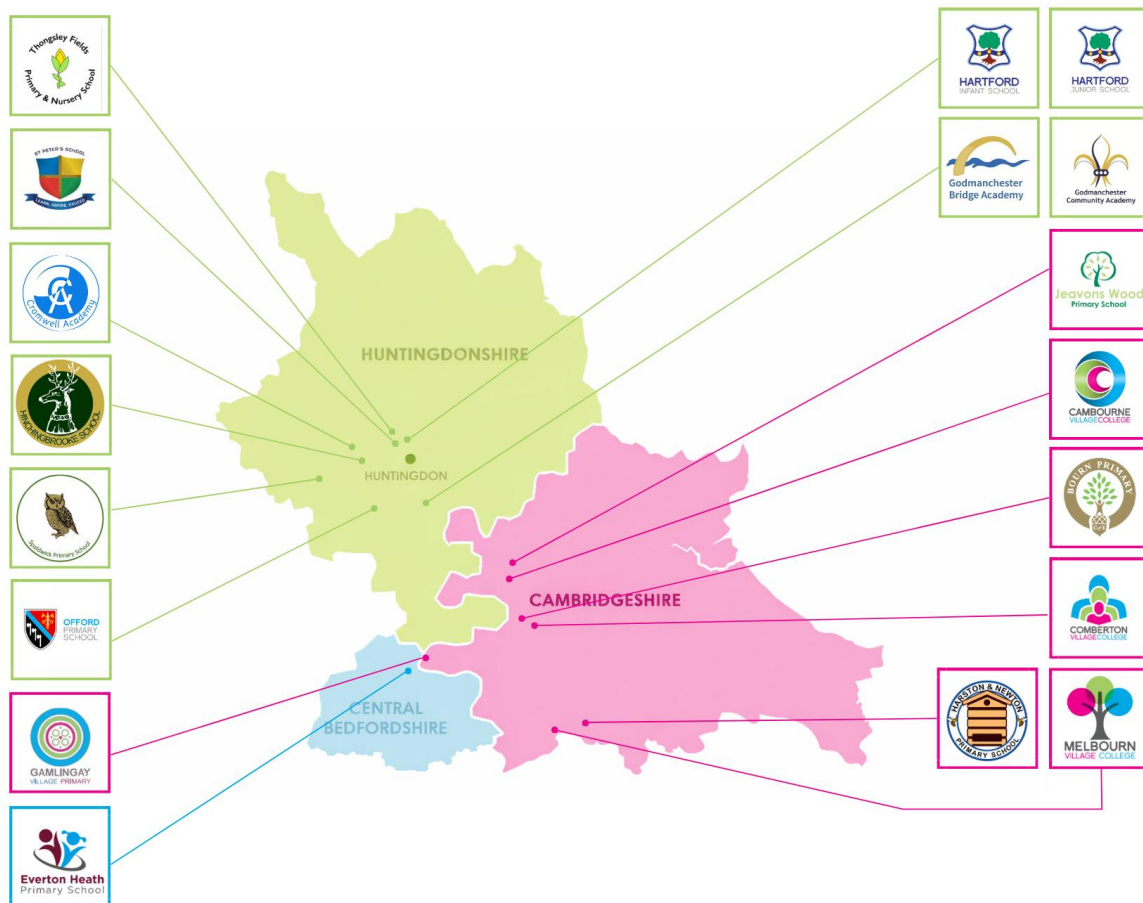
Claire Heald

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), Hinchingsbrooke 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 3, points 5 to 6 (£25,583 to £25,989 per annum FTE). Actual salary £25,583 per annum on point 5.

Contract: Permanent, 37 hours per week - Monday to Thursday 08.00 to 16.00 and Friday 08.00 to 15.30. 52 weeks a year.

Start date: As soon as possible

Place of work: Cambourne Village College, Cambourne, Cambridgeshire

Cambourne Village College is looking for a Junior IT Technician to work within the IT team.

The IT Technician is responsible for assisting in the maintenance of the school's network, installing and maintaining software and hardware, and providing tech support to pupils, teachers, and other staff across the College.

The Cam Academy Trust works to push the boundaries of technology, aiming to lead the way in the use of Cloud and one-to-one technology in education, to enhance the learning experience across its multiple school sites.

This is an exciting role in one of our growing secondary schools for anybody wanting to extend their knowledge of IT. Working within our IT Support team, you will have contact with everything from daily support of personal devices to supporting online services such as Office 365. We strongly encourage our technicians to develop their technical knowledge by pushing themselves into areas that a business would discourage them from.

You will need to have excellent communication and problem-solving skills as you will be working directly with staff and pupils in the school and working with our help desk system to resolve and respond to issues in a timely manner.

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 Leigh Bellis, Assistant Principal on lbellis@cambournevc.org.

Closing date: 09.00 on Wednesday 3rd June 2026

Interviews to be held on: Friday 5th June 2026

Thank you for your interest in The CAM Academy Trust.



JOB DESCRIPTION

Salary:

NJC Scale 3, points 5 to 6 (£25,583 to £25,989 per annum FTE). Actual salary £25,583 per annum on point 5.

Line of responsibility:

The Junior IT Technician will be directly responsible to the Senior IT Technicians

Strategic purpose:

In conjunction with the Trust Service Delivery Manager, manage and deliver the school's IT service.

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

<p>Key Responsibilities</p>	<ul style="list-style-type: none"> • In conjunction with the Trust Service Delivery Manager, manage and deliver the school's IT service. • Act as primary 1st line support • Provide support to the iPads through usage of the MDM (JAMF) and Apple School Manager • Ensure the smooth running of all computer equipment within the college and responding to urgent IT issues raised via the Helpdesk • Assist with ensuring the Trust's IT asset & procurement policies are enforced and regularly checked for compliance • Assist with the maintenance of the school's network • Install and maintain software and hardware as necessary • Support project roll-out within the school • Assist the Senior Technicians, when required, in rolling out new systems within the school • Handle IT queries from school staff and pupils • Understand and comply with Data Protection requirements and guidelines • Ensure confidentiality at all times • Be aware of, and adhere to, school policies and procedures and deliver an IT service in accordance with these. • Ensure that all systems are kept up and running. • Support and tracking of iPads. • Support staff and students in our continued development of Office 365 • Ensure systems are all up to date with service packs and virus software. • Ensure IT security is maintained and running smoothly. • Ensure backups are running correctly with regular tests as required. • Assist in rollouts of new IT equipment. • Produce reports for the Trust IT Manager as appropriate / required. • Liaise with contractors and other providers including MIS provider as and when required. • Communicate with staff when problems occur. • Communicate with staff when there will be likely outages. • Provide training and support to staff and students. • Keep up to date with new and developing IT technologies
<p>Personal development</p>	<ul style="list-style-type: none"> • 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.
<p>Safeguarding</p>	<ul style="list-style-type: none"> • Adhere to Trust safeguarding policy and procedure at all times. • Promote strong cultures of safeguarding across the Trust and schools.

	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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, Maths and IT or the equivalent	X	
Relevant experience of one year minimum	X	
One or more of the following (or equivalent) is desirable but not essential: <ul style="list-style-type: none"> ○ Microsoft MCP in Server 2016, 2019, Exchange Server ○ Microsoft MCP in Windows 8 / 10 ○ Any other certifications in line with the technical skill requirements Further training can be given during employment should it be required.		X
Knowledge and Interpersonal Skills		
Excellent knowledge of Windows 10	X	
Good knowledge of Active Directory and Group Policy	X	
Good knowledge of Office 365	X	
To have some knowledge of server technologies; examples are but not limited to: <ul style="list-style-type: none"> ○ Server 2016 and above ○ System Centre Configuration Manager 	X	
Able to share information and communicate effectively.	X	
Excellent communicator	X	
Able to problem-solve.	X	
Able to work under own initiative.	X	
Good team player	X	
Willingness and adaptability in tackling the variety of tasks arising in a school environment.	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

Head Office | Cambourne Village College
Sheepfold Lane | Cambourne | CB23 6FR

info@catrust.co.uk

www.catrust.co.uk