



The CAM Academy Trust
Key Stage 4 Administrator
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!

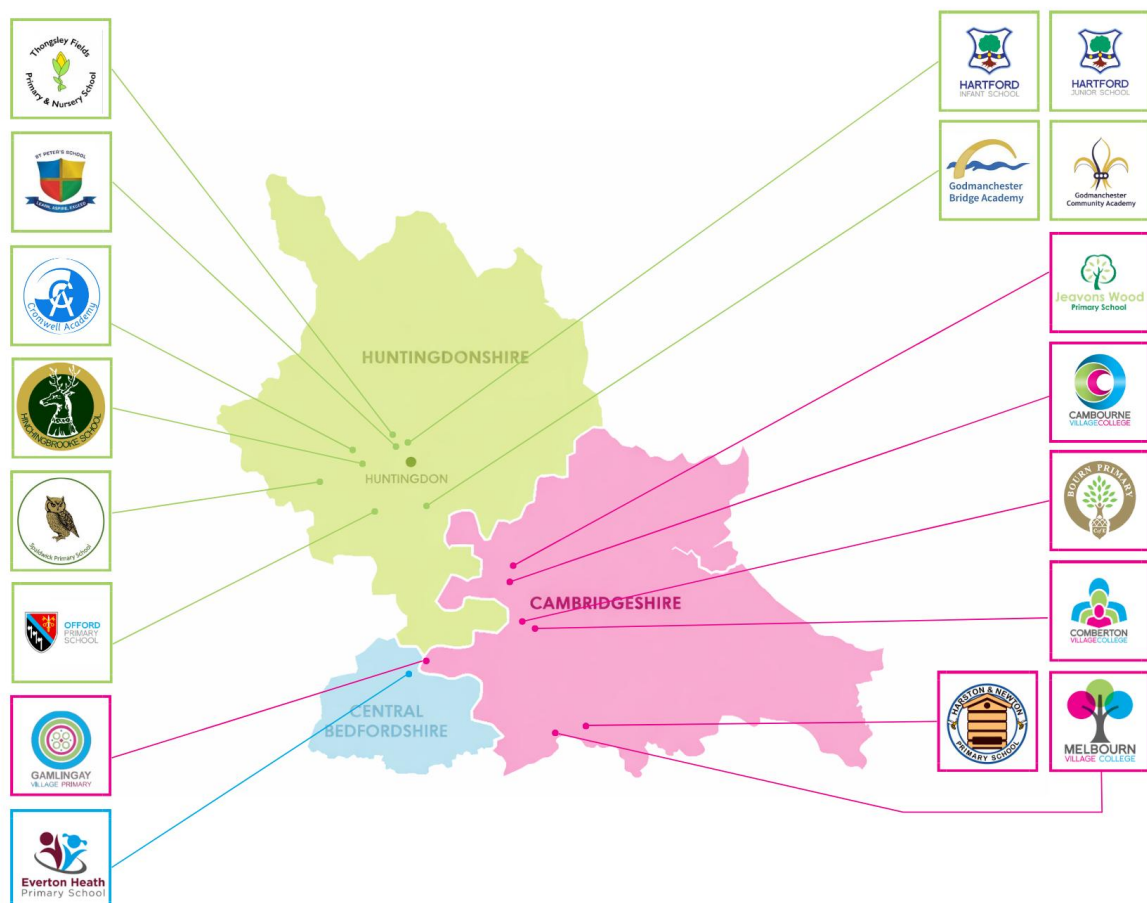
Claire Heald

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), Hinchbrooke 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 5 points 12 to 17 (£28,598 to £31,022 per annum FTE). Actual salary £25,083.75 per annum on point 12.

Contract: Permanent. 37 hours per week, Monday to Friday. Term time plus 5 training days plus 5 days to be worked over school closure periods (40 weeks per year).

Start date: As soon as possible

Place of work: Hinchingsbrooke School, Huntingdon

Hinchingsbrooke School is seeking a well organised, enthusiastic and motivated School Administrator to join our pastoral team.

We are seeking a suitable person with appropriate academic qualifications and experience to join our KS4 team, working primarily with the Year 9, Year 10 and Year 11 teams. The successful candidate will be team spirited with a strong belief in good customer service, have the ability to keep calm and be prepared for almost anything which can occur in the day-to-day life of a large secondary school.

The Key Stage 4 Office is a very busy and fast-paced environment, where the requirements and needs of the staff and students regularly change with short notice, so the successful candidate will need the ability to be flexible and have strong multitasking skills. This role is also student-facing and will involve supporting students in a variety of different ways, therefore the successful candidate must feel comfortable working directly with young people.

Coupled with administration tasks the successful candidate should be an expert in behaviour management, restorative approaches and helping young people make positive choices. Part of the role will entail overseeing our Blue room facility which is located in the office.

The ideal candidate will:

- Enjoy customer service and have a professional attitude with all stakeholders
- Have strong interpersonal skills and be discreet with information
- Have a willingness to learn and display initiative to prioritise tasks and multitask
- Work as a team member and have strong communication skills
- Have knowledge and experience of restorative approaches

Staff Benefits:

- 23-30 days annual leave increasing with years of service
- O2 Staff discount
- Free use of on-site leisure facilities including gym and swimming pool
- Free car parking
- Generous employee pension contribution scheme and death in service benefit (LGPS)

- Day one entitlement to contractual sick pay
- CPD access and support
- Employee assistance package (counselling & advice)
- Access to staff discounts from local suppliers

For further details on the school please visit our website [Hinchingsbrooke School - Home](#)

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.

We encourage a pre application visit to the pre-school so if you would like to do this or if you have any questions about this role, please contact the Principal's PA on 01480 420575 or on dwarner@hbk.acesmat.uk.

Closing date: 09.00 on Friday 10th July 2026
Interviews to be held on: w/c 13th July 2026

Thank you for your interest in The CAM Academy Trust.



JOB DESCRIPTION

Salary:

NJC Scale 5 points 12 to 17 (£28,598 to £31,022 per annum FTE). Actual salary £25,083.75 per annum on point 12.

Line of responsibility:

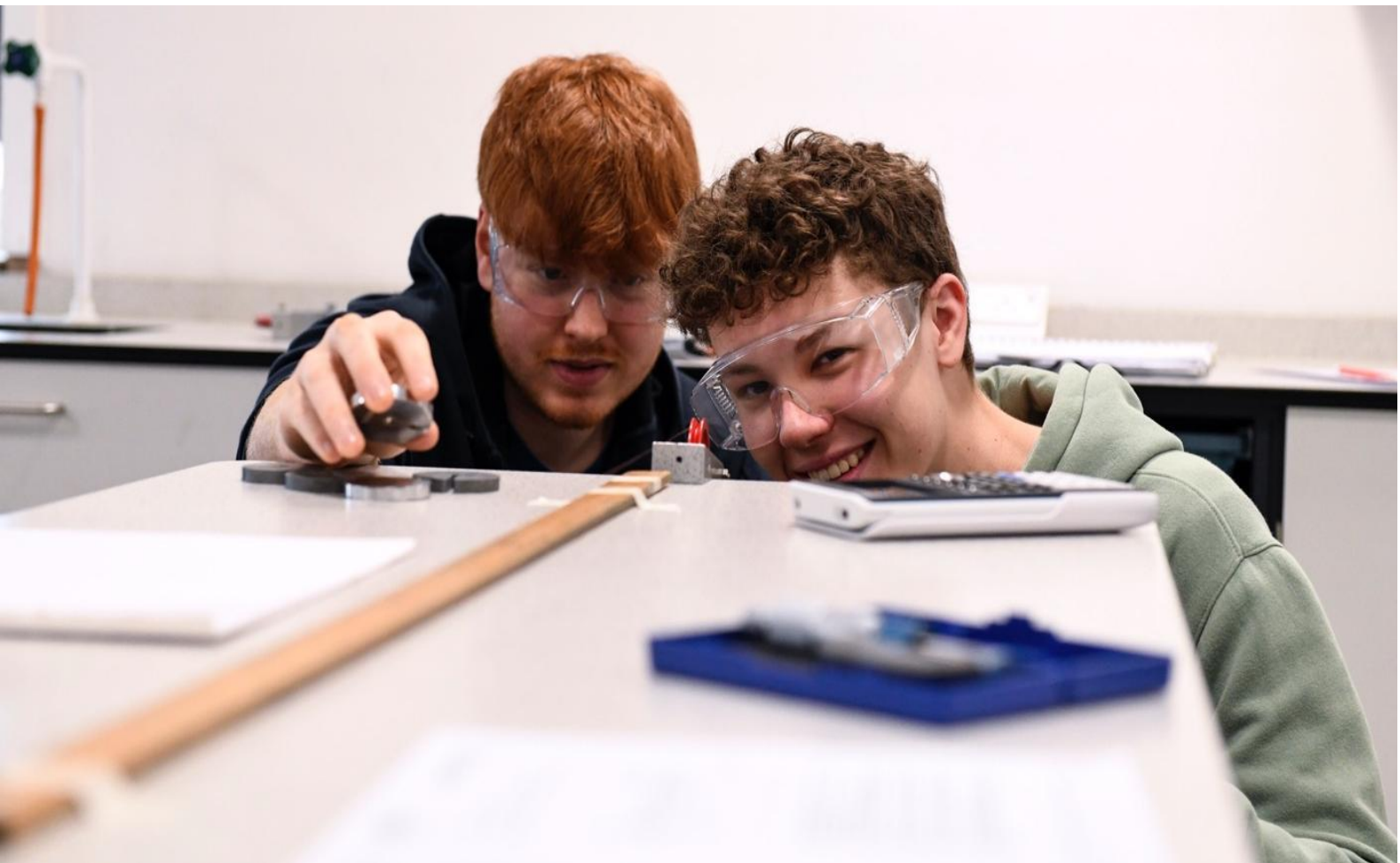
The role of Key Stage 4 Administrator will report to the Assistant Principal - Behaviour

Strategic purpose:

To provide support for the smooth running of the KS4 by becoming an essential part of the team and a first contact for parents of students in KS4. In particular to support the Year 9, 10, 11 teams and the tutors by ensuring effective and efficient communications and record keeping about all aspects of students in the KS4 including transition to Post 16 destinations.

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

Main Responsibilities	<p>Leadership Support</p> <ul style="list-style-type: none">• To work with the AP Behaviour, VP Behaviour, Student Support Officers and tutors to manage the students on a day to day basis.• To set high expectations and, with the tutors, promote high standards of behaviour and discipline amongst the students.• To liaise with parents and other such outside agencies as may be necessary to promote the students' well-being and welfare.• To provide advice and guidance to students and parents through written and oral communication to instil and uphold the values and ethos of the school.• To make records of, and reports on, the personal and social needs of students.• To support the planning, implementation, monitoring and evaluation of the School improvement plan. <p>Management</p> <ul style="list-style-type: none">• To take notes of any meetings arranged for any of the purposes described above.• To provide support for oral and written assessments, reports and references relating to individual students and groups of students.• To support the programme of structured activities delivered by tutors by circulating materials and schedules, booking rooms and equipment and liaising as necessary with other staff and students.• To support the monitoring of student progress towards targets in the KS4, by producing appropriate data sets and information associated with this activity as directed.• To oversee students in the Blue Room, supporting their learning and assisting with restorative conversations where appropriate <p>Examinations and Reports</p> <ul style="list-style-type: none">• To support the organisational arrangements for internal examinations in KS4.• To support the AP Behaviour in the quality assurance of tutor reports in the KS4. <p>Review, induction, further training and development</p> <ul style="list-style-type: none">• To support the induction programme for new tutors.• To participate in arrangements for your further training and professional development. <p>Events</p> <ul style="list-style-type: none">• Assist with bookings of parents' evenings & special events, as required
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General responsibilities	<ul style="list-style-type: none"> • To establish and maintain effective relationships and communication with staff, parents & students • To uphold the high standards of the Academy in all communications. • To play a full part in the life of the Academy community, supporting its mission & ethos. • To adhere to the Academy’s policies. • To engage actively in the staff review, performance management and development process. • To undertake professional development. • Other such duties as shall be required by The Principal in accordance with responsibility.
Personal development	<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.
Safeguarding	<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. • 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 (4/C and above) in English and Maths, or the equivalent	X	
A commitment to developing professional skills	X	
Be able to achieve exemplary accuracy in tasks relating to the school's legal duties	X	
Ability to communicate complex information both orally and in writing in a clear, concise and articulate way		X
Ability to provide strong administrative support including minute taking, reports, diary management, stock taking, displays etc.		X
Previous experience of working accurately with data including working with databases and data entry		X
Flexible and resilient – effective in the face of setbacks and pressure		X
Strong information and communication technology (ICT) skills including website maintenance and display TV screens	X	
Ability to develop, implement and review admin processes	X	
Ability to develop, implement, monitor and evaluate improvement plans		X
Ability to monitor student progress		X
Ability to pay attention to detail and accuracy including record keeping	X	
Ability to work pro-actively within the team and inter departments	X	
Experience in quality assurance of department documents	X	
Ability to prioritise and manage a heavy workload and conflicting demands whilst working to deadlines	X	
Knowledge and Interpersonal Skills		
Commitment to promoting and safeguarding the welfare of all staff and students	X	
Ability to form sound relationships with colleagues and the wider school community	X	
Ability to deal with difficult situations in an objective and professional manner	X	
Ability to be diplomatic and tactful	X	
High degree of discretion in dealing with confidential information	X	
Possession of Integrity	X	
Dedication to providing excellent customer service	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.
- O2 Discounts
- Membership of HBK Gym including access to the swimming pool.

Work-life balance

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



The CAM Academy Trust

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