



The CAM Academy Trust

Medical Room Officer

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!

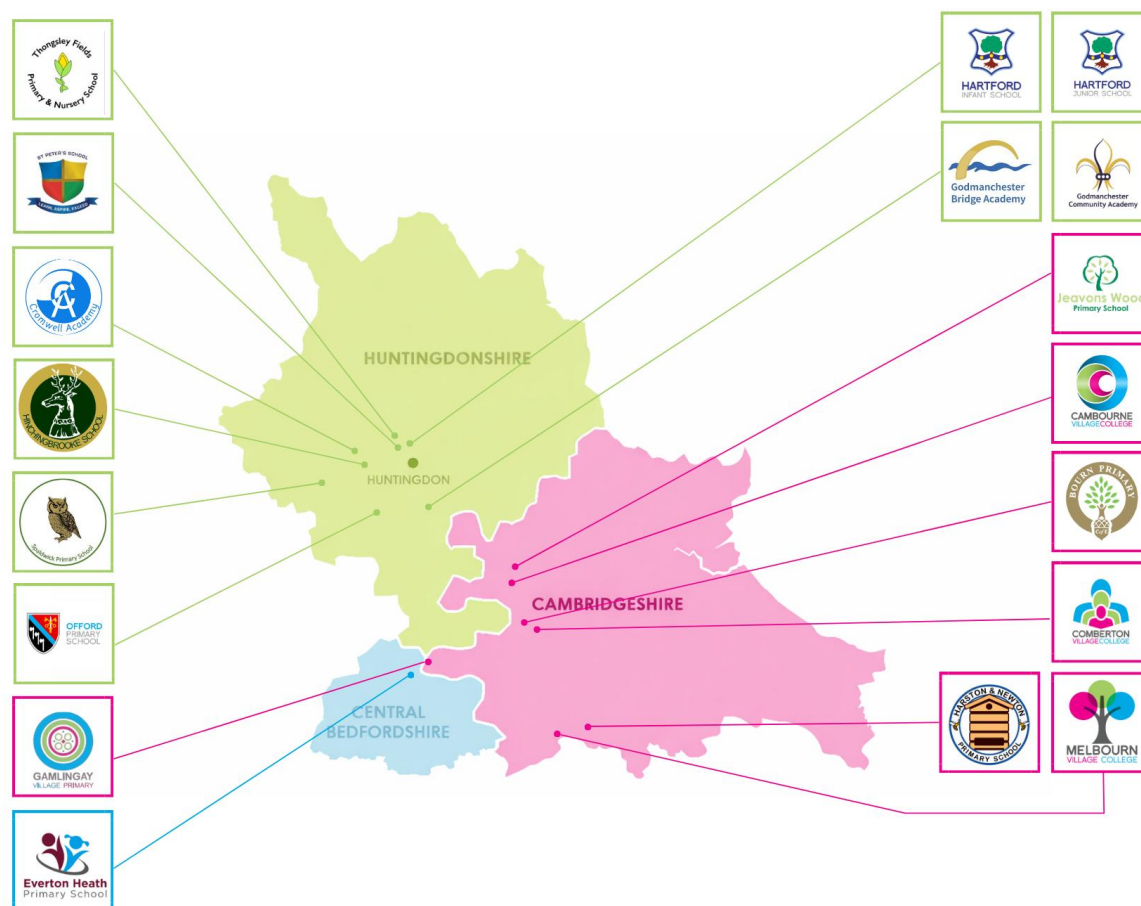
Claire Heald

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 5, Points 12 to 17 (£28,598 to £31,022 per annum FTE). Actual salary £21,545.11 per annum on point 12 (pay award pending).

Contract: Fixed Term Contract to cover maternity leave. 32.5 hours per week Monday to Friday with a 30 minute unpaid break. Term Time plus 5 training days (39 weeks per year)

Start date: October 2026

Place of work: Hinchingsbrooke School, Huntingdon

Hinchingsbrooke School have an exciting opportunity for a Medical Room Officer to manage the day to day running of the medical room. The successful applicant will be able to support the wellbeing and safeguarding of students in respect of medical matters.

Reporting to the Assistant Principal (Student Services), you will be responsible for the triage and support and ongoing care for all pupils reporting to the medical room, including;

- first aid assessment
- first aid treatment, contacting the relevant emergency services if required
- keeping accurate and secure medical records,
- reporting medical interventions to parents/guardians as required,
- working with the student services team to ensure the robust safeguarding standards of the school are upheld.

Why come to Hinchingsbrooke?

Hinchingsbrooke is an outstandingly beautiful school, set in acres of grounds and adjoining a country park. Our ambition is to provide all students with a broad, challenging, and progressive curriculum experience. Extra-curricular activities are a much-valued feature of the school, and we seek to appoint staff who are willing to help maintain this tradition.

This is a fantastic school to work in: on interview, we ask candidates for their impressions of the School and without fail they comment on how wonderful our students are, the positive team ethos amongst staff and how friendly and welcoming the School is.



Staff Benefits:

- 23-30 days annual leave increasing with years of service, plus bank holidays
- 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.

Hinchingbrooke School values the diversity of our workforce and welcomes applications from all sectors of the community.

For further details please visit our website [Hinchingbrooke 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.

If you have any questions about this role, please contact Debbie Warner, Principal's PA on dwarner@hbk.acesmat.uk.

Closing date: 09.00 on Monday 28th September 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 £21,545.11 per annum on point 12.

Line of responsibility:

The Medical Room Officer is directly responsible to the Inclusion Manager.

Strategic purpose:

To manage the day to day running of the medical room and to work towards the agreed aims of the school. To support the well being and safeguarding of students in respect of medical matters. To keep parents informed of any medical emergencies or interventions. To keep staff updated about the operational matters in the medical room.

In addition to the responsibilities described, 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	Medical Room • To be based in the medical room and deal with any staff or students referred to you as lead school advanced first aider. • To offer support and advice as appropriate about health related and medical matters within your level of knowledge and understanding and refer them as appropriate to other sources of advice. • To complete a log of students attending the medical room and treatment provided. • To ensure confidential medical information about students is recorded on the school MIS and made available to the appropriate staff. • To liaise with parents about medical matters relating to their children and any treatment provided. • To keep the medical room and essential equipment tidy and in an appropriate state for its purpose, liaising with relevant stakeholders over maintenance and cleaning. • To organise a rota for other first aiders so that the medical room is always staffed. Other medical matters • To keep a log of all medical boxes and other medical equipment on the site and to update them as appropriate, including all medicines held on site for pupils are recorded and in date, liaising with parents when replacements are required. • To keep a record of all the training needs of first aiders and arrange for update training as necessary. • To take responsibility for the maintenance and display of publicity notices for the Medical Room around the school site.
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.
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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
Qualification and Experience		
Educated to at least A Level standard or equivalent with GCSE'S including English and Maths to Grade 4/C or equivalent	X	
A First Aid qualification to a high level and knowledge of medical needs	X	
Experience of providing first aid within an education setting		X
Previous experience of providing care and support including first aid	X	
Experience in a hands-on, practical role, where flexibility and pro-activeness have been key	X	
Evidence of taking the initiative and to intervening to ensure the safeguarding of students in a pro-active way		X
Ability to work in an organised and methodical manner with attention to detail	X	
Ability to maintain accurate work records and inventories	X	
Ability to interpret and work within the boundaries of legislation, policy and guidance relevant to the post	X	
Good information and communication technology (ICT) skills	X	
Awareness of Health and Safety issues	X	
Previous experience of liaising with parents and carers		X
Knowledge and Interpersonal Skills		
Commitment to promoting and safeguarding the welfare of all students and staff	X	
Ability to work independently as well as in a team	X	
Ability to deal with difficult situations in an objective and professional manner and to maintain a sense of detachment	X	
Ability to be diplomatic and tactful, sometimes in challenging circumstances	X	
High degree of discretion in dealing with confidential information	X	
Possession of Integrity, resilience and a sense of humour	X	
Dedication to providing excellent customer service	X	
Ability to form sound relationships with colleagues and the wider school 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.

School specific Benefits

- Access to staff discounts from local suppliers
- Free use of on-site leisure facilities including gym and swimming pool
- O2 Staff discount



The CAM Academy Trust

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www.catrust.co.uk