



The CAM Academy Trust

Office 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!

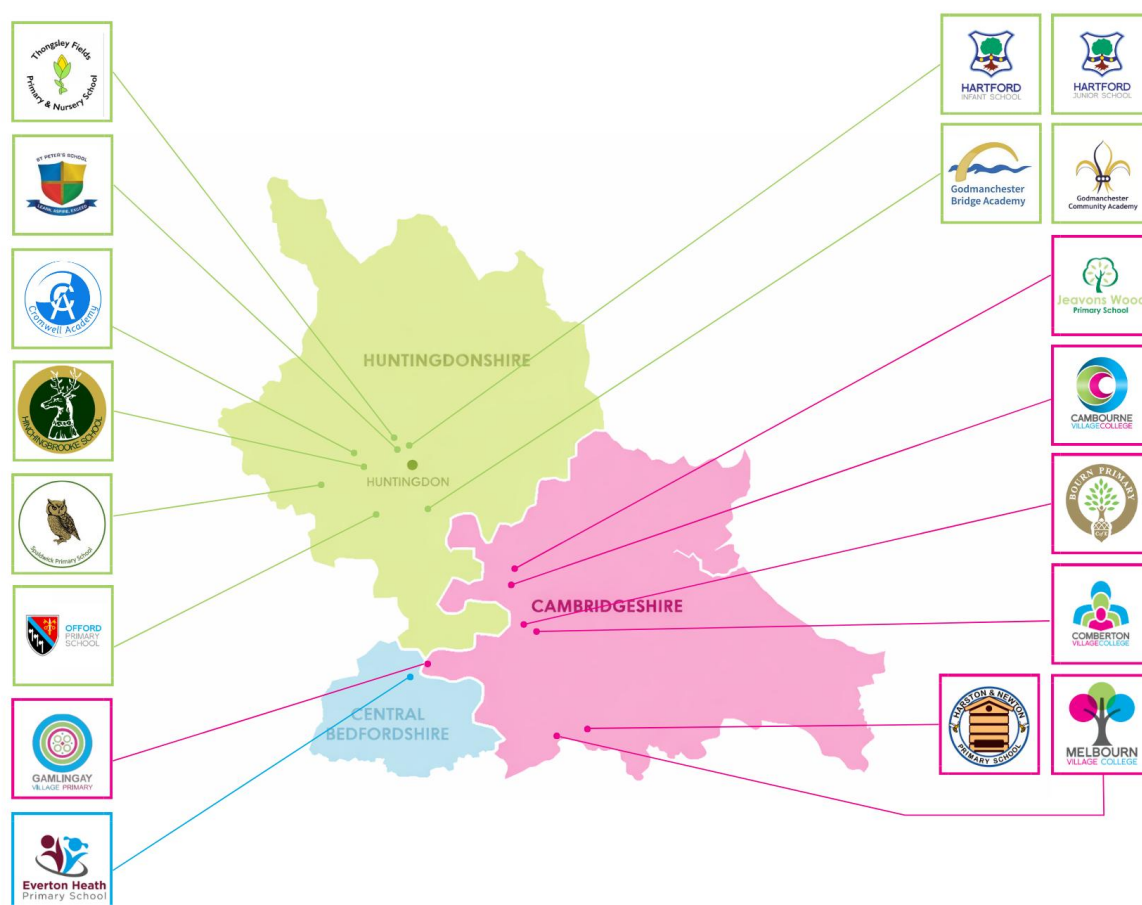
Claire Heald

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), 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 £11,408.64 per annum on point 5.

Contract: Permanent. 19.5 hours per week - 08.30 to 15.30, 3 days per week. Term time plus 2 training days in September and October (38.4 weeks per year).

Start date: September 2026

Place of work: Spaldwick Primary School, Spaldwick, Huntingdon

Spaldwick Primary School as part of The Cam Academy Trust are seeking an experienced Office Administrator who can provide high-quality administrative support. Support and training are available as part of this role.

We are looking for a highly organised, committed, and reliable person with good communication skills to join our busy team. The successful candidate will be comfortable working at pace and to tight deadlines and must have the ability to make decisions with rapidly changing priorities. Confidentiality is a must, as is a high level of numeracy and literacy. A good sense of humour is essential.

The role would involve:

- providing administrative support to the Headteacher
- answering email and telephone calls;
- greeting parents and visitors to the school;
- ensuring the security of school by managing visitors;
- ensuring reception facilities are attractive and welcoming;
- administering first aid [after the necessary training];
- sort and distribute post and manage outgoing post;
- collection and receipt of any money;
- liaising with kitchen staff as appropriate regarding school meals;
- overseeing school attendance figures and liaise with the Education Welfare Officer as necessary;
- ensuring data is accurate and up to date on the schools information management system (Arbor);
- preparing administrative reports and generating statutory returns;
- helping to maintain the school website;
- any other duties relevant to the post.

We can offer:

- a caring, friendly and successful school with a strong sense of shared responsibility at all levels;
- well behaved and motivated pupils;
- a supportive governing body and leadership team to work with;
- training opportunities.

Visits to the school are encouraged. To arrange a visit please contact the school office.

For further details on the school please visit our website [Spaldwick Primary 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.

Visits to the school are highly recommended. If you have any questions about this role, please contact office@sps.acesmat.uk or telephone 01480 890371 to arrange a visit.

Closing date: 09.00 on Friday 21st August 2026

Thank you for your interest in The CAM Academy Trust.



Salary:

NJC Scale 3, points 5 to 6 (£25,583 to £25,989 per annum FTE). Actual salary £11,408.64 per annum on point 5.

Line of responsibility:

This role will report to the Head Teacher

Strategic purpose:

To support the school in attaining its aims and objectives by providing a warm and welcoming face to visitors and parents/carers and to deliver effective administrative duties.

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 partnerships 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	• input and maintain all pupil records on the school's MIS [Arbor] including attendance data • managing end of day arrangements • maintain stationary supplies and re-order as required. • operate reprographic equipment and provide support for school staff that use this equipment. Carry out basic maintenance tasks e.g. changing cartridges. • greet all visitors and ensure that they sign in on the Visitor's Book. Issue a visitor badges and provide school information as required; • input all relevant FSP and KS1 data into assessment manager programmes • providing timely and effective administrative support to the Headteacher and teaching staff; • ensuring the effective reception of all email and telephone enquiries to the school and in accordance with standards and procedures required; • collecting money and providing receipts • ensuring that all money kept in school premises is always kept secure; • liaising with kitchen staff as appropriate over school lunches for children and staff; • liaising with Midday Supervisors and arranging cover for absence when possible; • checking after lunch any discrepancy in numbers reported by kitchen and take necessary action; • operating first day response for children who are not in school; • reporting any attendance issues to the Headteacher and writing to parents who fail to provide a reason for their child's absence; • liaising with the Education Welfare Officer [EWO]; • generating correspondence and reports of a routine nature; • sorting and distributing post, manage outgoing post; • ensuring the office filing system is maintained to a high standard and accessible to relevant staff; • liaising with the site supervisor, reporting maintenance requirements and monitoring contractor's visits in absence of site supervisor; • managing arrangements for school functions, meetings and medicals; • liaising with School Health to arrange medical appointments in school, as and when requested; • sending information to parents regarding medicals; • administering medicine daily where authorised by the parent in line with school policy; • sending for records of new children from their previous school; • administering the student/pupil transfer system [Common Transfer Form];
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	• supporting the enrolment process for new students as directed, advise the new intake on administration requirements and support the transfer of Pre School to Reception and KS1 children to KS2; • overseeing the production of the school prospectus; • managing the school diary; • taking minutes of meetings as required; • handling telephone enquiries on behalf of the headteacher; • maintaining information systems on behalf of the headteacher; • organising and ensuring all staff complete registers correctly and have a working knowledge of office procedures; • maintaining daily record of children's movements in and out of school after registration; • ensuring reception facilities are secure, attractive and welcoming; • understanding and complying with data protection requirements and guidelines on confidentiality, child protection, health and safety and security, reporting any concerns to the Headteacher; • organising school photographer's visits, including arranging for purchase of photographs and liaising with the nursery and junior school; • Updating news feed on social media and the school website
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		
Minimum 4 subjects GCSE Grades A* - C (or equivalent) including Maths and English	X	
Good numerical, literacy and IT skills and can make use of these	X	
Experience of working in an office within a school would be desirable]		X
Commitment to continuing professional development		X
Knowledge and Interpersonal Skills		
Has excellent interpersonal and communication skills to suit a variety of audiences;	X	
Responds calmly to many different situations;	X	
Makes objective decisions;	X	
Listens and extracts relevant information;	X	
Is extremely well organised;	X	
Happy to take on responsibility and new challenges;	X	
Able to work to tight time scales;	X	
Has excellent ICT skills;	X	
Has excellent secretarial skills to undertake the use of email and other systems;	X	
Has a knowledge of school administration practices and procedures;	X	
Able to work using own initiative and as part of a team;	X	
Understands the need for confidentiality at all times;	X	
Understands safeguarding within school;	X	
Willing to undertake further professional development and learn from others and contribute to training;	X	
Has a sense of humour.	X	
Will support the vision, ethos and policies of the school;	X	
Understands commitment and loyalty;	X	
Understands and is committed to Safeguarding Children and the related procedures for reporting;	X	
Understands equal opportunities/inclusion is able to communicate effectively using a range of approaches;	X	
Reflective and always striving to improve for the sake of themselves;	X	
Warm, friendly, flexible, enthusiastic, approachable, and caring;	X	
Patient and sensitive to the needs of all children and visitors;	X	

Has good timekeeping;	X	
Hard working and committed;	X	
Forms good relationships with children, colleagues and parents;	X	
Deals positively with the effects of stress in themselves;	X	
Works effectively as part of a team;	X	
Will listen and be prepared to seek advice and support;	X	
Willing to undertake training in school based computer systems as necessary	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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www.catrust.co.uk