



The CAM Academy Trust

Site Manager

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!

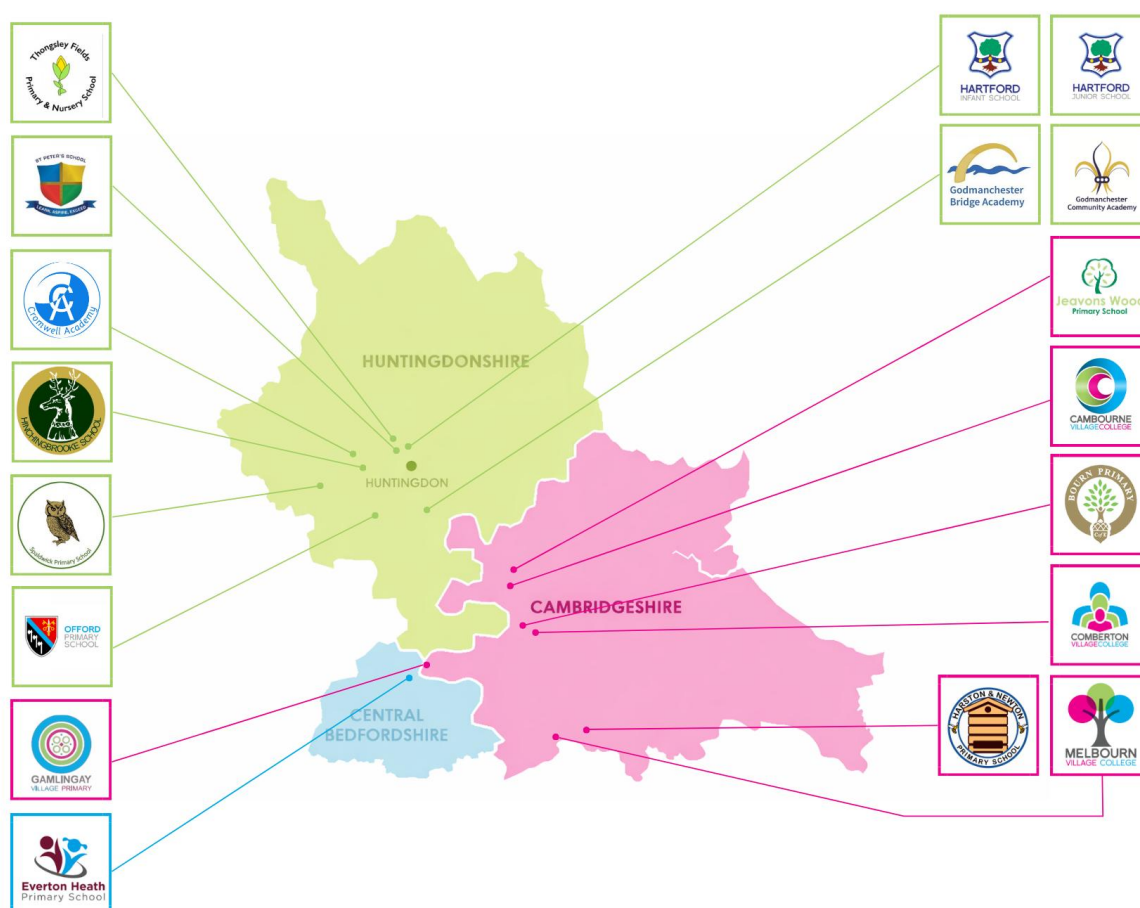
Claire Heald

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), Hinchbrook 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 4, points 7-11 - £26,403 to £28,142 per annum FTE. Actual salary £26,403 per annum on point 7.

Contract: Permanent, 37 hours per week. 52 weeks per year

Start date: As soon as possible.

Place of work: Godmanchester Bridge Academy, Godmanchester, Huntingdon.

We are looking to appoint an enthusiastic Site Manager with high expectations and a positive 'can do' attitude who can manage our premises to ensure it is a safe place for all children, staff, parents and visitors.

Godmanchester Bridge Academy is a busy and friendly school, and we are looking for a positive, hardworking Site Manager who has a keen commitment to providing high standards of service delivery of customer care.

Our Site Manager will:

- Act as principle key holder.
- Manage the day-to-day premises ensuring that all areas of compliance are maintained.
- Conduct fire safety and health and safety checks for the sites.
- Be responsible for securing the school sites at the end of each day.
- Undertake general repairs and maintenance around the schools, general handyman skills are essential.
- Be knowledgeable in relation to Health and safety regulations.
- Carry out general portorage and event set up.
- Undertake other duties as referenced in the Job Description.

You will:

- Have experience in a similar role, ideally in an educational environment.
- Have good customer care and people skills.
- Be organised, self-motivated with a professional approach whilst being adaptable and flexible.
- Be a good team motivator.

- Be able to work independently and in a proactive manner, with good time management skills.
- Have general ICT skills, including email.
- Ideally have knowledge and experience of working with building heating, security and alarm systems and hazard identification and risk assessment or be willing to undertake training in these areas.

For further details on the school please visit our website [Godmanchester Bridge Academy - 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 Claire Pirrie, Head Teacher on cpirrie@gba.acesmat.uk.

Closing date: 09.00 on Monday 21st September 2026

Thank you for your interest in The CAM Academy Trust.



JOB DESCRIPTION

Salary:

NJC Scale 4, points 7-11 - £26,403 to £28,142 per annum FTE. Actual salary £26,403 per annum on point 7.

Line of responsibility:

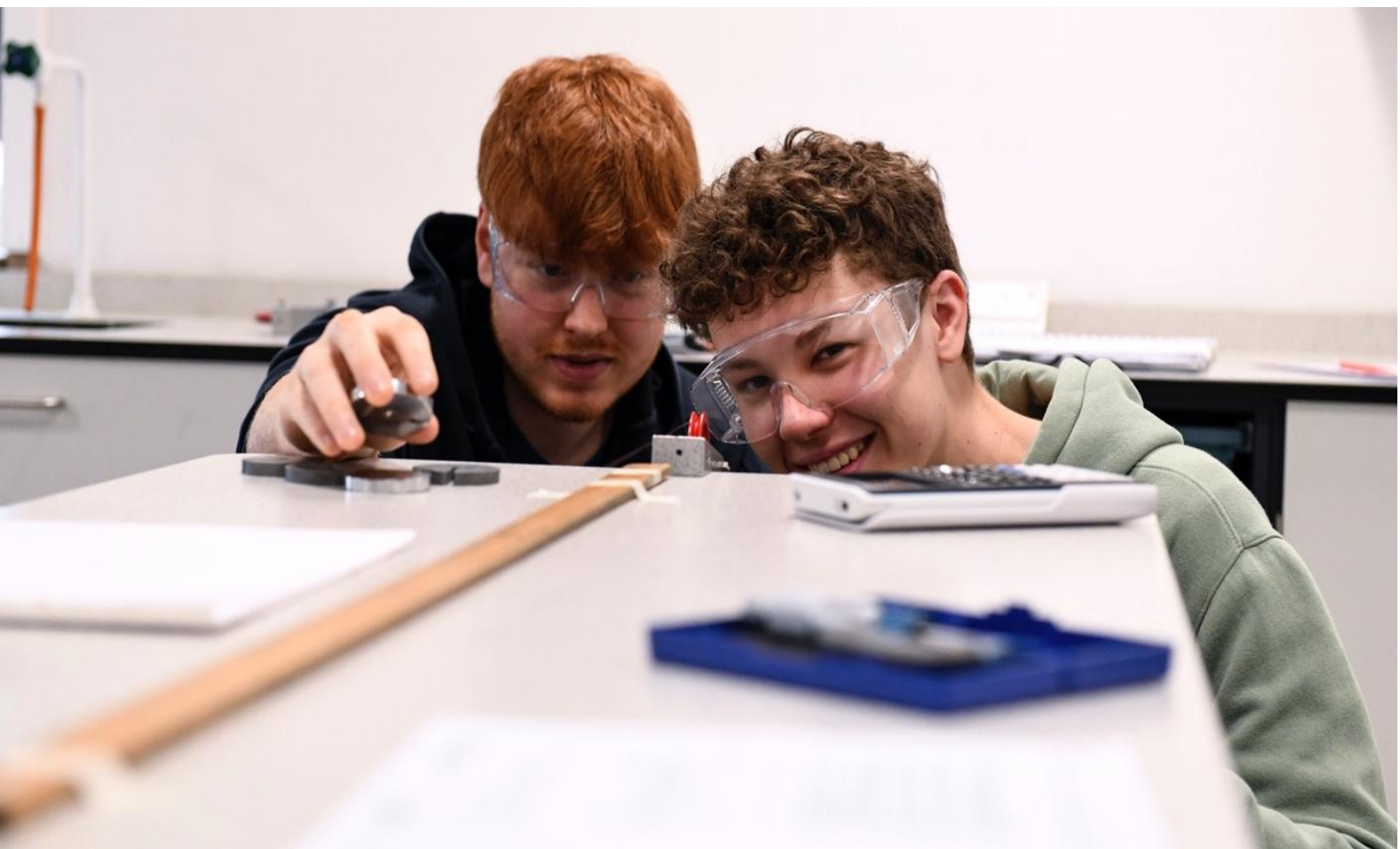
This role will report to the Head Teacher

Strategic purpose:

The Site Manager role is to ensure the security and upkeep of the school site. The role involves a range of duties and responsibilities connected with the fabric and grounds of the school. This includes security, cleanliness, portage, routine maintenance and refurbishment, minor repairs, supervision of external contractors, the checking of facilities and & utilities and advising the Headteacher and Trust Site team on suggested improvements to the general school environment.

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 duties and responsibilities	• Securing the school and nursery site including the intruder alarms, windows, external gates and doors. • Visual health & safety check of the school site, identifying issues and remedying where possible. • Checking the school facilities are in good working order, including boilers and utility supplies. • Replacing of school consumables including light fittings, hand soap dispensers, hand towel dispensers, toilet rolls holders. • Emptying external site bins & litter picking. Ensuring bins for school and nursery are ready for collection as per the schedule. • Site maintenance regime including water hygiene checks, boiler checks, sprinkler system maintenance, fire and alarm system checks, routine equipment checks, meter readings. • Visual safety checking of external fixtures, fittings & play equipment. • Repair of school fittings & fixtures where possible, moving of furniture & school equipment where required. • Porterage of school deliveries, furnishings and other equipment as required. • Internal and external decorative work; ad hoc cleaning when required. • Liaison with external contractors when required & supervision of their work. • Attend emergency call out/designated key holder in case of alarms out of hours. • Occasional opening & closing of the school out of hours for community or school events.
Health and Safety	• To always promote and ensure the health and safety of all site users. • Support the Ground team in maintaining a safe and clean external environment as necessary e.g. gritting, snow clearing etc. • Be aware of and comply with policies and procedures relating to child protection, health and safety, security and confidentiality, reporting all concerns to the appropriate person
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		
Educated to at least GCSE grade 4/C standard or equivalent in English and mathematics		X
Knowledge of the main requirements of Health and Safety legislation and good practice relevant to the post	X	
Knowledge of moving and handling procedures	X	
Relevant H&S qualification or certificate (e.g. IOSH or NEBOSH)		X
City and Guilds or NVQ in a relevant field i.e. plumbing, carpentry, electrical etc.		X
Have maintenance skills that enable you to undertake or direct day to day repairs and maintenance of the building	X	
Ability to work both as part of a team or individually as required	X	
Ability to perform physical tasks including lifting, carrying, and pushing various equipment to undertake the duties of the post	X	
Basic ICT skills and the ability to carry out basic administrative tasks	X	
Initiative to risk assess and to interpret and adhere to working within the boundaries of legislation, policy and guidance within the school environment	X	
Ability to work pro-actively and identify ways to support the smooth running of the school	X	
Ability to manage own time effectively and demonstrate initiative including establishing priorities within workload	X	
Caretaking, handyperson, and site keeping experience in a school or similar environment		X
Knowledge and Interpersonal Skills		
Commitment to promoting and safeguarding the welfare of all pupils	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	

Display a conscientious and logical approach to the variety of tasks necessary to the smooth running of the school	X	
High degree of discretion in dealing with confidential information	X	
Be flexible and adaptable, responding to changing requirements	X	
High level of integrity	X	
Considerate working manner, operating thoughtfully of site users and the environment	X	
Able to follow direction and work in collaboration with the line manager and senior leadership team (SLT).	X	
Able to work flexibly to meet deadlines and respond to unplanned situations.	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 school's ethos, aims and its whole 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.

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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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