



**Sixth Form Receptionist and General  
Administrative Assistant at  
Cambourne Village College  
The CAM Academy Trust  
Candidate Information**



# 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 a new phase of development and really look to the future.

I feel highly privileged to take on the role of Chief Executive at this time. I know that we will be able to build on the current success of The CAM Academy Trust so we can be a truly exceptional community of schools.



We are a values-driven community of schools – 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 a great 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 ensure that the six principles of The CAM Academy Trust remain at the heart of the Trust and deliver 'excellence for all', enabling all pupils and staff to thrive. If this excites you; we want to hear from you!

**Claire Heald**

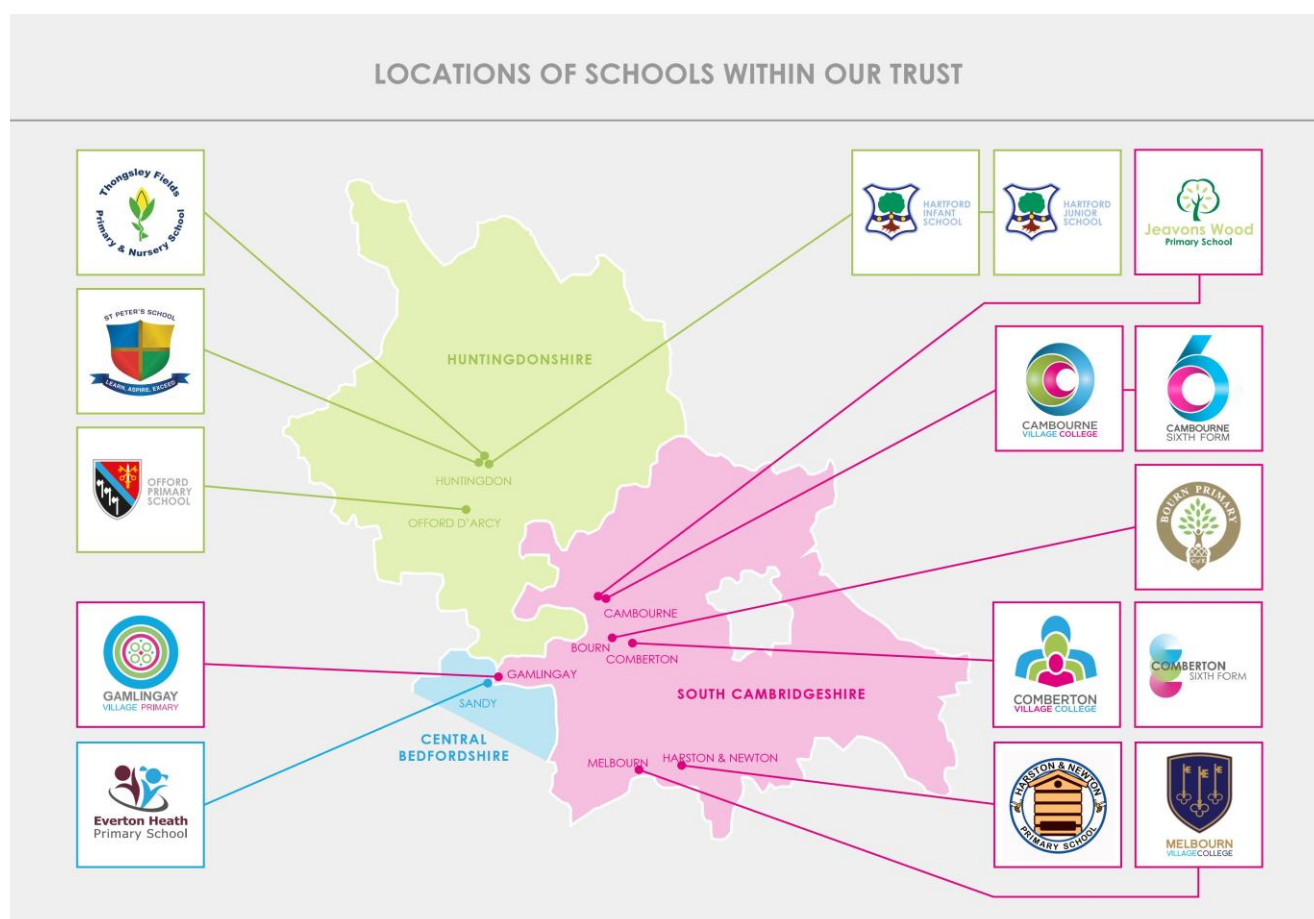
# ABOUT US

The CAM Academy Trust was formed in 2011. The Trust is currently made up of eight primary schools and four secondary schools, three of which have sixth forms.

Our primary schools are Everton Heath Primary School (just inside Bedfordshire), Gamlingay Village Primary, Jeavons Wood Primary School, Offord Primary School, Hartford Infant and Pre-School, Hartford Junior School, Harston and Newton Community 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), Melbourn Village College and St Peter's School (and Sixth Form), Huntingdon.

We are entering a period of potential growth for our family of schools.





# ABOUT US

*Continued*

## CTSN SCITT

The CAM Academy Trust strongly supports the training of new teachers to become qualified members of the teaching profession. It does this through its extensive and significant role as the accredited organisation of Cambridge Training Schools Network [CTSN] SCITT.

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. There are over a 100 trainees training with the SCITT this academic year across its primary, secondary, part-time, full-time, salaried and non-salaried routes. It is notable that 47% of the secondary trainee teachers are in shortage subjects. Such is the strength of CTSN's reputation, over the last three years more than three-quarters of its trainees were subsequently employed in local schools.

## 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, including 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 students.

The Cambridge Maths Hub offers free, high-quality Professional Development to Maths teachers across the Hub area.

## The Cabins

The [Cabins](#) work in close partnership with schools to provide autistic students with an opportunity to be educated in mainstream settings.

We set high expectations for students but provide significant support from highly skilled and caring staff whose dedicated support helps pupils to cope with the challenges that they face

All our cabins strive to ensure that every pupil attains the highest possible academic achievement and that they consistently experience innovative and inspiring teaching.



# VACANCY

## Sixth Form Receptionist and General Administrative Assistant

**Salary:** Scale 2 (range point 4 to 5) £25,185 to £25,583 FTE. Actual salary £11,676.21 per annum.

**Contract:** Permanent. Term time plus 5 training days (39 weeks per year).

**Hours:** 20 hours per week, Monday to Friday 08.00 to 12 noon.

**Start date:** January 2026.

Cambourne Village College is looking for a Sixth Form Receptionist and General Administrative Assistant to cover the Sixth Form Reception area.

The post holder will ensure that visitors are greeted professionally and courteously as they access the building and its facilities.

The post holder will be expected to undertake a range of clerical duties including answering the telephone and dealing with questions about the Sixth Form and its activities from parents and members of the public and some administrative duties.

This is a busy role, so an ability to be able to juggle multiple requests, visitors, phone calls and requests are a must!

The successful candidate should have excellent interpersonal skills and experience of working in a fast-paced environment where no 2 days are the same. Experience of working with Microsoft packages and spreadsheets would be required.

Cambourne Village College is an Ofsted 'Outstanding' rated, over-subscribed secondary school, eight miles from Cambridge. We opened as an academy of the Cam Academy Trust in September 2013. Our ethos is aspirational and inclusive, our staff is highly motivated, our pupils courteous and hard-working, and we have excellent facilities. A 350 place sixth form opened in September 2024, with capacity for 175 students in each of Years 12 and 13. Joining Cambourne Village College represents a unique opportunity to work in a well-established school within a wider, high-quality Academy Trust that gives excellent possibilities for professional and career development.

Full details are provided on the Job Description and Person Specification further in this pack.

# HOW TO APPLY

To apply for this position, please submit your completed application form with supporting statement to the HR Department on [MyNewTerm](#).

Your supporting statement should demonstrate how your career to date has prepared you for this post and be no longer than one side 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.

If you have any questions or queries about this role please contact Athy Bell, Acting Assistant Principal – Head of 6<sup>th</sup> Form, on [atbell@cambournevc.org](mailto:atbell@cambournevc.org).

Thank you for your interest in The CAM Academy Trust.

**Closing date: 09.00 on Monday 8<sup>th</sup> December 2025**

**Interview date: To be confirmed**

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

### Sixth Form Receptionist and General Administrative Assistant

**Salary**

NJC Scale 2 (range point 4 to 5) £25,185 to £25,583 FTE. Actual salary £11,676.21 per annum.

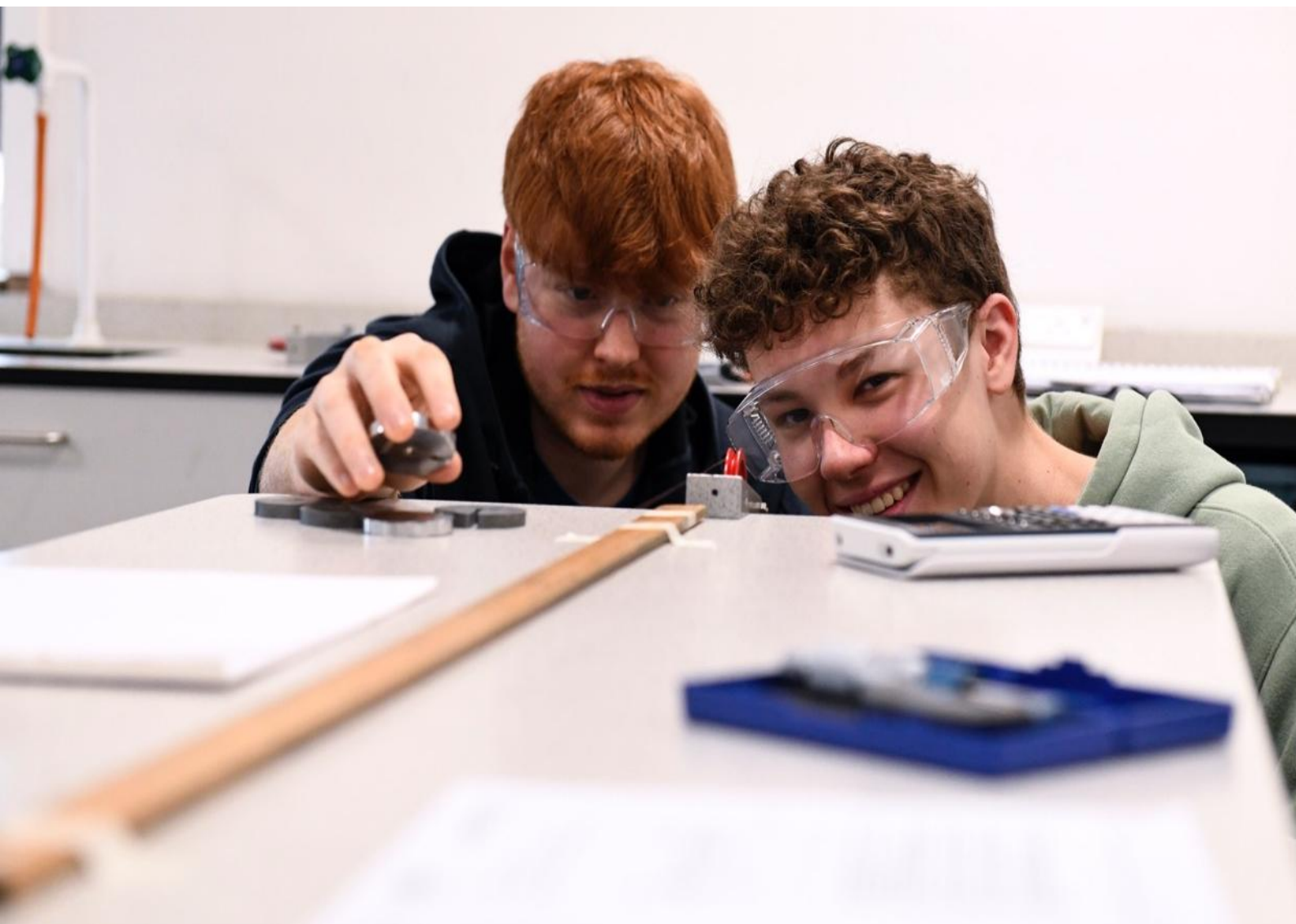
**Line of responsibility**

The successful candidate is directly responsible to the Head of Sixth Form.

**Strategic purpose**

The aim of the post is to provide high quality reception support to the Sixth Form in the morning as well as the provision of efficient and accurate administrative clerical support.

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.



## 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.





# JOB DESCRIPTION Cont'd

## Sixth Form Receptionist and General Administrative Assistant

### Responsibilities:

Main duties and responsibilities are indicated below. Other duties of an appropriate level and nature may also be required, as directed by the Principal.

### Reception

In a courteous and friendly manner:

- Receive visitors, ensuring that all necessary health and safety and safeguarding procedures are followed.
- Establish and maintain good relationships with visitors, colleagues, and other professionals.
- Ensure the effective operation of the reception area so that all aspects of the function are conducted efficiently and accurately.
- Deal with incoming telephone calls, triaging and transferring these to the correct extension, taking messages and passing them on efficiently.
- Mail handling and distribution: liaising with main school Reception for incoming post for the 6<sup>th</sup> Form, arrange distribution, prepare and frank outgoing post.
- Filter and triage all incoming emails to the Sixth Form and ensure their onward transmission to the appropriate person.

### Administrative

- To undertake administrative and clerical tasks as directed including word processing, setting up spreadsheets, photocopying, printing, filing, collating reports are completed to the required level of accuracy and deadlines.
  - To process, input and extract data held on the school's database systems (Brom Com and ParentPay).
  - Assist in the processing of order requests.
  - Assist in the process of deliveries to the school and ensure the intended recipient is advised of the safe receipt of the goods.
  - To maintain both manual and computerised record and filing systems in line with requirements.
  - Print ID cards for the Sixth Form students.
  - Communicating with parents/carers through the School Post system as required (to include setting up and tracking payments, dealing with enquiries and chasing payments).
-

## **Conditions of Employment**

The above responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the Contract of Employment).

The post holder is required to support and encourage the College's ethos and its objectives, policies and procedures as agreed by the governing body.

To uphold the College's policy in respect of child protection matters.

The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An Enhanced DBS check will be carried out for the successful candidate.

The post holder shall be subject to all relevant statutory and institutional requirements.

The post holder may be required to perform any other reasonable tasks after consultation. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so constructed.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification at any time after consultation with the postholder.

All members of staff are required to participate in the College's performance management scheme; engaging fully with targets set annually with the Line manager who will monitor and review performance in accordance with the College's Performance Management policy.

---



## PERSON SPECIFICATION

### Sixth Form Receptionist and General Administrative Assistant

Core Competencies	Criteria	Essential	Desirable
<b>Qualifications and Experience</b>	<ul style="list-style-type: none"> <li>Educated to at least GCSE grade C standard or equivalent in English and Mathematics</li> <li>Experience of working in a busy office environment</li> <li>Experience of working in a school or similar establishment</li> <li>Previous experience within a Reception/administration role</li> <li>First Aid qualification or willingness to gain one</li> <li>Willingness to undertake further training</li> <li>Experience of managing and maintaining accurate records and filing systems</li> </ul>	✓     ✓ ✓	✓  ✓ ✓ ✓
<b>Knowledge and Skills</b>	<ul style="list-style-type: none"> <li>Ability to build and form good relationships with visitors and colleagues</li> <li>Ability to work constructively as part of a team, understanding roles and responsibilities</li> <li>Ability to proficiently use office computer software including word processing spreadsheet database and internet systems</li> <li>Good verbal and written communications skills appropriate to the need to communicate effectively with colleagues, other professionals, visitors and callers</li> <li>Good standard of numeracy and literacy skills</li> <li>Ability to absorb and understand a range of information</li> <li>Ability to manage and deal with confidential data / issues appropriately</li> </ul>	✓  ✓  ✓  ✓ ✓ ✓	



<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Ability to show initiative and prioritise one's own work even when under pressure</li> <li>• Strong knowledge of the local community</li> <li>• Able to project a professional image of the College</li> <li>• Able to work flexibly to support others and respond to unplanned situations</li> <li>• Efficient and meticulous in organisation</li> <li>• Able to deal with confidential information as appropriate</li> <li>• Desire to enhance and develop skills and knowledge through CPD</li> <li>• Commitment to the highest standards of child protection and safeguarding</li> <li>• Recognition of the importance of personal responsibility for health and safety</li> <li>• Commitment to the ethos and aims of Cambourne Village College and its whole community</li> </ul>	√   √ √ √ √  √ √ √ √	√
---------------------------	--	---	---

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.

# 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 swimming pool at Melbourn Sports Centre on site at Melbourn Village College.
- Subsidised gym membership at Comberton Sports and Arts



The CAM Academy Trust

Head Office | Cambourne Village College

Sheepfold Lane | Cambourne | CB23 6FR

[info@catrust.co.uk](mailto:info@catrust.co.uk)

[www.catrust.co.uk](http://www.catrust.co.uk)