



The CAM Academy Trust
Exams and Analytics 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!

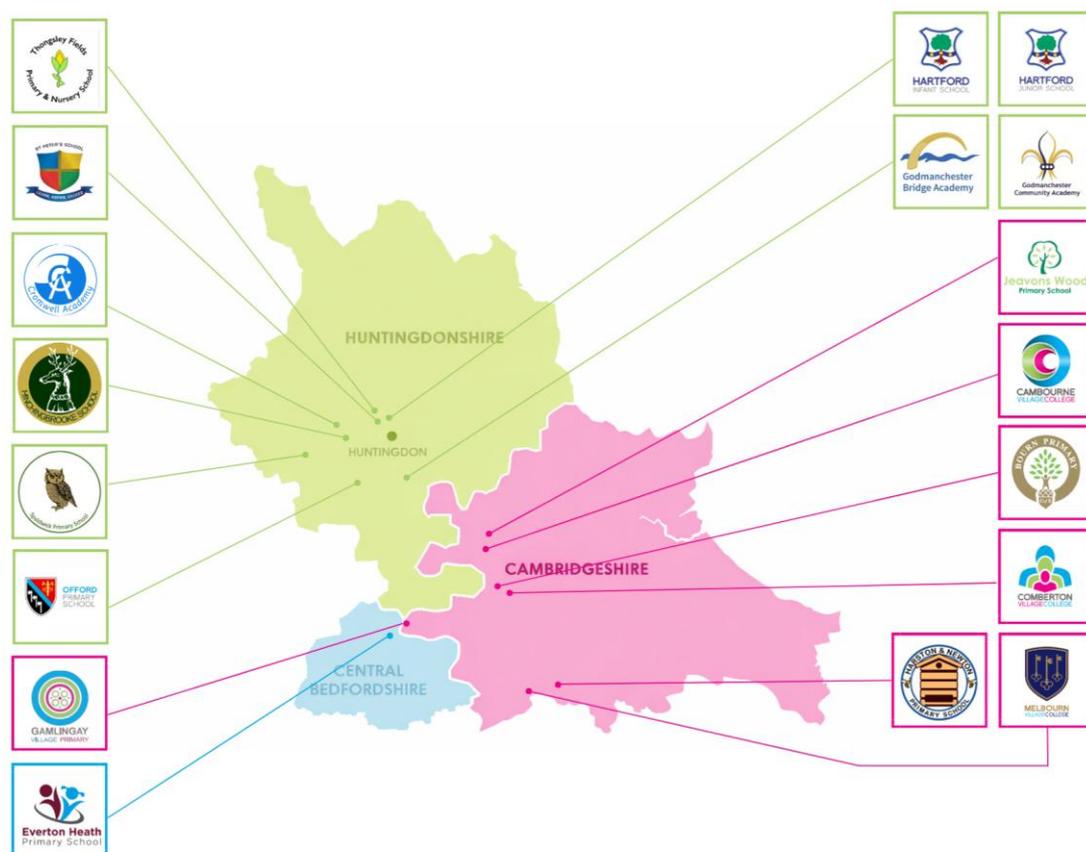
Claire Heald

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: Scale 2 Points 4-5 (£25,185 - £25,583 per annum FTE). Actual salary £21,600.98 per annum

Contract: Permanent. 37 hours per week. Term Time Only plus 5 training days (39 weeks per year)

Start date: As soon as possible

Place of work: St Peters School, Huntingdon

St Peter's School Huntingdon, as part of The Cam Academy Trust, is seeking to employ an administrator to work 37 hours per week within our busy examination's office.

As an Administrator at St Peter's School, it is essential that you have a strong telephone manner with good communication skills. It is imperative that you remain composed under pressure and operate in an organised and structured manner. A can-do attitude with a proactive and positive approach, including flexibility and adaptability is vital in this role.

This school 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, satisfactory references to the school and a medical questionnaire.

For further details on our school please visit our website www.stpetershuntingdon.org

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 Tracey Hindle, Examination and Analytics Manager on thindle@stpetershuntingdon.org.

Closing date: 09.00 on Tuesday 17th March 2026

Thank you for your interest in The CAM Academy Trust.



JOB DESCRIPTION

Salary:

The post holder will be paid on the appropriate point of the support pay scale. NJC Scale 2, Points 4-5 (£25,185 - £25,583 per annum FTE). Actual salary is £21,600.98 per annum.

Line of responsibility:

The Exams and Analytics Administrator is directly responsible to the Examination and Analytics Manager

Strategic purpose:

To foster, and encourage and expect others to foster, the school's ethos (Learn Aspire Exceed) in all our stakeholders at all times. To provide data support related to internal and external examinations. To provide support for staff timetable changes. Enter data onto the school assessment systems as appropriate. Provide support with data analysis e.g. assessment/behaviour

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.



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

<p>Safeguarding</p>	<ul style="list-style-type: none"> • 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
<p>Duties and Responsibilities Administration</p>	<ul style="list-style-type: none"> • Accurately input Access Arrangements Information for candidates. • Data entry into the school Management Information System relating to exams • Data entry of changes to staff timetable and any class list changes as necessary • Assisting with accuracy checks of exam and timetable data • Data checking invoices and highlighting any discrepancies • Print and collate analysis results data for parents, students and staff. • Assist with administrative arrangements for internal and external examinations e.g. preparing exam scripts for internal examinations, prepare and allocate exam write pad documents for students using laptops. • Support exam officer or Data & Exam Manager with exam day administration tasks • Distribute exam and timetable materials to faculties • Log incoming examination materials and assist with unboxing, checking and secure storing as per JCQ requirements • Printing and sorting examination / timetable materials as instructed • Data collation of candidate and staff Non-Examination Assessment forms, checking for completeness of document • Examination material despatch processing • Supporting the Invigilation Team • Printing and distribution of wall displays and posters
<p>In addition to the responsibilities described above, to carry out any other duties of a similar nature at the reasonable request of the Head Teacher.</p> <p>This Job Description will be subject to regular review and any changes will be made in consultation with the post holder. The aim will always be to reach agreement on any changes but, if agreement is not possible, the Governing Body reserves the right to make the changes following consultation</p>	

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		
5 GCSE'S including English and Maths to Grade C or equivalent	X	
Experience with working with children or young people		X
Good organisational skills and the ability to prioritise workload	X	
Working within an office environment	X	
Ability to communicate effectively both verbally and written	X	
Strong telephone manner	X	
Good working knowledge of MS Office, MS Word and outlook	X	
Knowledge and Interpersonal Skills		
To be committed to the Every Child Matters agenda.	X	
Commitment to maintain confidentiality when applicable	X	
Supportive approach to school ethos, policies and activities.	X	
Establish and maintain supportive relationships with individual students.		X
Willingness to undertake in service training.	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.



The CAM Academy Trust

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www.catrust.co.uk