



The CAM Academy Trust
People Partner
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!

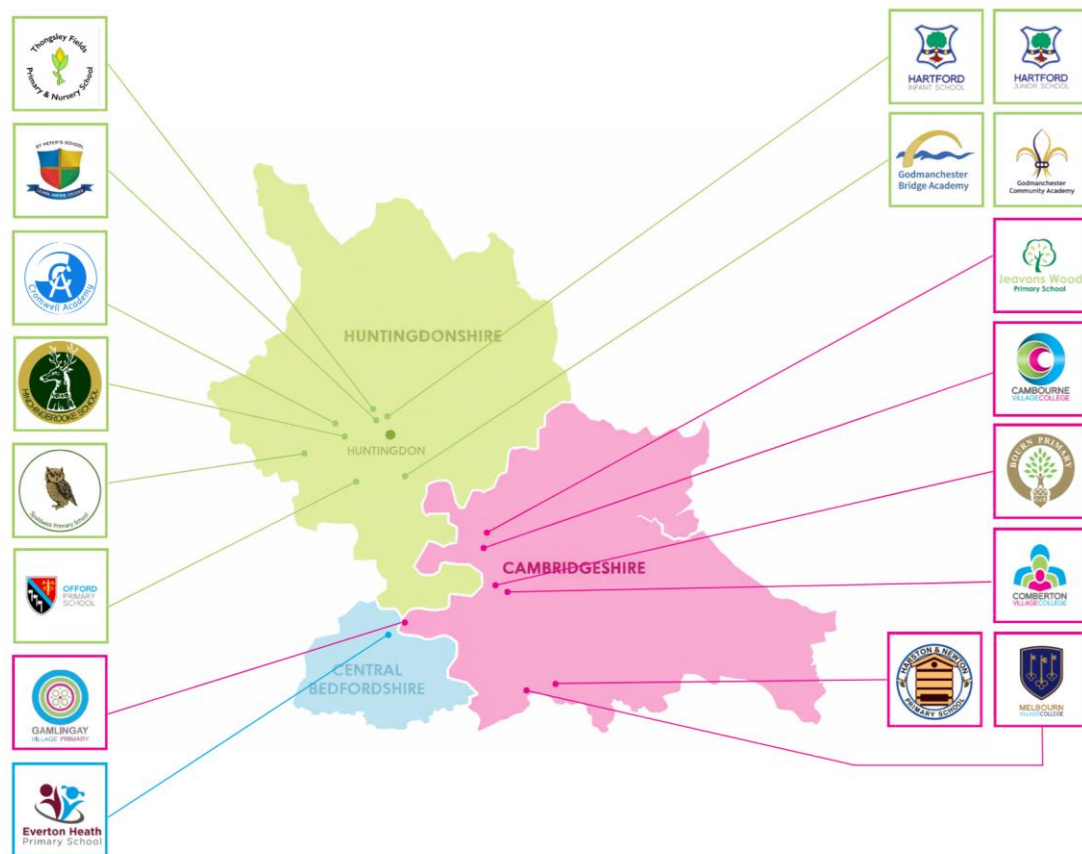
Claire Heald

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 (Maternity Cover)

Salary:	PO1, Pt27-Pt30 (£38,220 - £40,777 per annum)
Contract:	Temporary / Full-time
Hours:	37 hours per week/52 weeks per year
Required:	September 2026
Location:	Hybrid working with travel across a group of schools. Occasional travel to other Trust schools.

As a People Partner, you'll play a key role in supporting our people strategy and driving and contributing to Trust-wide priorities. This is a chance to make a real impact—shaping how our people function operates, performs, and empowers colleagues to thrive.

Although the role will support our Cambourne campus the post-holder will also have a role more widely across the organisation, providing support to the trust Head of People and contributing directly to our people strategy.

Working closely with senior leaders, you'll provide expert HR advice, contribute to and deliver talent management strategies, and foster a culture of continuous improvement and innovation. You'll collaborate with our Recruitment Officer to refine recruitment processes in line with our wider people strategy. You'll act as a trusted partner to managers, offering practical guidance on people management, helping to ensure a compassionate, consistent approach across the Trust.

You'll be a visible, trusted presence, helping managers to support and grow inclusive and diverse, high-performing teams. Thriving in a fast-paced, people-focused environment, you'll bring clarity, integrity, and a values-led approach to even the most complex situations.

What we're looking for

We're seeking an experienced HR professional with a passion for people and a track record of driving positive change. You'll bring:

- Strong experience across HR and recruitment, with the confidence to work in a fast-moving, evolving environment.
- In-depth knowledge of employment law and HR best practice.
- Proven ability to advise and influence senior leaders, and to coach managers through complex employee relations issues.
- A fair, thoughtful approach to people matters—balancing care, consistency, and sound judgement.
- The ability to quickly build strong, trusted relationships and communicate with clarity and integrity.
- Experience of managing end-to-end recruitment, including analysing data to identify trends and improvements.
- Understanding of pay and reward frameworks, ensuring approaches are fair, sustainable, and aligned with organisational goals.

Most importantly, you'll share our commitment to building inclusive, values-led teams where colleagues feel supported to do their best work, and where everyone has the opportunity to thrive.

HOW TO APPLY

To apply for this position, please submit your completed application form with supporting statement to Tania Tull, Head of People 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 the recruitment team on ttull@catrust.co.uk.

Closing date: 09.00 on Monday 29 June 2026

Interview date: TBC

Thank you for your interest in The CAM Academy Trust.



JOB DESCRIPTION

Salary: PO1

Contract: Temporary/37 hours per week/52 weeks

Purpose of the role:

As a trusted and proactive HR expert, you will manage the people function for a campus of schools, to provide an efficient, effective and high-quality people service, capable of meeting all statutory, regulatory and corporate requirements and aligned with the trust's aims and objectives and our people strategy.

You will be responsible for delivering a professional HR service across your schools, providing face to face and remote support to our schools. You will have a proactive approach, working closely with principals and other key stakeholders to ensure confidence in HR services and promote a culture of continuous improvement.

The primary aims of the post are:

- Develop and maintain strong relationships with school leaders, ensuring that they are aware of and understand policies and processes and that they are consistently applied to ensure effective management.
- Liaise with school leaders to understand their staffing needs and work in partnership with the Trust Recruitment Officer, to support a coordinated approach to recruitment and attraction across your schools to achieve a full complement of staffing.
- To contribute to the research, development and review of HR policies, procedures, supporting documents and templates to ensure compliance with employment law and terms and conditions of employment.
- Contributing to the development of the People function, including supporting with trust-wide projects and targeted work as identified by the Head of People.
- To work closely with relevant colleagues to ensure that reliable and robust processes are in place for undertaking DBS, pre-employment checks and Single Central Record checks in your cluster of schools.
- Lead casework across your group of schools

Organisational relationships

- Responsible to the Head of People
- Direct liaison with the wider people team
- Direct liaison with a range of stakeholders including CAM senior leaders



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

Area	Responsibilities
People Services	<ul style="list-style-type: none"> • Exercise initiative and professional judgment in the implementation of HR policies and practices, ensuring that they reflect best practice, legislative compliance and promote diversity, equality and inclusion. • Take ownership of relevant employee relations cases, providing timely, high-quality advice and support to school leaders. • Effectively manage complex employee relations cases such as discipline, grievance, attendance, performance, change management and support consultations (including TUPE), hearings and appeals, including drafting related documentation. • With the Head of People support the relationship with Trade Unions and the Joint Consultative Committee (JCC). • To promote staff well-being and take a proactive approach in recommending and implementing improvements across key people areas including employee engagement recruitment and retention. • Act as an ambassador for the delivery of a positive culture across the trust.
Recruitment, retention and training	<ul style="list-style-type: none"> • Advise and support school leaders and executive leaders on the entire recruitment lifecycle, from developing recruitment plans and strategy to onboarding new employees, talent management and supporting ongoing professional growth. • Support and inform employee retention activities such as workforce planning, succession planning and support stakeholders to develop talent by identifying appropriate training to support a culture of continual learning. • Work with the leadership teams to identify and maximise the use of our apprenticeship levy. • Be a key driver in ensuring our people entitlement is being effectively delivered across the organisation, in collaboration with the Head of People and executive leaders.
Communication	<ul style="list-style-type: none"> • Communicate effectively with the payroll and recruitment officers to ensure a smooth and effective customer experience • Communicate effectively with payroll and pension providers to ensure a consolidated and responsive service in a timely manner to resolve all matters arising. • Effective liaison with stakeholders to provide advice and guidance as and when required. Ensure any risks are communicated to the Head of People to avoid escalation and mitigate risk. • Promote positive employee relations through effective communication and consultation with staff and unions. • Attend meetings and training as required by the Head of People. • Carry out administrative tasks and duties as commensurate with the role.
Reporting and Data	<ul style="list-style-type: none"> • Ensure staff data is kept and maintained in accordance with internal and external requirements and regulations. • Monitor the use and reason for agency staff and work towards reductions in agency staff spend. • Assist in developing common reporting processes across campus schools that keep stakeholders informed on performance indicators such as absences, turnover, and retention rates.
Strategic	<ul style="list-style-type: none"> • You will hold a genuine interest in people and seek growth in your expertise. In conjunction with the Head of People, you will advise on current market developments in maximising talent, reward, engagement, productivity and wellbeing.

	<ul style="list-style-type: none"> Working with the Head of People, you will lead and support People projects that contribute to the trust's strategic objectives and our people strategy.
Wider Contribution	<ul style="list-style-type: none"> Work in line with the Trust's six core principles Engage with, or contribute to trust or school strategy Take professional ownership over remit Commitment to own professional and personal growth and development Contribute to the wider life of the Trust, its schools, and its community through collaboration and partnership work. Carry out your duties with full regard to the Trust's published employment policies. Always promote the Trust's co-operative ethical values Undertaking other duties that reasonably correspond to the post.
Safeguarding and Compliance	<ul style="list-style-type: none"> Adhere to safeguarding policies and procedures Demonstrate commitment to safeguarding and promoting the welfare of children, young people, and vulnerable adults. Comply with health and safety policies, organisational statements, and procedures, undertake to report any incidents, accidents, hazards and to take a proactive approach to health and safety matters in order to protect both yourself and others.

In addition to the responsibilities described above, to carry out any other duties of a similar nature at the reasonable request of the Head of People.

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.

PERSON SPECIFICATION

ESSENTIAL CRITERIA	DESIRABLE CRITERIA
Qualification and Experience	
<p>CIPD L5 or higher.</p> <p>Significant experience of working within a fast-paced HR team and delivering a high-quality HR advisory service.</p> <p>Evidence of continuing CPD.</p>	<p>CIPD Associate Membership, or higher.</p> <p>Experience of working in a senior HR role within the education sector.</p> <p>Knowledge of education frameworks and terms and conditions.</p> <p>Experience and understanding of using mediation in employment.</p> <p>Experience of delivering training.</p> <p>Experience of working with Trade Unions.</p>
Knowledge	
<p>Strong knowledge and ability to interpret current employment law, legislation and codes of practice.</p> <p>Have an excellent understanding of the Equality Act of 2010</p> <p>The ability to effectively support in the management of formal employee relations cases.</p> <p>An understanding of education legislation that impacts upon employment of staff and schools.</p>	<p>A good understanding of how our Trust principles can be implemented in HR.</p> <p>Knowledge of and the ability to interpret complex terms and conditions</p>
Skills	
<p>Providing solution focussed employee relations advice and guidance on complex cases.</p> <p>Maintaining a consistent and positive solution focussed approach to problem solving.</p> <p>A genuine interest and understanding on how to help people succeed in their roles.</p> <p>Ability to make, and be accountable for, decisions, balancing risk against value as appropriate.</p> <p>Confidence to challenge where required</p>	

<p>Ability to persuade, motivate and influence others.</p> <p>Capable of representing the Trust with professional bodies and external stakeholders.</p> <p>Ability to work as part of a team and develop relationships.</p> <p>Ability to own and solve problems bringing in support from other areas as appropriate.</p> <p>Excellent written and verbal communication and IT skills and be able to relate well to all stakeholders.</p>	
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BENEFITS

We offer the following benefits, designed to promote your

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

Head Office | Cambourne Village College
Sheepfold Lane | Cambourne | CB23 6FR

info@catrust.co.uk

www.catrust.co.uk