



The CAM Academy Trust

Casual Leisure Assistant (Lifeguards)

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!

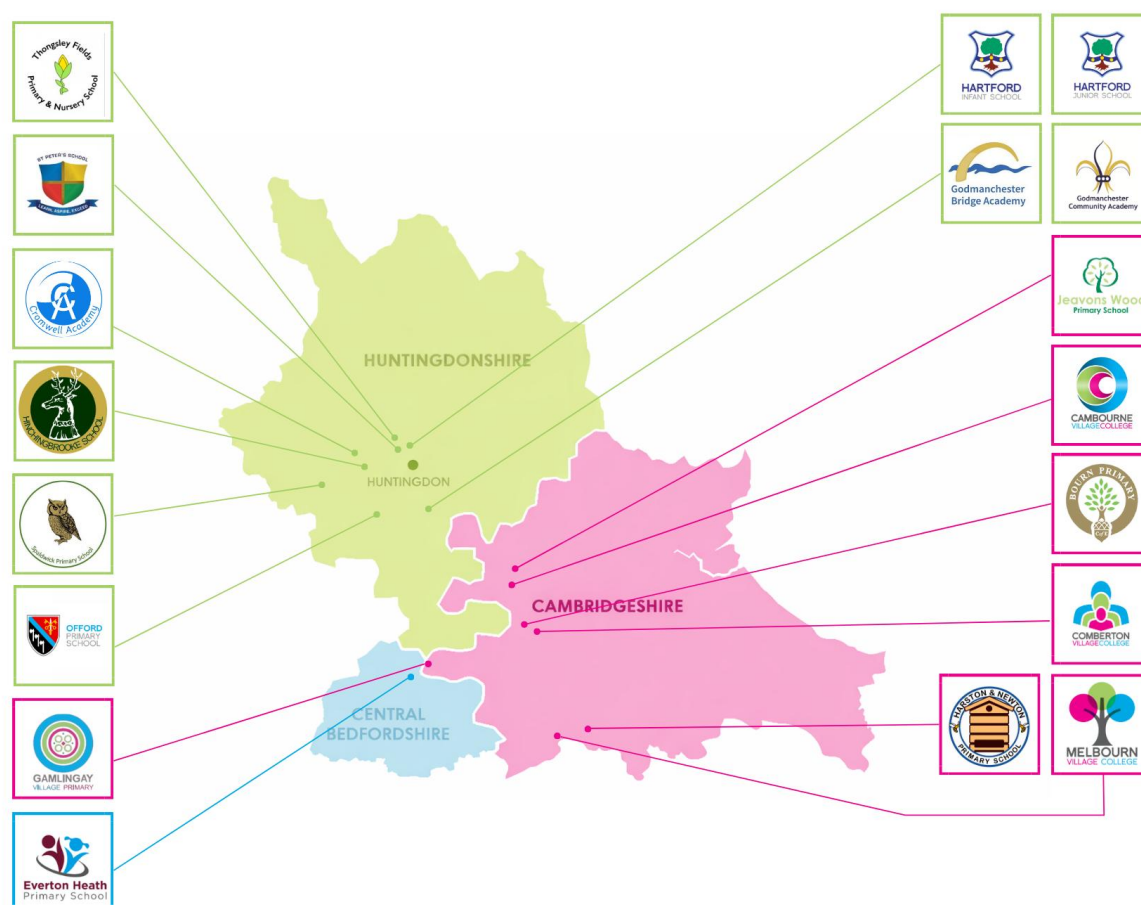
Claire Heald

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), Hinchingbrooke 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: National Minimum Wage

Contract: Casual, part time, as and when required

Start date: As soon as possible

Place of work: Hinchingsbrooke School, Huntingdon - HBK Leisure

The CAM Academy Trust are seeking an enthusiastic and motivated individuals to join our HBK Leisure team based at Hinchingsbrooke School.

This is a great opportunity to work in a busy Leisure department that hire the school's facilities to a wide range of community clubs and businesses.

We need the Leisure Assistant (Lifeguards) to;

- Be focused on delivering excellent customer service standards.
- To hold a National Pool Lifeguard Qualification.
- To ensure that all activities operated through HBK Leisure are conducted appropriately, safely and in accordance with HBK Leisure Policies and Procedures.
- All tasks as directed by the Duty supervisor are completed to the required standard and in a timely manner.
- To be responsible for lifeguarding all public hire sessions in the swimming pool in line with the Pool safety Operating Procedure.
- To ensure the poolside and changing rooms are cleaned and maintained on a regular basis.
- When not poolside you will be required to set up and dismantle sports equipment and help ensure the facilities are presented to customers clean and to a high standard.

For further details on our school please visit our website [Hinchingsbrooke 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.

We welcome visits to the school. To find out more about this role please contact, Steve Fidler, Commercial Lettings Manager on sfidler@hbk.acesmat.uk.

Closing date: 09.00 on Friday 11th September 2026

Thank you for your interest in The CAM Academy Trust.



JOB DESCRIPTION

Salary:

The post holder will be paid National Minimum wage.

Line of responsibility:

The Casual Leisure Assistant is directly responsible to the Leisure Manager.

Strategic purpose:

To ensure that all activities operated through HBK Leisure are conducted appropriately, safely and in accordance with HBK Leisure Policies and Procedures.

All tasks as directed by the Duty supervisor are completed to the required standard and in a timely manner.

To undertake any roles deemed reasonably necessary as directed.

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.



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 Responsibilities	• To ensure that all facilities used or managed by HBK Leisure are secured at the end of each shift. • To ensure that all monies taken are appropriately accounted for and secured at the end of each shift and/or handed over to relieving staff. • You will be responsible for maintaining a high level of customer service in your actions. • You will be required to work alongside the Assistant Manager Leisure in handling inquiries from new and existing Fitness Suite members. In addition, you will be responsible for the induction of all new members. • Support in all aspects of running the Leisure department. • Responsible for ensuring that the appropriate equipment is available at the correct times and set down in the correct manner as directed by the Duty Supervisor. • To ensure that money handling and accounting is carried out in accordance with department / school procedures. • You will be responsible for maintaining a high level of customer service in your actions. • To support the cleaning contractors, you are to ensure that any facilities used during your shift are maintained at an appropriate standard, with a facility clean by HBK leisure staff where necessary. • To ensure that a high level of customer service is maintained in both your own and your teams' actions. • You will be responsible for ensuring to the best of your ability the Health and Safety of yourself and our customers. You should be aware of all procedures and safe work practises implemented within HBK Leisure • During your shift you will always maintain a professional appearance. All clothing worn should be clean and in line with this policy. • Staff are required to wear either blue or black shorts/tracksuit bottoms. HBK Leisure Polo shirts and hoodies will be supplied. • Appropriate, comfortable footwear is to be worn and must be clean. The wearing of flip flops is only permitted on poolside.
Equality and Diversity	• Your behaviour and personal conduct are exemplary and that you treat all your colleagues, students and customers with fairness decency and respect. • You foster an environment where all personnel are aware of and feel free to utilise the complaints procedure without fear of recrimination. • Wherever possible, and if required, you will take account of religious and cultural needs of your colleagues and/or customers, where it is not detrimental to the running of activities. • You are to ensure that any complaints received are dealt with sensitively, expediently, and appropriately. You are to take advice, where required, from your line manager if you are unsure how to deal with any such complaint.

Health and Safety	• To comply with all instructions and procedures installed to ensure safety in the facilities and HBK Leisure environments, taking proper care of any equipment provided to conduct your primary role. • To provide specialist advice as appropriate to line management in order to allow proper risk assessments to be carried out within your training environment. • To report all accidents, injuries or near miss occurrences, promptly in accordance with the HBK Leisure Health and Safety Policies.
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 and Health and Safety	• Adhere to Trust safeguarding policy and procedure at all times. • Promote strong cultures of safeguarding across the Trust and schools. • Act during their employment with due care for the health, safety and welfare of themselves, other employees and other persons in accordance with the school's Health and Safety Policy.
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

Qualifications and Experience		
Educated to GCSE level (A-C/4-9 in English and Maths) or equivalent or NVQ 2	X	
First Aid at Work certificate or equivalent or willingness to obtain one	X	
National Pool Lifeguard qualification or willingness to obtain one	X	
Knowledge of moving and handling procedures		X
A commitment to developing professional skills	X	
Experience in a Leisure Centre role or in a sporting environment		X
Knowledge and Interpersonal Skills		
Commitment to promoting and safeguarding the welfare of all pupils and children	X	
Confident with the use of IT as a means of sharing and communicating information	X	
Excellent communication and customer service skills	X	
Efficient, with good organisational and time management skills	X	
Consistent in manner and attitude – displaying a calm, kind and caring approach	X	
Show initiative and flexibility and can deal with unexpected or unplanned situations	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.

School specific benefits

- Access to staff discounts from local suppliers
- Free use of on-site leisure facilities including gym and swimming pool
- O2 Staff discount



The CAM Academy Trust

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

info@catrust.co.uk

www.catrust.co.uk