



The CAM Academy Trust
People 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!

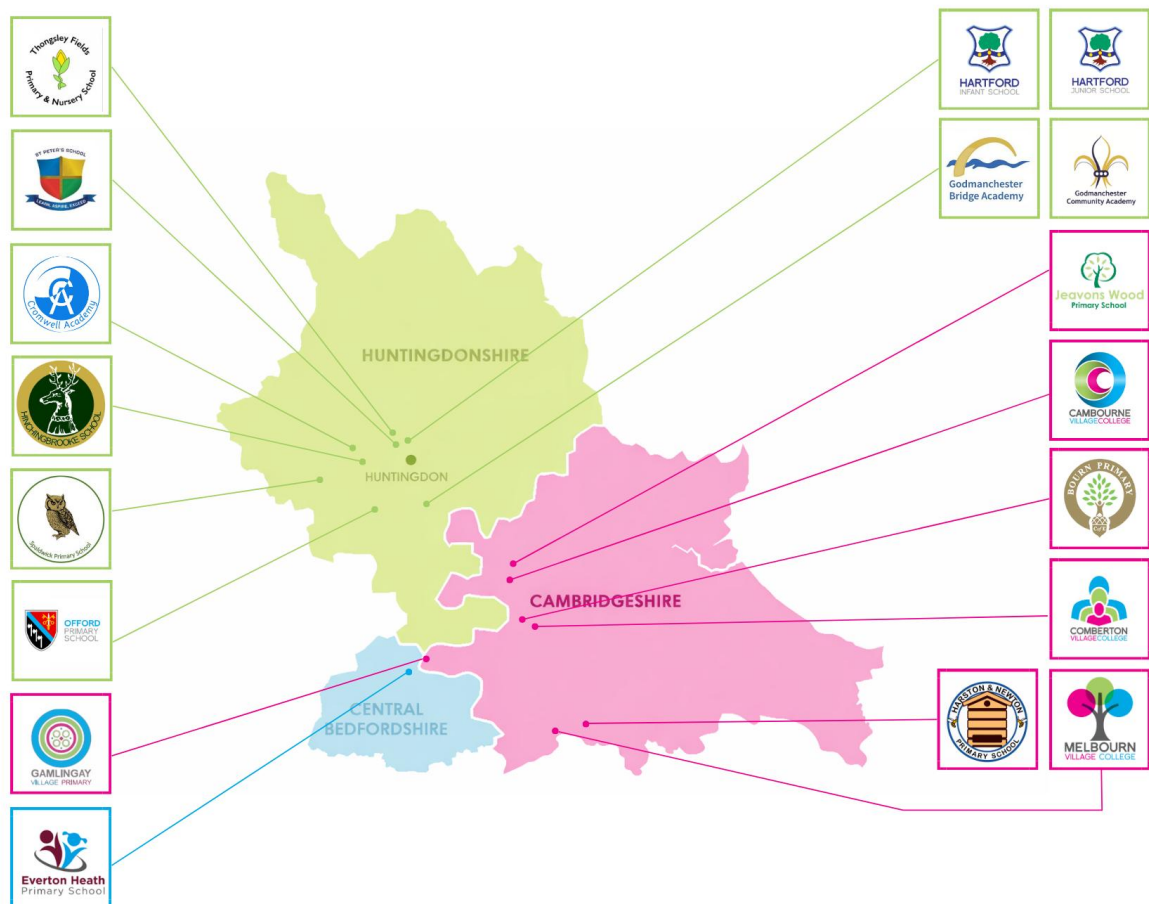
Claire Heald

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: NJC Scale 5, points 12 to 17 (£28,598 to £31,022 per annum). Actual salary £28,598 per annum on point 12.

Contract: 37 hours per week, Monday – Thursday 08.00 to 16.00 and Friday 08.00 to 15.30. 52 weeks per year

Start date: As soon as possible

Place of work: Hybrid working (office base to be agreed across Trust locations but primarily based at Hinchingsbrooke School, Huntingdon)

The CAM Academy Trust is seeking to appoint a motivated and detail-oriented People Administrator to support the effective delivery of the Trust's HR function.

The People Administrator will work closely with the People team and wider staff to ensure that all administrative processes are carried out efficiently and in line with. The role will provide a professional, proactive, and effective HR administrative service across the Trust, supporting the delivery of the People Strategy and ensuring compliance with safer recruitment and employment legislation. The People Assistant will play a key role in supporting recruitment, onboarding, HR systems, employee relations, and general HR administration.

The primary aims of the role are:

- Provide efficient and accurate administrative support to the people team across all aspects of the employee lifecycle, ensuring compliance with Trust policies and employment legislation.
- Support recruitment and onboarding processes, conduct pre-employment checks, and prepare induction materials.
- Maintain accurate records and systems, including employee files, databases, and compliance records.
- Assist with employee relations and wellbeing, offering first-line HR advice and supporting casework and training.
- Foster collaboration and continuous improvement by working closely with the people team and contributing to Trust-wide initiatives.

What we are looking for:

We are looking for someone who has:

- Good written and verbal communication skills.
- The ability to maintain accurate records
- A strong attention to detail, and the ability to prioritise and manage varied workload effectively.

- The ability to handle sensitive information confidentially and an understanding of safeguarding requirement.
- The willingness to learn, with a positive attitude and the ability to work both independently and as part of a team.

Why join us?

- Opportunity to be involved in HR projects across a growing organisation
- Work within a supportive and forward-thinking HR team
- Play a key role in shaping and improving HR services
- Access to professional development opportunities

For further details on our school please visit our website [The Cam Academy Trust – A family of schools in Cambridgeshire and Bedfordshire, educating young people from 3-18](#)

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 recruitment@catrust.co.uk.

Closing date: 09.00 on Monday 6th July 2026

Interview date: TBC

Thank you for your interest in The CAM Academy Trust.



JOB DESCRIPTION

Salary:

NJC Scale 5, points 12 to 17 (£28,598 to £31,022 per annum).

Line of responsibility:

The People Administrator is directly responsible to the Head of People and direct liaison with the wider people team.

Strategic purpose:

To provide a professional, proactive, and effective HR administrative service across the Trust, supporting the delivery of the People Strategy and ensuring compliance with safer recruitment and employment legislation. The People Assistant will play a key role in supporting recruitment, onboarding, HR systems, employee relations, and general HR administration.

The primary aims of the role are:

- Provide efficient and accurate administrative support to the people team across all aspects of the employee lifecycle, ensuring compliance with Trust policies and employment legislation.
- Support recruitment and onboarding processes, conduct pre-employment checks, and prepare induction materials.
- Maintain accurate records and systems, including employee files, databases, and compliance records.
- Assist with employee relations and wellbeing, offering first-line HR advice and supporting casework and training.
- Foster collaboration and continuous improvement by working closely with the people team and contributing to Trust-wide initiatives.

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	<p>Administration</p> <ul style="list-style-type: none">• Provide efficient administrative support to the people team, including but not limited to drafting correspondence, maintaining accurate records, and managing and updating HR systems (e.g., Bromcom, Smartlog).• Maintain and update employee files, ensuring compliance with data protection and retention policies.• Support the annual HR audit and data cleanse exercises. <p>Recruitment & Onboarding</p> <ul style="list-style-type: none">• Support with recruitment processes including but not limited to interviews, and candidate communication.• Conduct pre-employment checks in line with “Keeping Children Safe in Education” and Trust policies (DBS, references, medical checks, ID verification, etc.).• Liaise with People Partners to ensure the maintenance of records including the Single Central Record (SCR) and Management Information Systems (MIS).• Draft and issue contracts of employment and contract variations.• Support the induction process for new starters by preparing comprehensive induction materials, including essential Health and Safety information and key school policies and procedures. <p>Employee Lifecycle Support</p> <ul style="list-style-type: none">• Assist with the administration of staff inductions, probation reviews, and leaver processes.• Maintain sickness absence records, support return-to-work processes, and flag any concerns to the People Partners.• Assist with payroll-related processes, including but not limited to the preparation and verification of employee data and liaising with payroll to ensure accurate and timely payments.• Support the administration of training and development activities, including training on Smartlog for new and existing staff, safeguarding training etc.• Support the administration of pay reviews and salary assessment forms.• Promote Trust-wide benefits and act as a first point of contact for related queries.
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	<p>Employee Relations & Advisory Support</p> <ul style="list-style-type: none"> • Assist with casework by preparing documentation, taking notes, and drafting correspondence. • Provide first-line advice on HR policies and procedures (e.g., leave entitlements, sickness, maternity/paternity). • Monitor and report on key HR metrics such as absence, probation, and training compliance. <p>Team Collaboration</p> <ul style="list-style-type: none"> • Act as the main administrative support for the people team. • Participate in people team meetings and contribute to continuous improvement initiatives. • Maintain up-to-date knowledge of employment law and HR best practices. • Support the development of HR colleagues and contribute to a collaborative team environment. • Support with the coordination of Trust-wide events. • Attend and actively participate in whole staff and HR meetings • Contribute to the maintenance of a safe and healthy environment • Contribute and participate in trust events and activities • Develop and maintain effective working relationships with stakeholders and staff
<p>Personal development</p>	<ul style="list-style-type: none"> • 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.
<p>Safeguarding</p>	<ul style="list-style-type: none"> • 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
<p>Advocacy and influence</p>	<ul style="list-style-type: none"> • 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
Qualification and Experience		
Studied to a minimum standard of GCSE 4 or equivalent, in English and mathematics.	X	
Experience of working in a busy office environment.	X	
Previous HR and / or administration experience (at least two years).	X	
IT Literate – able to use databases, Microsoft office, email	X	
HR related qualifications or related qualification in further or higher education.		X
Understanding of HR functions		X
Experience of working in a school or similar establishment.		X
Knowledge and Interpersonal Skills		
Ability to build and form good relationships with colleagues and students.	X	
Ability to work constructively as part of a team, understanding school roles and responsibilities including own.	X	
Verbal and written communication skills to communicate effectively with colleagues, students and other professionals.	X	
Good standard of numeracy and literacy skills.	X	
Ability to proficiently use office computer software including wordprocessing, spreadsheet, database and internet systems.	X	
Ability to absorb and understand a wide range of information.	X	
Ability to maintain accurate records and filing systems.	X	
Ability to deal with confidential data/issues appropriately.	X	
Initiative and ability to prioritise one's own work.	X	
Able to follow direction and work in collaboration with line manager.	X	
Able to work flexibly to meet deadlines and respond to unplanned situations.	X	
Efficient and meticulous in organisation.	X	
Desire to enhance and develop skills and knowledge through CPD.	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	
Working knowledge of relevant policies, procedures, codes of practice, and awareness of relevant legislation such as maternity/paternity/adoption leave.		X
Working knowledge of EPM HR/payroll software package.		X
Working knowledge of payroll/ pension provision.		X

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

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www.catrust.co.uk