



**The CAM Academy Trust**

**Attendance and Admissions Assistant**

**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 3, points 5-6 - £25,583 to £25,989 per annum FTE. Actual salary £17,791.09 per annum on point 5.

**Contract:** Permanent, 30 hours per week. Monday to Friday – 07.45 to 14.15. Term time plus 5 training days (39 weeks per year).

**Start date:** As soon as possible.

**Place of work:** Cambourne Village College, Cambourne.

We are looking to appoint an Assistant for Attendance and Admissions to assist in the delivery of an efficient and effective Attendance and Admissions service to the College.

The post holder will work closely with the Attendance and Admissions Officer to support a range of administrative tasks including managing student absence and punctuality, oversight of home visits and processing planned absence requests, sending communication to parents and carers and referrals to the local authority. The post holder is also responsible for assisting with admission enquiries and tours, collating and processing data in relation to school transition, In-Year admissions and leavers.

The successful candidate should have excellent interpersonal skills and a good working knowledge of ICT software packages, particularly Microsoft Excel. Experience of working with online information management systems would be advantageous.

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 175 students in each of Years 12 and 13. Joining Cambourne Village College represents a unique opportunity to work in a newly-established school within a wider, high-quality Academy Trust that gives excellent possibilities for professional and career development.

For further details on the school please visit our website [Homepage - Cambourne Village College](#)

## 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 Vanessa Popplewell, Attendance and Admissions Officer on [vpopplewell@cambournevc.org](mailto:vpopplewell@cambournevc.org).

**Closing date: 09.00 on Monday 13<sup>th</sup> April 2026**

Thank you for your interest in The CAM Academy Trust.



## JOB DESCRIPTION

### **Salary:**

NJC Scale 3, points 5-6 - £25,583 to £25,989 per annum FTE. Actual salary £17,791.09 per annum on point 5.

### **Line of responsibility:**

This role will report to the Attendance and Admissions Officer

### **Strategic purpose:**

Assist the Attendance and Admissions Officer to:

- Deliver an efficient and effective Attendance and Admissions service to the College
- Promote and support high levels of attendance for all pupils
- Promote a positive attendance and punctuality culture with the school

In addition to the responsibilities described above, 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

<b>Attendance Support</b>	<ul style="list-style-type: none"><li>• Oversight of daily attendance, ensuring the completion of registers in an accurate and timely manner. Monitoring absence coding in line with the DfE guidance set out in 'Working together to improve school attendance' and rectifying any missing or unexplained absences with the Year Teams and Alternative Provisions.</li><li>• Record Parent/Carer Absence calls on the School Information System and ensure that reason for absence and any other additional information is fully documented.</li><li>• Assist with the 'Late Gate' to support Year Teams. Meet and greet pupils arriving late to school, addressing lateness issues. Log 'Late to school' consequence onto Bromcom and ensure L codes are correctly applied in Bromcom.</li><li>• Contact alternative providers to gain confirmation of attendance for all pupils accessing offsite alternative provisions. Update coding with comments for attendance or absence to provision in Bromcom.</li><li>• Check all offsite Dual registered pupil's provisions for attendance. Update coding and add comments indicating attendance or absence.</li><li>• Provide cover in PSO absence. Follow up absences and complete first response calls, updating absence coding and pupils late to school.</li><li>• Run reports of pupils absent for 3 and 5 consecutive days and liaise with Year Teams for a welfare calls or emergency home visits to be completed.</li><li>• Manage the 'Eyes on'/home visit process in school. Liaising with the attendance officer, year teams, provisions and safeguarding to prioritise visits.</li><li>• To conduct and support home visits to students' residences for vulnerable pupils and those absent for prolonged periods.</li><li>• Maintain accurate records of home visits and 'eyes on', reporting any safeguarding concerns in line with the school policy.</li><li>• Check all authorised absences against the list of pupils where medical evidence is required.</li><li>• To produce and distribute a daily absence list to relevant staff, with daily attendance figures.</li><li>• To provide regular numbers of FSM pupils in school to the SLG Lead</li><li>• Provide daily numbers of pupils in school to the catering manager</li><li>• To oversee the attendance calendar to ensure all medical appointments and planned absence requests are logged accurately. Record and file medical letters and provide updates to relevant staff as needed.</li><li>• Liaise with the Attendance Champion for authorisation of Planned Absence Requests and send communication to parents of decision, producing and sending fixed penalty warning letters when authorisation has not been granted.</li><li>• To produce and send suspect holiday letters, completing referrals to the Local Authority for fixed penalty notices following unauthorised term time leave.</li></ul>
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	<ul style="list-style-type: none"> <li>• Update and maintain the withdrawal registers in Bromcom for pupils on reduced timetables and/or accessing alternative provisions internally or externally.</li> <li>• Update and maintain the attendance notice board to promote attendance and punctuality around the school.</li> </ul>
<b>Admission Support</b>	<p><b>To assist with the process of Yr6/7 transitions:</b></p> <ul style="list-style-type: none"> <li>• Assisting with processing data received from the Local Authority to maintain an accurate and on-going list of students to be admitted in September.</li> <li>• Assisting in collating and, when necessary, data entry of transitional data, in coordination with the Admissions Officer and the wider Data Team.</li> <li>• Assisting with requesting CTFs and uploading onto Bromcom.</li> </ul> <p><b>To assist with the process of In-Year Admissions:</b></p> <ul style="list-style-type: none"> <li>• Overseeing the Admissions email inbox and corresponding to parent enquiries.</li> <li>• Assisting with Admission tours for prospective pupils and parents.</li> <li>• Weekly updating our admissions waiting list with data from the Local Authority admissions portal and producing a hardcopy for the Principal.</li> <li>• Add new In-Year Admissions to Bromcom, sending notifications to relevant staff.</li> <li>• Send Admission letter and Registration Documents to new In-Year admission parents and complete document checks.</li> <li>• Send 'Pupil transfer form' to previous school for completion and distribute to Year Team along with previous school reports in preparation for Admission meeting.</li> <li>• Obtain pupils UPN from previous school or check the DfE database if transferring from abroad before creating a new UPN.</li> <li>• Liaise with Year Team to organise admission meeting and to ensure assessment paperwork is available, completed and distributed to Heads of Departments.</li> <li>• Data entry from Registration Documents onto pupils Bromcom profile and creating timetable before agreed start date, ensuring there are no gaps or clashes with classes.</li> <li>• Notifying previous school of attendance for new In-Year admissions and requesting CTF to be uploaded onto Bromcom.</li> </ul> <p><b>To assist with the process of Student Leavers:</b></p> <ul style="list-style-type: none"> <li>• Action notifications of school leavers by updating the leavers board/spreadsheet and informing the relevant members of staff. Send 'Parental request to remove from roll form' to parents for completion to confirm new school/destination.</li> <li>• Confirm attendance at new school/destination before removing from school roll and send CTF.</li> <li>• Liaise with Year Teams and safeguarding to ensure pupil files are forwarded to new school or archived if moving abroad, EHE or CME</li> </ul>

<b>General</b>	<ul style="list-style-type: none"> <li>• Attend school events as required.</li> <li>• Assist in school emergencies as required, including co-ordinating arrangements, locating students and staff, providing contact details, and completing necessary documentation.</li> <li>• Ensure that financial procedures and activities are carried out as required within the department such as placing purchase orders and authorising invoices for payment.</li> <li>• Be responsible for the effective management of budgets within her/his remit, ensuring best value through suppliers.</li> <li>• Attend relevant meetings and training sessions as required.</li> </ul>
<b>Personal development</b>	<ul style="list-style-type: none"> <li>• Maintain excellent subject expertise and awareness of the latest, evidence informed practice</li> <li>• Engage in regular professional learning and reading.</li> <li>• Engage positively in the Trust's arrangement for performance management and professional growth.</li> </ul>
<b>Safeguarding</b>	<ul style="list-style-type: none"> <li>• Adhere to Trust safeguarding policy and procedure at all times.</li> <li>• Promote strong cultures of safeguarding across the Trust and schools.</li> <li>• Responsible for the safeguarding of students who are under their immediate care, following relevant school policies, reporting concerns promptly (including Health and Safety).</li> <li>• Safeguarding the mental health and wellbeing of students and staff</li> </ul>
<b>Advocacy and influence</b>	<ul style="list-style-type: none"> <li>• Be an advocate for the Trust externally and across our schools.</li> <li>• Be outwards facing and see opportunities for positive influence and external partnership and networking.</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.

## PERSON SPECIFICATION

CRITERIA	ESSENTIAL	DESIRABLE
<b>Qualifications and Experience</b>		
Educated to at least GCSE grade 4/C standard or equivalent in English and mathematics	X	
Excellent inter-personal skills	X	
Ability to work constructively as part of a team	X	
Ability to use ICT software packages - especially Excel	X	
Ability to work with online information management systems	X	
Experience of working in a school environment or similar establishment		X
Experience of working with large data sets		X
Experience of working with Bromcom and Go4Schools, particularly with data input		X
Understanding of data protection and GDPR		X
<b>Knowledge and Interpersonal Skills</b>		
Able to follow direction from line manager	X	
Able to work flexibly and respond to unplanned situations	X	
The ability to communicate effectively and appropriately with all staff, pupils, parents, governors and external agencies	X	
Able to deal appropriately with confidential information	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	
<b>A 'can do' attitude!</b>	X	
Highly logical and analytical in approach to novel 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.



The CAM Academy Trust

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