



The CAM Academy Trust
Afternoon Receptionist
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 2, points 4-5 - £25,185 to £25,583 per annum FTE. Actual salary is £11,676.21 per annum on point 4.

Contract: Permanent, 20 hours per week. Monday to Friday 13.00 to 15.00. Term time plus 5 training days (39 weeks per year).

Start date: As soon as possible.

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

Cambourne Village College is looking for an Afternoon Receptionist to cover the College Reception.

The post holder will ensure that visitors and members of the community are greeted professionally and courteously as they access the building and its facilities.

The post holder will be expected to undertake a range of clerical duties including answering the telephone and dealing with questions about the College and its afterschool activities from parents and members of the public and some administrative duties.

This is an incredibly busy role during the peak periods (12.30 to 13.30 and 14.50 to 15.45), so an ability to be able to juggle multiple requests, visitors, phone calls and requests are a must!

The successful candidate should have excellent interpersonal skills and experience of working in a fast-paced environment where no 2 days are the same. Experience of working with Microsoft packages and spreadsheets would be required.

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 Cat Collins, PA to the Principal on ccollins@cambournevc.org.

Closing date: 09.00 on Wednesday 6th May 2026

Thank you for your interest in The CAM Academy Trust.



JOB DESCRIPTION

Salary:

NJC Scale 2, points 4-5 - £25,185 to £25,583 per annum FTE. Actual salary £11,676.21 per annum on point 4.

Line of responsibility:

The post holder reports to the Principal's PA.

Strategic purpose:

The aim of the post is to provide high quality reception and administrative support to the College for the mornings. This is a very fast paced role particularly at certain parts of the day and therefore the ability to juggle is paramount. The post holder will also be required to undertake a range of clerical duties as required by the College.

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.



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

<p>Main duties and responsibilities</p>	<p>Reception In a courteous and friendly manner:</p> <ul style="list-style-type: none"> • Receive visitors, ensuring that all necessary health and safety procedures are followed. • Establish and maintain good relationships with visitors, colleagues, and other Professionals. • Ensure the effective operation of the reception area so that all aspects of the function are conducted efficiently and accurately. • Answer incoming and internal telephone calls, dealing with requests and enquiries and taking messages as required. • Process incoming mail: sort incoming post, arrange distribution, prepare and frank outgoing post. • Process deliveries to the school and ensure the intended recipient is advised of the safe receipt of the goods. • Filter all incoming emails to the College mailbox and ensure their onward transmission to the appropriate person. <p>Administrative</p> <ul style="list-style-type: none"> • Undertake Reception and administrative duties as required, including tasks required by the daytime College staff. • Provide efficient and accurate administration assistance as required. • Oversee the ordering and distribution of school uniform deliveries. • Print ID cards for both staff and pupils. • Assist students with uploading cash to contactless payment system. <p>General</p> <ul style="list-style-type: none"> • Assist in College emergencies as required, including locating relevant staff, contacting emergency services and completing necessary documentation. • Attend relevant meetings and training sessions. • Undertake first aid training and responsibilities as required. • Assist in duties and activities relating to any of the above areas appropriate to grade as reasonably required.
<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.

	<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
Advocacy and influence	<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
Qualifications and Experience		
Educated to at least GCSE grade 4/C standard or equivalent in English and mathematics	X	
Excellent inter-personal skills	X	
Experience of working in a busy office environment		X
Experience of working in a school or similar establishment		X
Previous administration experience		X
Willingness to undertake further training	X	
Experience of managing data and maintaining accurate records and filing systems	X	
First aid qualification or willingness to gain one		X
Knowledge and Interpersonal Skills		
Ability to build and form good relationships with students Educated and colleagues	X	
Ability to work constructively as part of a team, understanding school roles and responsibilities	X	
Ability to proficiently use office computer systems including the Microsoft Office packages and database and internet systems	X	
Good verbal and written communications skills appropriate to the need to communicate effectively with colleagues, students, other professionals, visitors and callers	X	
Good standard of numeracy and literacy skills	X	
Ability to absorb and understand a range of information	X	
Ability to manage and deal with confidential data / issues appropriately	X	
A 'can do' attitude!	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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