



The CAM Academy Trust
Building and Site Manager
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!

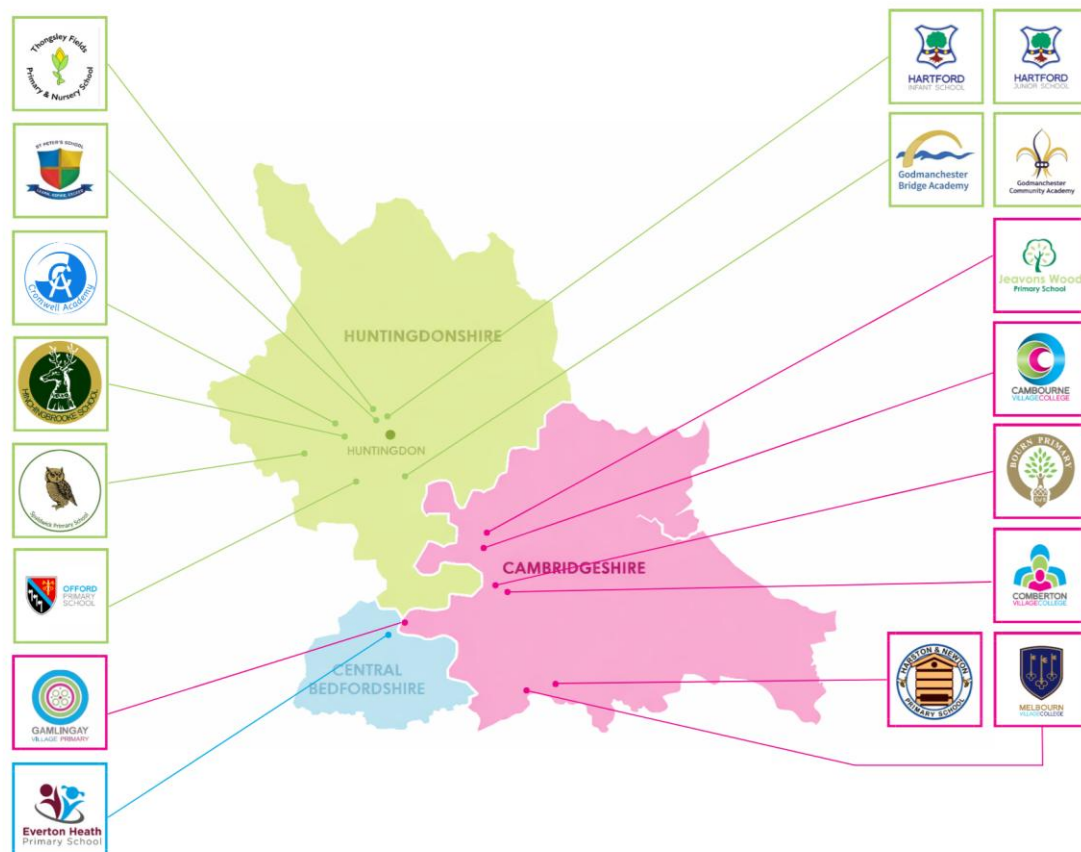
Claire Heald

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

Hinchingbrooke School is seeking to appoint a proactive, reliable and highly organised Buildings and Site Manager to lead the day-to-day management, maintenance and security of our unique and historic school site.

The school is set with the Hinchingbrooke House estate, which includes the Grade 1 listed Hinchingbrooke House and 52 acres of grounds. The site comprises of 18 buildings ranging from the historic house itself through to a modern state of the art sports hall.

This exceptional and varied estate combines heritage buildings with contemporary educational facilities, creating a diverse and rewarding environment for an experienced site and facilities professional. Our team consists of eight members of staff who work on the day-to-day maintenance of the site, supported by colleagues from the Trust Central Team. This role will include some project work, such as refurbishing and upgrading classrooms and facilities.

This is a key role within the school, ensuring that our buildings, grounds and facilities are safe, secure, compliant and maintained to a high standard for students, staff and visitors.

We are looking for someone with experience managing buildings, strong practical skills, excellent leadership abilities and a can-do attitude.

The school provides one of the most welcoming and pleasant working environments possible and benefits from a committed, ambitious staff and delightful children, who want to succeed.

Hinchingbrooke School values the diversity of our workforce and welcomes applications from all sectors of the community.

For further details please visit our website [Hinchingbrooke 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.

If you have any questions about this role, please contact Debbie Warner, Principal's PA on dwarner@hbk.acesmat.uk.

Thank you for your interest in The CAM Academy Trust.



Salary

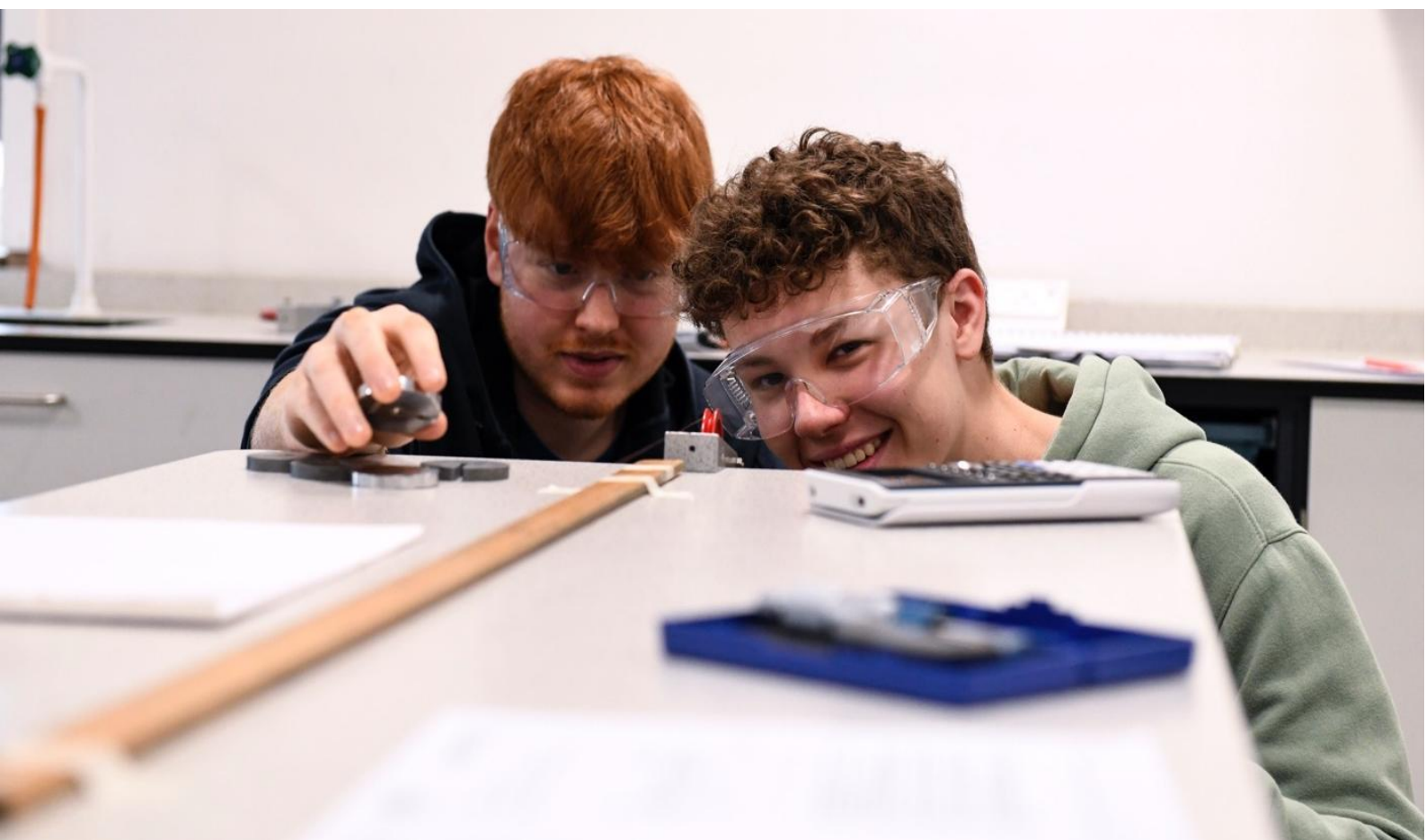
Scale: Senior Officer 1, point 23-25, £34,434 - £36,363
37 hours per week, 52 weeks per year

Line of responsibility

The Buildings and Site Manager is directly responsible to the relevant Vice Principal.

Job purpose

The postholder will lead the day-to-day management, maintenance and security of the school site and will ensure the site operates safely with all compliance activities completed.



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

Duties and responsibilities

Main duties and responsibilities are indicated below. Other duties of an appropriate level and nature may also be required, as directed by the Line Manager or Principal.

Job specification

Purpose

- To lead the day-to-day management, maintenance and security of the school site.
- To ensure the site operates safely with all compliance activities completed.
- To line manage the site and grounds team.
- To maintain and care for the school and its environment so that children and staff can work safely and effectively.

Main responsibilities

The post holder will:

- Oversee the maintenance, security and cleanliness of the school site and buildings
- Manage and coordinate site staff, contractors and external service providers
- Ensure compliance with health and safety regulations and statutory requirements
- Carry out routine inspections and manage planned preventative maintenance
- Prioritise reactive maintenance requests and liaise with school staff effectively
- Support the smooth running of school operations, events and lettings
- Monitor site-related budgets and procurement of supplies and services
- Respond effectively to emergencies, repairs and operational issues
- Maintain high standards across the school grounds and facilities
- Assist with site development and improvement projects
- Manage the classroom refurbishment projects
- Manage provision of access to the building (and grounds) to authorised persons at all reasonable times
- Carry out small maintenance and repairs to the building, furniture and equipment within the scope of a competent handyperson
- Carry out all necessary administrative duties
- Monitor the standards of cleaning of the building and report any issues to the School Cleaning supervisor

Take responsibility in the operational management of the school

- To always promote and ensure the health and safety of all site users
- Maintain a safe and clean external environment as necessary e.g. gritting, snow clearing etc.
- Be aware of and comply with policies and procedures relating to child protection, health and safety, security and confidentiality, reporting all concerns to the appropriate person

Appraisal or review of performance

- To participate in the current arrangements made for the appraisal or review of your performance
- To complete appraisals for other members of the site and grounds team
- To keep your working practices and methods under review
- To continue professional development

Health and Safety

- 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

Safeguarding

- To adhere with the provisions of school and Trust policies, in particular the school policy for Safeguarding and Child Protection, the Trust Code of Conduct and the requirements of Keeping Children Safe in Education

Other

- To support the furtherance of the school's mission statement.
- To promote student and staff participation
- To act as a role model for students

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

Essential	Desirable
<p>Qualifications/knowledge</p> <ul style="list-style-type: none"> • Knowledge of the main requirements of Health and Safety legislation and good practice relevant to the post • Knowledge of compliance requirements • Knowledge of moving and handling procedures 	<ul style="list-style-type: none"> • Relevant qualifications in facilities management, health & safety or building services
<p>Experience</p> <ul style="list-style-type: none"> • Experience in site, facilities, estates or building management • Have maintenance skills that enable you to undertake or direct day to day repairs and maintenance of the building • Ability to work both as part of a team or individually as required • Ability to perform physical tasks including lifting, carrying, and pushing various equipment to undertake the duties of the post • Basic ICT skills and the ability to carry out basic administrative tasks • Ability to work under pressure and meet deadlines • Ability to interpret and adhere to working within the boundaries of legislation, policy and guidance within the school environment • Ability to work pro-actively and identify ways to support the smooth running of the school • Ability to manage own time effectively and demonstrate initiative including establishing priorities within workload • Ability to be manage priorities and work independently 	<ul style="list-style-type: none"> • Experience managing contractors and supervising staff
<p>Professional Competence</p> <p>Commitment to promoting and safeguarding the welfare of all pupils</p> <p>Ability to form sound relationships with colleagues and the wider school community</p> <p>Ability to deal with difficult situations in an objective and professional manner</p> <p>Display a conscientious and logical approach to the variety of tasks necessary to the smooth running of the school</p> <p>High degree of discretion in dealing with confidential information</p> <p>A flexible and positive approach to work</p> <p>High level of integrity</p> <p>Considerate working manner, operating thoughtfully of site users and the environment</p> <p>The ability to relate easily and communicate with a wide range of people</p>	

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 – 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

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www.catrust.co.uk