



The CAM Academy Trust

HR Apprentice

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!

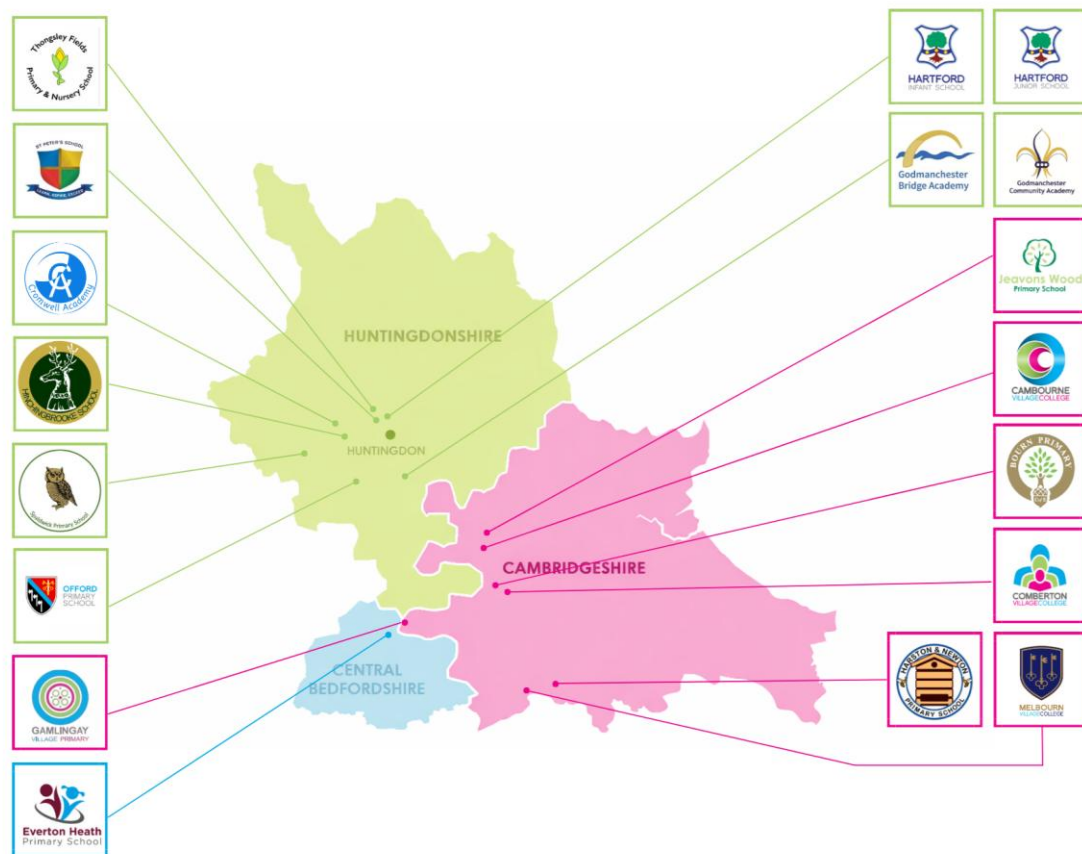
Claire Heald

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: National Minimum Wage - £12.71 per hour – Actual salary £24,454.04 per annum

Contract: 37 hours per week, Monday – Friday. 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 Cambourne Village College)

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

The HR Apprentice will work closely with the HR team and wider staff to ensure that all administrative processes are carried out efficiently and in line with statutory requirements. The role will provide essential support across a range of HR activities, contributing to the smooth running of recruitment, onboarding, and employee record management.

What you will be doing:

- Assisting in the advertising of new staff and arranging interviews
- Onboarding of new staff including pre employment checks such as references and ensuring that DBS checks for staff, volunteers, and external individuals are completed
- Maintaining absence/sickness records and escalating any absences when necessary.
- Ensuring all personnel files and filing are up to date (electronic).
- Document handling – scanning, filing, archiving leaver files and organising electronic and paper HR documents
- HR Correspondance – preparing standard letters, responding to basic HR enquiries and supporting communication with staff an external partners
- Induction emails to new starters
- Single Central Record support – assisting and maintain accurate SCR data

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 Wednesday 6th May 2026

Interview date: TBC

Thank you for your interest in The CAM Academy Trust.



JOB DESCRIPTION

Salary:

National Minimum Wage - £12.71 per hour – Actual salary £24,454.04 per annum

Line of responsibility:

The HR Apprentice is directly responsible to the Head of People.

Strategic purpose:

The HR Apprentice will support the effective delivery of the Trust's HR function by providing accurate and timely administrative support across key processes such as recruitment, onboarding, staff records, and absence management. The role will help ensure compliance with safeguarding and statutory requirements whilst contributing to a well-organised and efficient HR service. Through developing skills and knowledge in HR practice, the apprentice will support a positive staff experience and the smooth running of the Trust.

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	<ul style="list-style-type: none"> • To provide efficient and accurate administrative support to the HR function. • To support safer recruitment processes, including DBS checks and references. • To maintain accurate and up-to-date personnel records, both electronic and paper-based. • To support HR processes including onboarding, induction, absence management, probation, and performance management. • To ensure compliance with safeguarding, statutory requirements, and internal HR procedures. • Assisting in the advertising of new staff and arranging interviews • Document handling – scanning, filing, archiving leaver files and organising electronic and paper HR documents • HR Correspondance – preparing standard letters, responding to basic HR enquiries and supporting communication with staff an external partners • Induction emails to new starters • Probation administration for new staff • Single Central Record support – assisting and maintain accurate SCR data
Organisational relationships	<ul style="list-style-type: none"> • Works closely with the HR team and wider school support staff. • Liaises with external agencies, including reference providers and safeguarding partners where required. • Engages with all school staff to support HR processes and ensure accurate administration of employee records
Personal development	<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.
Safeguarding	<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.
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
Qualification and Experience		
5 GCSE's including English and Maths to Grade C or equivalent	X	
Willingness to work towards CIPD Level 3 qualification	X	
Commitment to personal professional development	X	
Basic knowledge of HR legislation		X
Understanding of HR functions		X
IT Literate – able to use databases, Microsoft office, email or willingness to learn	X	
Previous administration experience		X
Knowledge and Interpersonal Skills		
Strong understanding of confidentiality and how to handle sensitive information	X	
Strong interpersonal skills – good written and verbal skills	X	
Ability to work independently as well as in a team	X	
Knowledge of safeguarding and data protection in schools		X
High level of organisation and attention to detail	X	
Ability to work on own initiative	X	
Ability to plan, prioritise and meet deadlines	X	
Reliable and punctual	X	
Committed to delivering excellent service to staff and other colleagues	X	
Willingness to learn and develop HR skills	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.





The CAM Academy Trust

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www.catrust.co.uk