



The CAM Academy Trust
Early Years 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!

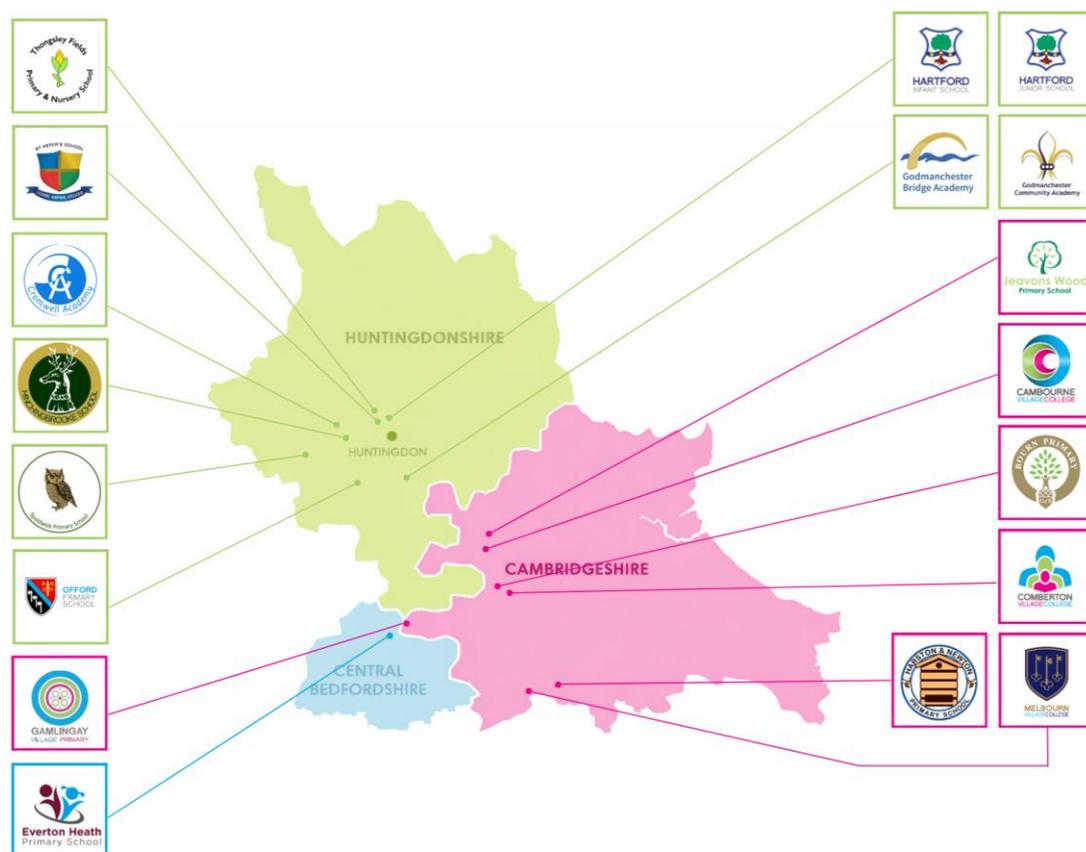
Claire Heald

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 1, point 3 (£24,796 per annum). Actual salary £21,267.34 per annum.

Contract: Permanent. 32.5 hours per week. Term time plus 5 training days (39 weeks per year).

Start date: As soon as possible

Place of work: Godmanchester Bridge Academy, Godmanchester, Cambridgeshire

Godmanchester Bridge Academy's preschool is seeking to appoint an Early Years Assistant to work alongside our wonderful team.

The ideal candidate would be dedicated to providing high quality care and education for our youngest children, within the ethos of our whole school. They will contribute towards our key principles and drive to provide a secure, stimulating, and caring environment that encourages children to develop to their full potential. They will have a commitment to promoting equality and offering inspirational learning opportunities for all children in our care.

The ideal candidate will have:

- Current or recent experience of working in an Early Years provision.
- Understanding of Current EYFS expectations and child development.
- The ability to be patient.
- The ability to work creatively.
- The ability to manage time efficiently.
- An understanding of Safeguarding procedures.
- The ability to promote relationships and behaviour in line with the ethos of the wider school.

For further details on the school please visit our website [Godmanchester Bridge Academy - 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.

We encourage a pre application visit to the pre-school so if you would like to do this or if you have any questions about this role, please contact the school on 0-1480 276595 or on office@gba.acesmat.uk.

Closing date: 12 noon on Thursday 16th April 2026

Interviews to be held on: Thursday 23rd April 2026

Thank you for your interest in The CAM Academy Trust.



JOB DESCRIPTION

Salary:

NJC Scale 1, point 3 (£24,796 per annum). Actual salary £21,267.34 per annum.

Line of responsibility:

The role of Early Years Assistant will report to the Early Years Manager

Strategic purpose:

Working closely with the Early Years Manager, the Early Years assistant is responsible for carrying out the day-to-day educational and care needs of the children. They play a key role in ensuring the children are valued as individuals, through a positive, child centred approach. Working as part of a team, the Early Years Assistant will contribute towards the best possible educational and developmental outcomes for children in preparation for 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

<p>Main Responsibilities</p>	<ul style="list-style-type: none"> • Curriculum Planning: Support in the delivery of curriculum plans that align with the Early Years Foundation Stage (EYFS) requirements for the children in your care and have some understanding of the developmental milestones. • Learning Environment: Assist in creating a stimulating environment that promotes high quality learning and development opportunities. • Policy Adherence: Follow nursery policies and procedures and comply with all regulatory requirements. • Quality Care and Learning: Provide high-quality care and learning experiences, appropriate stimulation and support for the children in your care. Support with intimate care needs where needed. • Key Person System: Take responsibility for a key group. Implement observation, contribute towards records and report-writing systems to assess children’s progress and achievements. Complete 2year-old checks if required. • Parent Communication: Liaise closely with parents/carers, exchanging information about children’s progress and encouraging positive parental partnerships. • Special Needs Support: Ensure appropriate support and strategies are in place for pupils with recognised and emerging SEND and/or EAL. • Outdoor Play: Actively promote outdoor play and learning within the pre-school. • Safety and Hygiene: Ensure a safe environment for children, staff, and others, maintaining equipment safety, hygiene standards, and health and safety procedures at all times. • Behaviour: Encourage positive behaviour by presenting as a good role model.
<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
Qualifications and Experience		
Good basic education to GCSE level (C and above) in English and Maths, or the equivalent	X	
Current or recent experience of working in an Early Years provision		X
Understanding of current EYFS expectations and child development		X
Understanding of Safeguarding procedures		X
Ability to carry out role of key worker		X
Paediatric First Aid		X
Confidence in ICT		X
Experience liaising with external agencies		X
Organisation of records		X
Relevant NVQ Level 2 or above, CACHE Level 2 or equivalent		X
Knowledge and Interpersonal Skills		
Able to promote positive relationships and behaviour in line with the ethos of the wider school	X	
Commitment to safeguarding, child safety and well-being	X	
Problem solving skills	X	
Ability to promote good home-school relationships	X	
Effective communication skills	X	
Commitment and enthusiasm for supporting young children	X	
Flexibility and the ability to adapt to a changing and unpredictable environment.	X	
Patience	X	
Able to work creatively		X
Able to set up activities, supervise and interact with children		X
Working positively within a team		X
Ability to create a stimulating and nurturing environment		X
Able to manage time efficiently		X
Able to observe and evaluate learning against individual targets for children		X
Willing to participate in further training and improve knowledge		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.
- O2 Discounts
- Membership of HBK Gym including access to the swimming pool.

Work-life balance

- Flexible working – all staff can make a request to work flexibly.



The CAM Academy Trust

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