



## The CAM Academy Trust

### Maintenance (Site) Assistant

### Candidate information pack



HARTFORD  
PRIMARY  
SCHOOL

HARTFORD  
PRIMARY  
SCHOOL

HARTFORD  
PRIMARY  
SCHOOL

CAMBOURNE  
VILLAGE  
COLLEGE

COMBERTON  
VILLAGE  
COLLEGE

MELBOURN  
PRIMARY  
SCHOOL

MELBOURN  
VILLAGE  
COLLEGE

# 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!

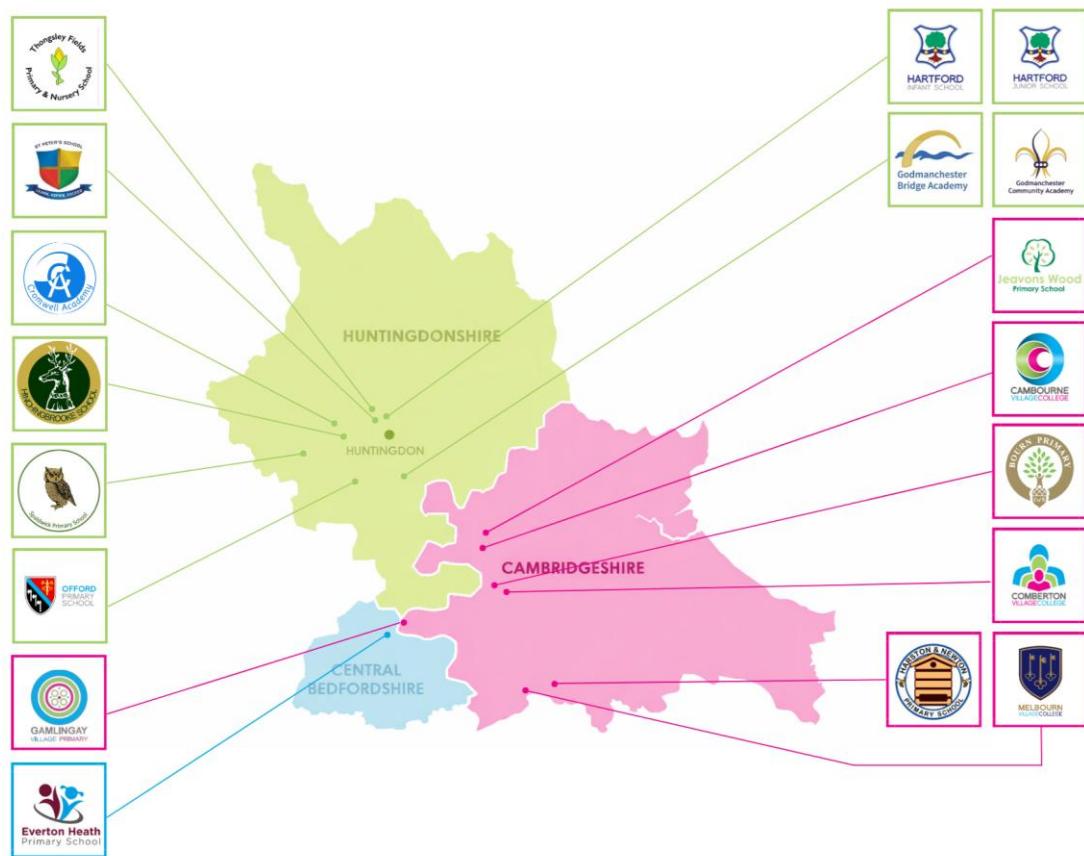
**Claire Heald**

# 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), Hinchingbrooke 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.

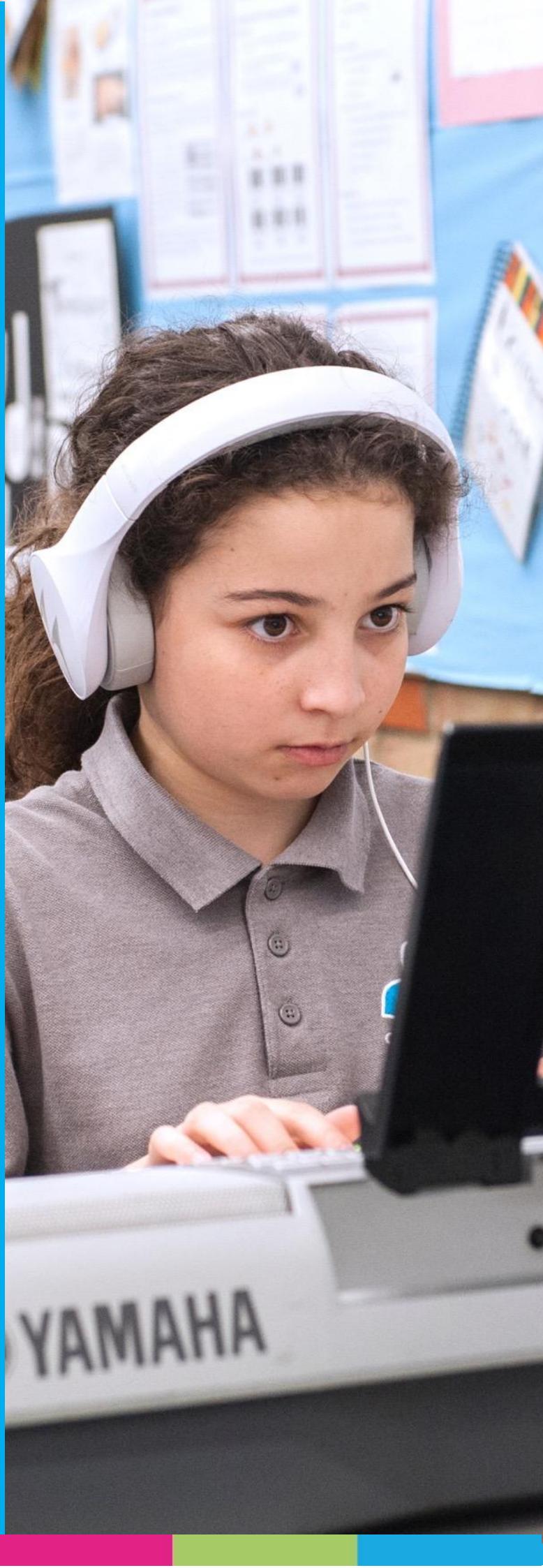
The Cambridge Maths Hub offers free, high-quality professional development to maths teachers across the Hub area.

## 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

**Contract:** Permanent, 37 hours per week - Monday to Friday – working on a shift pattern between the hours of 06.30 to 22.00 (06.30 to 14.30 and 14.00 to 22.00). 52 weeks per year

**Start date:** February 2026 or as soon as possible

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

We are currently looking to appoint a committed, reliable, hardworking and enthusiastic individual to join our team of Maintenance (Site) Assistants. This role will involve working both term time and during the school holiday period.

The post holder will be responsible for general maintenance and cleaning, which must be done thoroughly, carefully and with pride. The individual will be responsible for site tasks in all areas of the College but can expect to assist the Campus Manager in a full range of site duties and any appropriate work within the college.

As a Maintenance (Site) Assistant you will be responsible for security and for the opening and closing of the premises for both school and community use, including in the evenings, and occasionally at weekends.

The post-holder will be expected to interact with other staff, pupils and members of the community, in a polite and helpful manner and will co-ordinate and undertake such tasks as may be necessary for effective site management, including various porterage, administrative and lettings duties.

The Maintenance (Site) Assistant will ensure that the College site and grounds are maintained in a safe, clean and secure condition. Also assisting in the co-ordination of Health and Safety ensuring that regulations are followed and adhered to throughout the College.

A can-do attitude with a proactive and positive approach, including flexibility and adaptability is vital in this role as the successful candidate will be required to work outside of normal school working hours for extended school status activities, school events and emergencies as required. It is essential that you uphold the values of the school by ensuring a professional approach at all times.

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 Sarah Bull, Site Manager on [sbull@cambournevc.org](mailto:sbull@cambournevc.org).

**Closing date: 09.00 on Friday 27<sup>th</sup> February 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

**Line of responsibility:**

This role will report to the Site Manager

**Strategic purpose:**

As a key-holder, the post holder will be responsible for security and for the opening and closing of the premises for both school and community use, including in the evenings and occasional weekends. The post-holder will be expected to interact with other staff, pupils and members of the community, in a polite and helpful manner. The post holder will be part of a small team responsible for maintenance and cleaning, which must be done thoroughly, carefully and with pride.

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>Main Responsibilities</b>	<ul style="list-style-type: none"> <li>• Being aware of Health and Safety issues around the building, taking action as appropriate and reporting any issues to Campus Manager.</li> <li>• Keeping records as required.</li> <li>• Undertaking maintenance and decorating, as required.</li> <li>• Ensuring daily maintenance of the premises and the site.</li> <li>• Porterage duties as required.</li> <li>• Laying out, clearing and stacking furniture.</li> <li>• Making arrangements and preparing for Adult Education, Community and other groups' use of the premises.</li> <li>• Cleaning external areas, including clearing litter and securing waste skips.</li> <li>• Treating pathways and steps during periods of ice and snow.</li> <li>• Undertaking First Aid duties.</li> <li>• Undertaking Health and Safety and other training courses as necessary.</li> <li>• Reception cover – meeting and greeting visitors.</li> <li>• Operating access equipment and ensure the safe storage and maintenance of such equipment.</li> <li>• Undertaking seasonal duties as required.</li> <li>• Assisting in car-parking duties.</li> <li>• Any other duties appropriate to the post.</li> </ul>
<b>Cleaning Duties</b>	<ul style="list-style-type: none"> <li>• Sweeping and mopping floors</li> <li>• Vacuuming carpets</li> <li>• Cleaning toilets, wash basins and changing room showers</li> <li>• Replenishing stocks as required</li> <li>• Collecting and taking waste to disposal points</li> <li>• Emergency cleaning during the school day</li> <li>• Other cleaning duties as required</li> <li>• Assist in supporting third party lettings and community education activities as directed by Premises Manager.</li> <li>• Ensure that the required procedures for reporting incidents, including accidents are fulfilled</li> <li>• In the absence of the Site Officer, undertake regular checks required by legislation (e.g. Legionella, asbestos awareness, fire alarm testing).</li> <li>• Deputise for Site Officer as required.</li> </ul>
<b>General</b>	<ul style="list-style-type: none"> <li>• Attend training sessions and meetings as required.</li> <li>• Ensure up to date knowledge with relevant legislation and regulations including Health and Safety, Coshh (Control of Substances Hazardous to Health), communicating to staff as directed by Site Manager.</li> <li>• Ensure confidentiality about all aspects of school life, ensuring compliance with Data Protection principles.</li> <li>• Undertake any other duties of an appropriate level and nature as directed by the Site Manager.</li> </ul>

	<ul style="list-style-type: none"> <li>• Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.</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>		
Good standard of numeracy and literacy skills	X	
Higher education qualifications/experience in related areas i.e. building, carpentry, decorating		X
Able to work in a busy environment.	X	
Good organisation skills and the ability to prioritise workload.	X	
Experience of dealing with members of the public		X
Experience of working in a school or similar establishment		X
Experience of dealing with Health and Safety issues		X
Handyman and D.I.Y. skills		X
Community Focus - Understanding and responding school community needs, demonstrating a passion for high quality customer service.		X
<b>Knowledge and Interpersonal Skills</b>		
Awareness of relevant policies, procedures, codes of practice, and relevant legislation such as Health & Safety		X
Ability to use Office computer software proficiently, including word-processing, spreadsheet, database and internet systems		X
Able to use own initiative and proactively work on tasks that appear on the tickets system	X	
Able to reach and bend, and to carry out heavy lifting	X	
Able to work independently	X	
Good team player, well organized, punctual, good integrity, common sense, friendly, polite and approachable, highly motivated.	X	
Ability to communicate confidently, clearly and effectively, both verbally and written to communicate effectively with colleagues, students and visitors to the school site	X	
Commitment to promoting and safeguarding the welfare of all staff and students.	X	
Flexible attitude with the ability to work under pressure and to deadlines, whilst maintaining a high level of accuracy.	X	
Willingness to undertake in-service training.	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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