



**The CAM Academy Trust**

**Site 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!

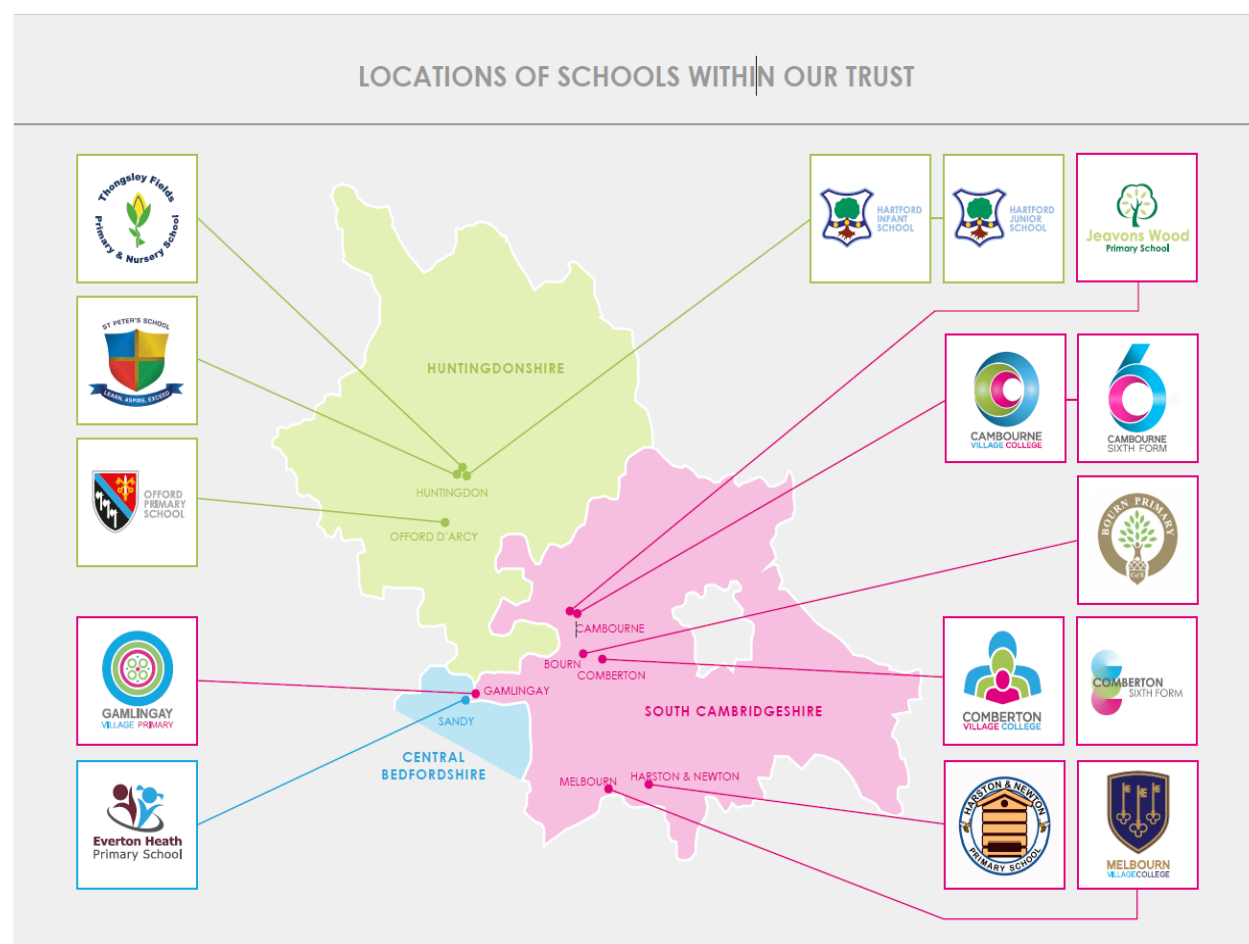
**Claire Heald**

## 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), Hinchbrook 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

**Contract:** Permanent, 37 hours per week, 52 weeks per year.

**Start date:** February 2026

**Place of work:** St Peter's School, Huntingdon

St Peter's School, part of The Cam Academy Trust, is seeking to employ a permanent Site Officer to work 37 hours per week on a full-time basis. This role will involve working both term time and during school holiday periods.

We are looking for a committed, reliable and hardworking person to assist the Premises Manager in maintaining the school site and its buildings. Main responsibilities will include day-to-day site maintenance, portage of deliveries to the required departments, movement of fixtures, fittings and furniture as required. The successful candidate will be responsible for the upkeep and presentation of the school site by contributing to the overall grounds maintenance programme.

This role is a fantastic opportunity for someone looking for progression and additional responsibilities as part of this role will be to deputise in the absence of The Premises Manager. The successful candidate will also support with administrative duties and should have excellent communication skills both verbal and written. It is imperative that you remain composed under pressure and operate in an organised and structured manner.

A can-do attitude with a proactive and positive approach, including flexibility and adaptability is vital in this role as the successful candidate may 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 always ensuring a professional approach.

For further details on the school please visit our website [Home - St Peter's School](#)

## 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 Carolyn Duckett, School Business Manager on [cducket@catrust.co.uk](mailto:cducket@catrust.co.uk).

**Closing date: 09.00 on Friday 30<sup>th</sup> January 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

**Line of responsibility:**

This role will report to the Premises Manager

**Strategic purpose:**

To foster, and encourage and expect others to foster, the school's ethos (Learn Aspire Exceed) in all our stakeholders at all times.

To take day to day responsibility to provide a secure and safe learning environment for all students, staff and visitors.

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>• Assisting their line manager in ensuring that the school site and grounds are maintained in a safe, clean and secure condition.</li> <li>• Assisting in the co-ordination of health and safety ensuring that regulations are followed and adhered to throughout the school.</li> <li>• Assisting in co-ordinating and undertaking such tasks as may be necessary for effective site management, including various portorage, administrative and lettings duties.</li> <li>• Assisting in the provision of advice and training for premises related matters including legislation and regulations.</li> </ul>
<b>Operational</b>	<ul style="list-style-type: none"> <li>• Act (when required) as key-holder and control site keys, and routine and non-routine opening (including emergency call-outs for intruder/fire alarm and other users of the school facilities outside of routine hours) as directed by the Site Officer.</li> <li>• Ensuring the school is fit for operational use daily before start of school day (note: includes lighting, heating, site security, clearing snow, gritting paths etc.) (dependant on shift pattern)</li> <li>• Assist in the maintenance of the school site, buildings and grounds including removal of litter, security of buildings and grounds and the operation of school plant.</li> <li>• Assist in ensuring maintenance and functioning of the schools heating and utility systems and services.</li> <li>• Assist in arranging and overseeing any alterations, redecoration, building and maintenance works and specialised repair work, undertaking minor repairs and maintenance tasks which are within the post holders competence.</li> <li>• Ensure deliveries to the school are correctly accepted, securely stored and distributed.</li> <li>• Assist in maintaining the security of the site and grounds, including liaising with other stakeholders in respect of arrangements such as safeguarding requirements in accordance with school policies and procedures.</li> <li>• Undertake any portorage duties as required including movement of furniture and equipment 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>Administrative</b>	<ul style="list-style-type: none"> <li>• Ensure all required Risk Assessments are carried out and completed as requested by Headteacher, Premises Manager and that action is taken where necessary.</li> </ul>

	<ul style="list-style-type: none"> <li>• Ensure all maintenance logs and registers are updated as directed by the Premises Manager and/or Site Manager.</li> </ul>
<b>General</b>	<ul style="list-style-type: none"> <li>• The Post holder may be required to work outside of normal school working hours for extended school status activities, school events and emergencies as required. Flexibility in working hours is a requirement.</li> <li>• To assist in the event of school emergencies as required including co-ordinating arrangements, locating students and staff, providing contact details and completing necessary documentation.</li> <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 Premises 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 Premises Manager or Site Manager.</li> <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>		
Educated to GCSE standard or equivalent in English and Mathematics.	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	
Knowledge of CCTV, Intruder and Fire alarm systems		X
Community Focus - Understanding and responding school community needs, demonstrating a passion for high quality customer service.		X
<b>Knowledge and Interpersonal Skills</b>		
Ability to communicate confidently, clearly and effectively, both verbally and written	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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