



The CAM Academy Trust

Office Administrator

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!

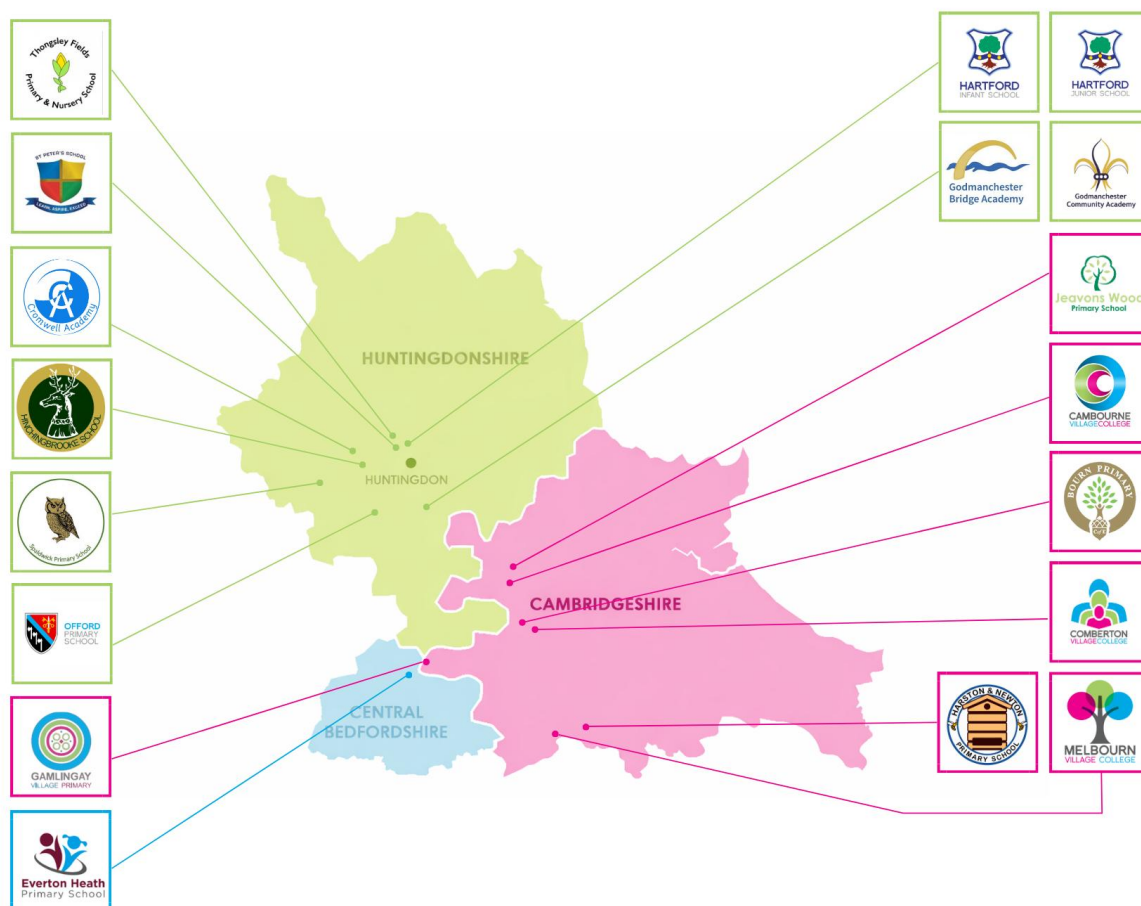
Claire Heald

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 3, Points 5 to 6 (£25,583 to £25,989 per annum FTE). Actual salary £22,439.24 per annum on point 5.

Contract: Permanent. 37 hours per week, Monday to Thursday 08.00 to 16.00 and Friday 08.00 to 15.30. Term Time plus 5 training days, plus 5 days to be worked over school closure periods (40 weeks per year)

Start date: As soon as possible

Place of work: St Peters School, Huntingdon

St Peter's School is seeking to appoint a highly organised, professional and efficient Office Administrator to work in the school's main reception.

The successful candidate will play a key role in the day-to-day operation of the school office and will often be the first point of contact for visitors, parents, students and external agencies. As such, they will help create a welcoming and positive experience for all members of our school community.

The role will involve a variety of administrative duties including preparing letters, minutes and other documentation as requested by teaching and support staff; welcoming visitors onto site in a polite and efficient manner; managing incoming telephone calls and communications, ensuring messages are passed on promptly to relevant staff; and supporting the administration of student admissions. The postholder will also assist with maintaining accurate records, coordinating appointments and meetings, and undertaking general office administration to support the smooth running of the school. They will also help with our First Aid team, and relevant training will be offered.

The ideal candidate will have excellent communication, organisational and interpersonal skills, an ability to work positively with a wide range of people, and a good understanding of Microsoft Office applications. They will be able to manage competing priorities, maintain confidentiality, work accurately under pressure and take pride in delivering excellent customer service. Experience of working in a busy office environment is desirable. Training in school-based IT systems will be provided for the successful candidate.

By joining The Cam Academy Trust, you will have the opportunity to collaborate, share and develop best practice across a network of schools committed to improving the future for all young people. At St Peter's, we take pride in our commitment to professional development. Our staff have access to a range of training opportunities, including NPQs, specialised enhancement courses, training with exam board providers and in-house development programmes.

We are looking for someone who is approachable, flexible and proactive, with a genuine commitment to supporting the work of the school and contributing positively to our friendly and dedicated staff team.



We are a forward thinking and rapidly improving, “good” school that is creating a legacy of learning for our community. Our students Learn, Aspire and Exceed as they work with our highly skilled teaching and associate staff supporting and guiding them.

St Peter’s is part of The Cam Academy Trust which offers students and staff fantastic potential to collaborate, share and develop a wide range of teaching and learning across the schools in the trust. As a family of schools, we support, share and challenge each other to improve the future lives of all our young people.

We are based in Huntingdon, just 12 miles north of Cambridge with its own mainline station connecting with London in less than an hour.

For further details on our school please visit our website www.stpetershuntingdon.org



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 recruitment@catrust.co.uk.

Closing date: 09.00 Friday 4th September 2026

Thank you for your interest in The CAM Academy Trust.



JOB DESCRIPTION

Salary:

NJC Scale 3, Points 5 to 6 (£25,583 to £25,989 per annum FTE). Actual salary £22,439.24 per annum on point 5.

Line of responsibility:

The Office Administrator is directly responsible to the Office 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. Working within our central administrative team based in our main reception you will be supporting the team with the all the services provided

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 partnerships 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	• To deal with students, visitors, staff and telephone calls to the school in a polite, friendly and efficient manner and to take appropriate action to ensure that all enquiries, messages are passed to the correct person for action • Prepare letters, minutes, posters, school brochures, certificates and other documentation as requested by teaching and support staff using Microsoft Office • To assist the team with new admissions • To support the team with the organisation of school events, e.g. Parents' Consultation Evenings, medicals, vaccinations, school photos etc as required • To assist with internal mail distribution and the collating and franking of all outgoing mail. • Access information held on the school's management information system (MIS) including producing reports where necessary • Daily filing of all information in student records • Using the school's management information system (MIS) assist with the inputting and reporting of attendance data as well as checking registers are completed on time • To assist the team to meet deadlines for assessment information by inputting and checking data as required • To assist the team with any curriculum changes that are required • First Aid – To assist with students and staff who become ill or suffer from minor injuries and follow up, as required and complete necessary admin duties. • To assist with day-to-day duties of the administration office • To contribute towards the maintenance of a safe and healthy working environment
Personal development	• 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	• 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
Advocacy and influence	• 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 4/C or equivalent	X	
Able to work in a busy environment.	X	
Ability to communicate confidently, clearly and effectively, both verbally and written.	X	
Strong telephone manner with an organised and structured approach to duties.	X	
Good working knowledge of MS Office, MS Word, Outlook	X	
Good organisation skills and the ability to prioritise workload.	X	
Willingness to work as part of a team and independently	X	
Community Focus - Understanding and responding school community needs, demonstrating a passion for high quality customer service.	X	
Drive and Perseverance - Maintaining a high degree of motivation and commitment to producing work of the highest possible standard.	X	
First Aid trained		X
Experience of working within a school		X
Knowledge and Interpersonal Skills		
Commitment to maintain confidentiality	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	
Commitment to maintain high customer care standards	X	
Commitment to maintain confidentiality	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

Head Office | Cambourne Village College
Sheepfold Lane | Cambourne | CB23 6FR

info@catrust.co.uk

www.catrust.co.uk