



The CAM Academy Trust
Premises and Compliance Manager
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!

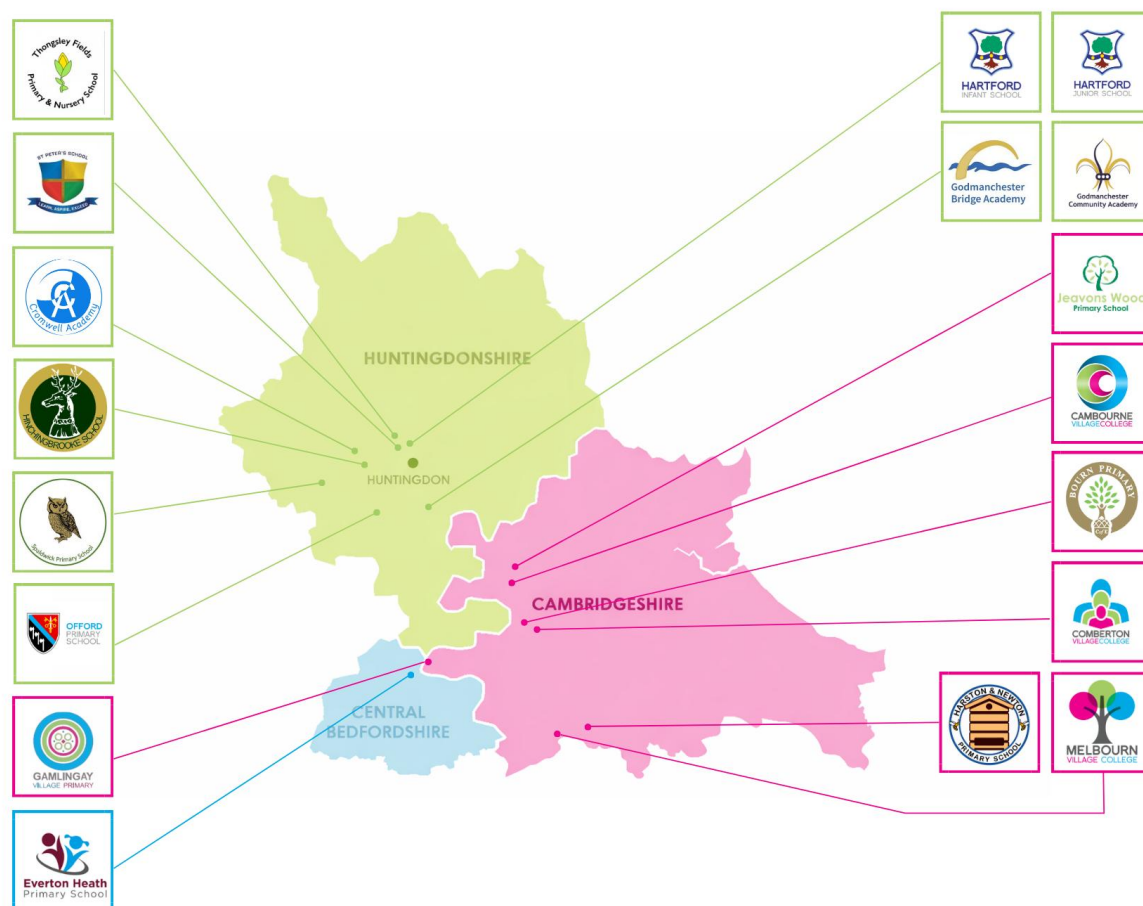
Claire Heald

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 SO1, Point 23 to 25 (£34,434 to £36,363 per annum FTE). Starting salary £34,434 per annum on point 23.

Contract: Permanent. 37 hours per week, Monday to Friday. 52 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 proactive, organised and highly motivated Premises & Compliance Manager to play a key role in ensuring our school environment is safe, secure, compliant and well-maintained for all students, staff and visitors. This is an exciting opportunity for an individual with strong organisational skills, a sound knowledge of health and safety and compliance requirements, and a commitment to supporting the effective operation of a busy secondary school.

As Premises & Compliance Manager, you will take responsibility for the coordination and completion of statutory compliance activities across the school, including risk assessments, compliance testing, contractor management and the monitoring of remedial actions. You will ensure that essential maintenance records, compliance registers and site documentation are maintained accurately and that the school continues to meet all relevant legislative and regulatory requirements.

You will lead on compliance processes, coordinate maintenance and contractor activities, monitor utilities and contracts, and contribute to the effective management of the school site and facilities. You will also play an important role in ensuring the school remains operationally ready each day and support the planning and delivery of site improvement projects.

The successful candidate will have experience in premises, facilities, estates or compliance management and possess a strong understanding of health and safety legislation. You will be highly organised, able to manage competing priorities effectively, and confident in working with a wide range of stakeholders. Excellent administrative, communication and problem-solving skills are essential, together with a proactive and flexible approach to supporting the school's operational needs.

This is an excellent opportunity to make a significant contribution to the continued success of St Peter's School. The role offers a varied workload, professional responsibility and the opportunity to help shape and maintain an environment where students can learn and thrive in safe, compliant and well-maintained surroundings.

By joining The CAM Academy Trust, you will have the opportunity to collaborate, share expertise and develop best practice across a family of schools committed to delivering excellence for all young people. At St Peter's School, we are committed to investing in our staff



and offer a wide range of professional development opportunities to support career growth and progression.

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 applicants will be subject to all necessary pre-employment checks, including an enhanced DBS check.

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 on Monday 31st August 2026

Thank you for your interest in The CAM Academy Trust.



JOB DESCRIPTION

Salary:

NJC Scale SO1, Point 23 to 25 (£34,434 to £36,363 per annum FTE). Starting salary £34,434 per annum on point 23.

Line of responsibility:

The Premises and Compliance Manager is directly responsible to the Principal.

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 of providing a secure and safe learning environment for all students, staff and visitors..

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	- Ensuring that the school site and grounds are maintained in a safe, clean and secure condition. - Leading in the co-ordination of health and safety ensuring that regulations are followed and adhered to throughout the school. - Co-ordinating and undertaking such tasks as may be necessary for effective site management, including various portering, administrative and lettings duties. Providing advice and training on premises-related matters, including legislation and regulations
Compliance and Contracts	- Lead in the completion of statutory testing including the documenting and booking of remedials. - Responsible for the completion and recording of periodic compliance checks. - Lead in the completion and recording of Risk Assessments carried out as requested by Principal, and the School Business Manager and ensure that action is taken where necessary. - Undertake regular checks required by legislation (e.g. Legionella, asbestos awareness, fire alarm testing). - Lead in the documenting and monitoring of contracts.
Administrative	- Ensure all maintenance logs and registers are updated as directed by the Premises Manager - Liaise with contractors, arranging visits to site. - Lead in the monitoring of utility usage including the documenting comparing use and expense to previous years. - Lead the minibus process for booking and ensuring drivers documentation and training is up to date. - Update site maps when necessary. - Assist across other schools, as requested by the Principal, in the completion and recording of Risk Assessments. - Lead the planning and delivery of contractor projects
Operational	- 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.) - 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. - Assist in ensuring maintenance and functioning of the schools heating and utility systems and services. - 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 holder's competence. • Ensure deliveries to the school are correctly accepted, securely stored and distributed. • 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. • Undertake any portage duties as required including movement of furniture and equipment as required. • Ensure that the required procedures for reporting incidents, including accidents are fulfilled
General	• 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. • Attend training sessions and meetings as required. • 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. • Ensure confidentiality about all aspects of school life, ensuring compliance with Data Protection principles. • Undertake any other duties of an appropriate level and nature as directed by the Premises Manager • Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
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	
Knowledge of the main requirements of Health and Safety legislation and good practice relevant to the post	X	
Knowledge of compliance requirements	X	
Knowledge of relevant systems such as BMS and CCTV systems		X
Relevant qualifications in facilities management, health & safety or building services		X
Experience in site, facilities, estates or building management	X	
Have maintenance skills that enable you to undertake or direct day to day repairs and maintenance of the building	X	
Ability to work both as part of a team or individually as required	X	
Ability to perform physical tasks including lifting, carrying, and pushing various equipment to undertake the duties of the post	X	
Basic ICT skills and the ability to carry out basic administrative tasks	X	
Ability to work under pressure and meet deadlines	X	
Ability to interpret and adhere to working within the boundaries of legislation, policy and guidance within the school environment	X	
Ability to work pro-actively and identify ways to support the smooth running of the school	X	
Ability to manage own time effectively and demonstrate initiative including establishing priorities within workload		X
Experience managing contractors and supervising staff		X
Knowledge and Interpersonal Skills		
Commitment to promoting and safeguarding the welfare of all pupils	X	
Ability to form sound relationships with colleagues and the wider school community	X	
Ability to deal with difficult situations in an objective and professional manner	X	
Display a conscientious and logical approach to the variety of tasks necessary to the smooth running of the school	X	
High degree of discretion in dealing with confidential information	X	
A flexible and positive approach to work with a high level of integrity	X	
Considerate working manner, operating thoughtfully of site users and the environment	X	
The ability to relate easily and communicate with a wide range of people	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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