



**The CAM Academy Trust**  
**Kids Club Manager - Interim**  
**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 5 point 12 (£28,598 per annum FTE). Actual salary £17,236.09 per annum.

**Contract:** Fixed Term Contract for approximately 1 year. 26 hours per week. Term time plus 5 training days (39 weeks per year).

**Start date:** As soon as possible

**Place of work:** To work across both Godmanchester Community Academy and Godmanchester Bridge Academy, Godmanchester, Cambridgeshire

Godmanchester Community Academy and Godmanchester Bridge Academy is seeking an enthusiastic, organised and caring Kids Club Manager to lead our wraparound provision for pupils aged 4–11.

Our Kids Club provides a safe, welcoming and engaging environment for children before and after the school day. We are looking for someone who is passionate about working with children and able to lead a small team to deliver high-quality play and care in line with our school values of Kindness and Hard Work.

## The Role

The Kids Club Manager will oversee the day-to-day running of the school's wraparound care provision, ensuring that children are safe, happy and engaged in a range of creative and enjoyable activities.

The successful candidate will manage staff, plan activities, maintain registers, liaise with parents and ensure that the provision operates safely and effectively.

We are looking for someone who:

- Has experience working with primary-aged children
- Has strong organisational and leadership skills
- Can create a fun, safe and inclusive environment for children
- Communicates effectively with children, parents and staff
- Is reliable, flexible and enthusiastic
- Has a relevant childcare or playwork qualification (or is willing to work towards one)

We can offer:

- A friendly and supportive staff team
- Enthusiastic and welcoming children
- Opportunities for training and professional development
- The chance to shape and develop our wraparound provision

For further details on the school please visit our website [Godmanchester Community Academy - Home](#) and [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.*

If you have any questions about this role, please contact Tess Fielden, Headteacher on [tfielden@gca.acesmat.uk](mailto:tfielden@gca.acesmat.uk).

**Closing date: 09.00 on Tuesday 28<sup>th</sup> April 2026**

Thank you for your interest in The CAM Academy Trust.



## JOB DESCRIPTION

**Salary:**

NJC Scale 5 point 12 (£28,598 per annum FTE). Actual salary £17,236.09 per annum.

**Line of responsibility:**

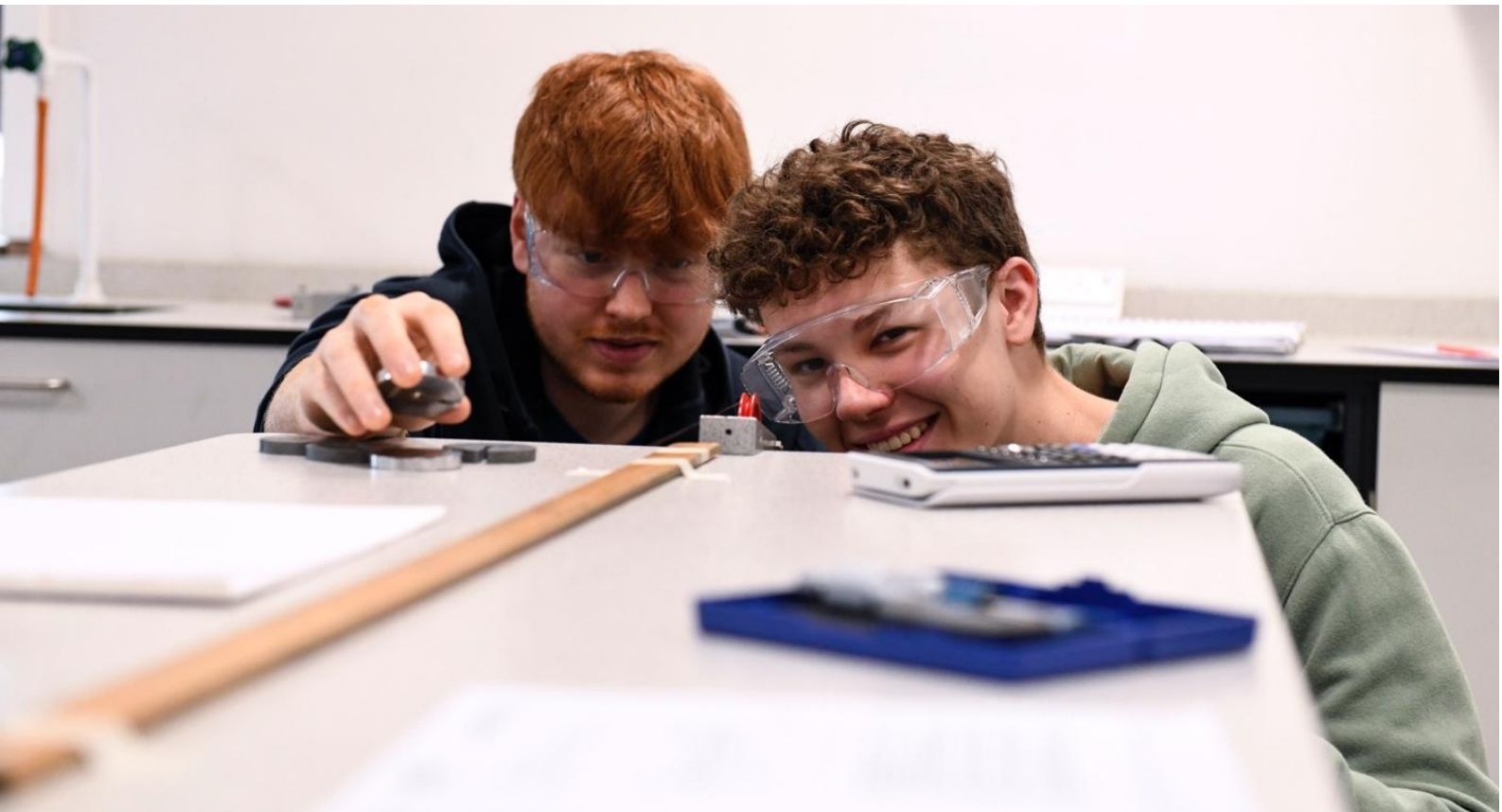
The role of Kids Club Manager will report to the Deputy Hedteacher and Headteacher

**Strategic purpose:**

To provide a safe, caring, creative play environment for children aged from 4 to 11. Ensuring the level of care is of the highest quality and aligns with our Clubs policies and procedures.

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><b>Main Responsibilities</b></p>	<ul style="list-style-type: none"> <li>• To be responsible for the efficient day-to-day running of Kids' Club at both Godmanchester Community Academy and Godmanchester Bridge Academy</li> <li>• To ensure that the club provides a safe, caring and stimulating environment</li> <li>• To ensure that the club plans appropriately for children of all abilities</li> <li>• To ensure the club always meets Ofsted requirements</li> <li>• To manage, supervise and support the Kids' Club staff</li> <li>• To liaise with line managers and Headteacher's</li> <li>• To ensure all staff understand and work to Kids' Club policies and procedures, including how to deal with children protection issues appropriately and how to respond to incidents, accidents, complaints and emergencies</li> <li>• To provide overall management of Kids' Club of Kids' Club and to ensure that legal requirements and standards are met at all times</li> <li>• To plan with staff appropriate activities which are based on children's interests and stages of development, and which allow children's play opportunities</li> <li>• To ensure appropriate equipment and resources are available (indoors and outdoors)</li> <li>• To head the tea at Kids' Club and hold regular staff meetings</li> <li>• To provide regular information and contact with line managers</li> <li>• To manage a daily register and ensure that ratios are adhered to</li> <li>• To ensure that the register is taken at the start of each session and that the appropriate paperwork is kept during a session – accident book, medication forms, health &amp; safety checks, risk assessments</li> <li>• To ensure that children are properly supervised during sessions, that ratios are maintained and that all health, hygiene, safety and incidents are addressed.</li> </ul>
<p><b>Management and Administration</b></p>	<ul style="list-style-type: none"> <li>• To complete any paperwork requested by line managers or Headteacher's by specific dates</li> <li>• To regularly review all policies, procedures, and paperwork</li> <li>• To ensure fee collection and all other financial records are kept correctly and in accordance with the Trust's procedures</li> <li>• To ensure that all records relating to staff working hours – adjustment forms, overtime forms and absence returns are completed and submitted on time</li> <li>• To update staff training needs regularly</li> <li>• Provide on-going supervision and support for staff</li> </ul>
<p><b>General</b></p>	<ul style="list-style-type: none"> <li>• To ensure that Kids 'Club implements the Equal Opportunity Policy, is welcoming to children and their families from all cultures, family groups and circumstances and with/without special needs</li> <li>• To actively challenge discrimination of all kinds and ensure that staff and volunteers within the out of school club do the same</li> </ul>

	<ul style="list-style-type: none"> <li>• To continually evaluate and reflect on your own practise</li> <li>• To keep up-to-date with the latest ideas and development in after school club's provision</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>		
Level 3 qualification in Childcare, Play work, Early Years, or a related field (e.g. NVQ Level 3 in Childcare and Education, Level 3 Play work).	X	
Educated to GCSE Level or equivalent (GCSE A-C/4-9 in English & Mathematics)	X	
Paediatric First Aid qualification (or willingness to obtain).	X	
Safeguarding training (or willingness to undertake).	X	
Level 4 or higher qualification in Childcare, Play work, Education, or Leadership.		X
Food Hygiene certificate.		X
Relevant training in behaviour management or inclusion/SEND.		X
Experience working with primary-aged children (4–11 years).	X	
Experience planning and delivering engaging activities for groups of children.	X	
Experience supervising children in a safe and structured environment.	X	
Experience managing or leading a team.		X
Experience running or supporting breakfast clubs, after-school clubs, or holiday provision.		X
Experience supervising children in a safe and structured environment.		X
<b>Knowledge and Interpersonal Skills</b>		
Understanding of safeguarding and child protection responsibilities.	X	
Understanding of the needs and development of primary-aged children.	X	
Knowledge of health and safety requirements when supervising children.	X	
Awareness of the importance of inclusive practice.	X	
Knowledge of play-based learning approaches.		X
Understanding of behaviour management strategies suitable for primary pupils.		X
Awareness of Ofsted expectations for wraparound provision.		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

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

[info@catrust.co.uk](mailto:info@catrust.co.uk)

[www.catrust.co.uk](http://www.catrust.co.uk)