



## The CAM Academy Trust Leisure Attendant (Casual) 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!

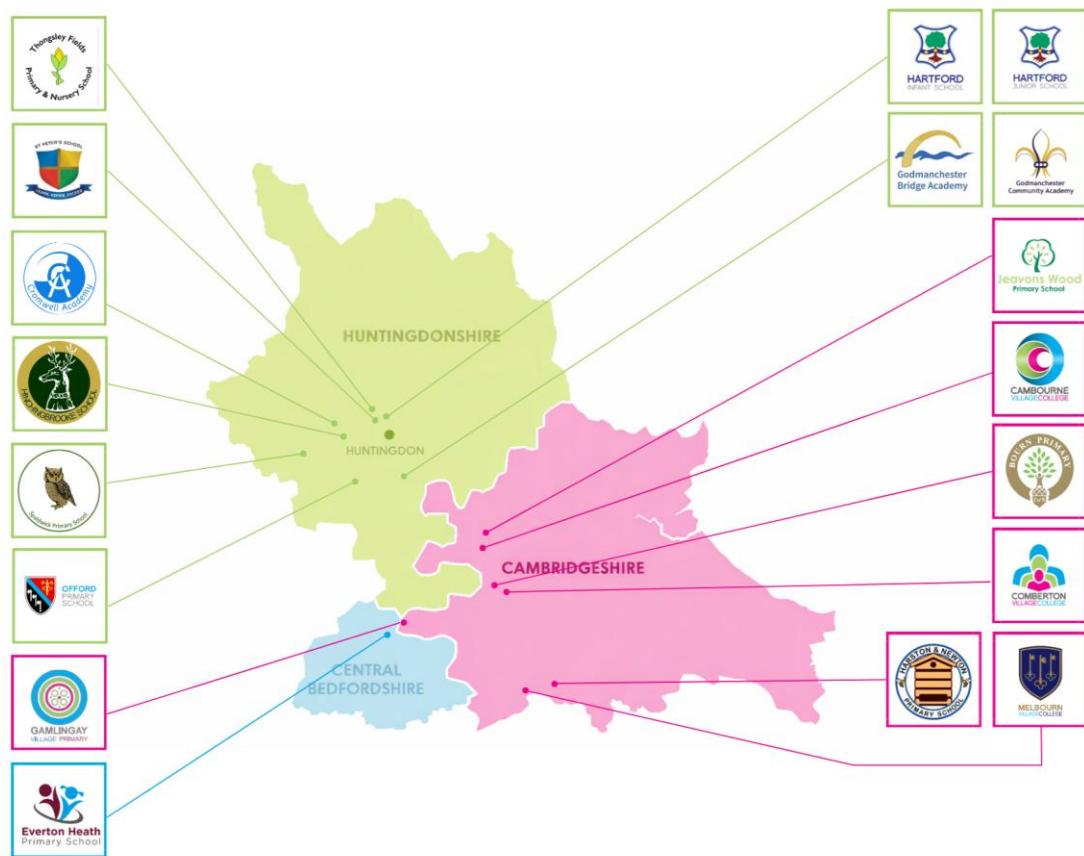
**Claire Heald**

# 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.

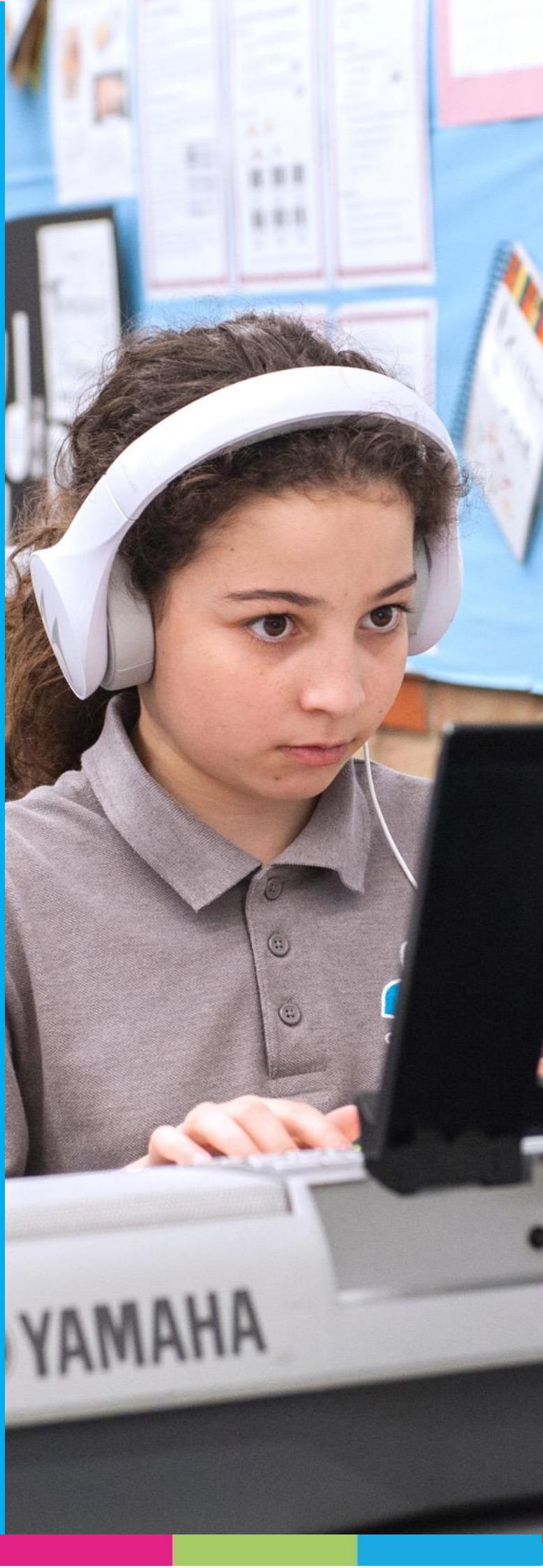
The Cambridge Maths Hub offers free, high-quality professional development to maths teachers across the Hub area.

## 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:** NLW or NMW (18+) - £7.55 to £12.21 per hour plus holiday pay

**Contract:** Casual agreement – as and when required

**Start date:** As soon as possible

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

Make a difference and open doors to a career in a fun, vibrant industry as a Leisure Attendant!

Melbourn Sports Centre is located within the grounds of Melbourn Village College and provides excellent facilities for the local community, including a full size Astroturf, tennis courts and a full range of outdoor sports facilities.

As a Leisure Attendant, you'll be supervising our customers and ensuring their safety. You'll be setting up and taking down sports equipment as required for events. You'll also be answering customer queries and directing them around the building, so a friendly nature and good communication skills are important.

This is a fun role that would suit an energetic person, as you'll be working with the public throughout the day. It's a perfect fit for any lifestyle too, whether you're earning some extra cash while studying, or looking for a productive way to spend your time during retirement.

You should:

- Have an awareness of safeguarding and working with children and vulnerable persons
- Have a good understanding of customer care and working with customers/general public.
- Be able to work in an environment where there may be conflicting priorities and demands
- Have the ability to work effectively within a team and to use your own initiative
- Be able to give clear, accurate, and assertive instructions verbally and through the correct use of signals to customers and other members of the team
- Have the ability to solve routine problems as they arise and suggest ideas to improve service provision.
- Will have or be willing to train as a pool lifeguard (NPLQ)

In return we can offer:

- free car parking
- local government pension scheme
- training and development opportunities
- Free DBS check
- Access the Employee Assistance Programme for free, providing confidential 24/7 support for various personal matters, from debt management to assistance for new parents.

For further details on the school please visit our website [Welcome to Melbourn Village College - Melbourn Village College](http://Welcome to Melbourn Village College - Melbourn 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 Graham Johnson-Mack, Sports Centre Manager on [GJohnson-Mack@melbournsportscentre.org](mailto:GJohnson-Mack@melbournsportscentre.org).

**Closing date: 12 noon on Friday 30<sup>th</sup> January 2026**

Thank you for your interest in The CAM Academy Trust.



# JOB DESCRIPTION

**Salary:**

NLW or NMW (18+) - £7.55 to £12.21 per hour plus holiday pay

**Line of responsibility:**

This role will report to the Sports Centre Manager

**Strategic purpose:**

A Leisure Attendant is responsible for helping to organise and manage various recreational and sporting activities, ensuring a safe and enjoyable experience for participants. In this role, you will work closely with Sports Managers to maintain facilities, assist guests, and contribute to the overall success of leisure events.

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>• To assist in the maintenance of cleanliness and presentation of all the facilities</li> <li>• To ensure high levels of customer service</li> <li>• To ensure safety and well-being of users at all times, helping to maintain a safe and clean environment</li> <li>• Safely set up and take down equipment to support leisure bookings</li> <li>• To maintain a high standard of cleanliness of leisure equipment</li> <li>• Ensure cleaning and maintenance records are kept updated</li> <li>• Assist the duty manager and the events to ensure all booking requirements are met</li> <li>• A high standard of personal presentation, etiquette and attire is expected</li> <li>• To be prepared to work both indoors and outdoors</li> <li>• To be flexible in the working hours. To cover shifts, as and when required</li> <li>• To assist in finding cover for your shift (if necessary)</li> <li>• To undertake any task reasonably requested by the duty managers.</li> </ul>
<b>Health and Safety</b>	<ul style="list-style-type: none"> <li>• As a member of the operational team you are responsible for the safety and welfare of any staff under your direct control.</li> <li>• You must have knowledge of Melbourn Village College's Health and Safety Policy.</li> <li>• If you consider anything that requires attention in this aspect it is your responsibility to report it to the correct people</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 to 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 grade in English at GCSE or equivalent.	X	
Will have or be willing to train as a pool lifeguard (NPLQ)	X	
Accurate record keeping in a variety of situations.		X
Manual work or working outdoors		X
Working in a school or similar public/educational establishment.		X
Cleaning or facility maintenance experience		X
Liaising with other professional colleagues.		X
<b>Knowledge and Interpersonal Skills</b>		
Competent in verbal & written communication.	X	
Appreciation of the need for confidentiality.	X	
Ability to follow instructions and job requests	X	
Maintain full and accurate records in a variety of situations.		X
First Aid certificate or willingness to gain one.		X
Commitment to the highest standards of child protection.	X	
Ability to work under pressure	X	
Desire to enhance and develop skills and knowledge through CPD	X	
Able to work flexibly in responding to situations as they arise..	X	
A personal manner in keeping with the school ethos towards parents, staff, children, the community and wider world.	X	
Willingness to provide hospitality as required.		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.

## School specific benefits

- Access to swimming pool at Melbourn Sports Centre on site at Melbourn Village College.
- Subsidised gym membership at Comberton Sports and Arts



**The CAM Academy Trust**  
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