



The CAM Academy Trust

Estates 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!

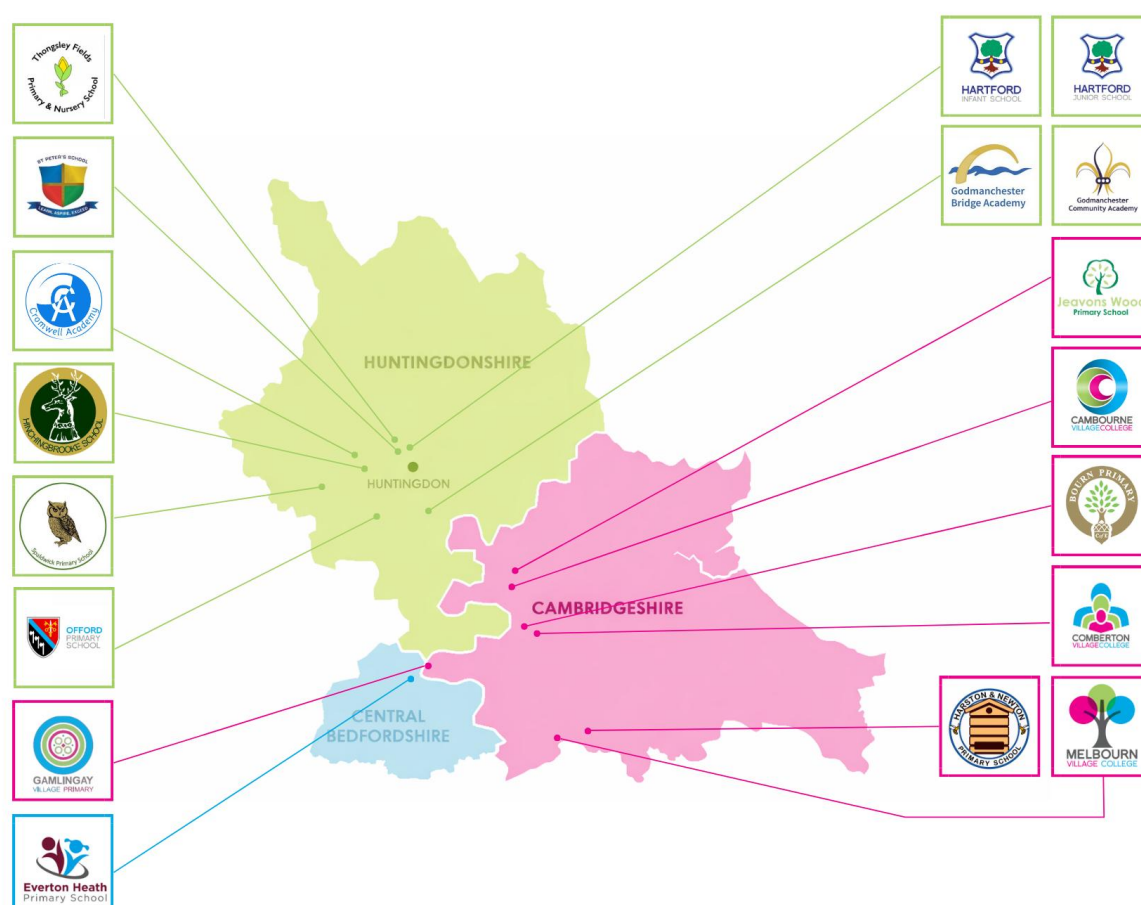
Claire Heald

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), Hinchingbrooke School, Melbourn Village College and St Peter's School (and Sixth Form).



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.

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 PO4b Points 38 to 41 (£49,282 - £52,413 per annum FTE).

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

Start date: As soon as possible

Place of work: Hybrid working with regular travel between schools (office bases available in South Cambridgeshire and Huntingdon)

Are you ready to make a real difference across a thriving family of schools?

We are seeking a committed, agile and highly capable estates manager to join our growing Multi-Academy Trust of 17 schools across Cambridgeshire. Working under our Head of Estates, this is a pivotal role, leading and managing our estates function to ensure safe, compliant, and inspiring environments that support an excellent education.

You will bring strong technical expertise in estates and building management, alongside the ability to lead, develop, and motivate a team to deliver high-quality, responsive services. With a proactive and solutions-focused approach, you will drive continuous improvement across our sites, ensuring they are maintained efficiently, effectively, and to the highest standards.

We are looking for someone who demonstrates flexibility, resilience, and a genuine commitment to supporting schools. In return, you will have the opportunity to shape and influence estates strategy across the Trust—making a lasting impact on the environments where young people learn and thrive.

We really value people who bring unique perspectives and add new knowledge to our team. We're committed to inclusion and diversity and welcome applications from candidates from diverse backgrounds.

If you are passionate about excellence in estates management and want to contribute meaningfully to education, we would love to hear from you.

For further details on our Trust and schools please visit our website [The Cam Academy Trust – A family of schools in Cambridgeshire and Bedfordshire, educating young people from 3-18](#)

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 the Recruitment team on 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 PO4b Points 38 to 41 (£49,282 - £52,413 per annum FTE).

Line of responsibility:

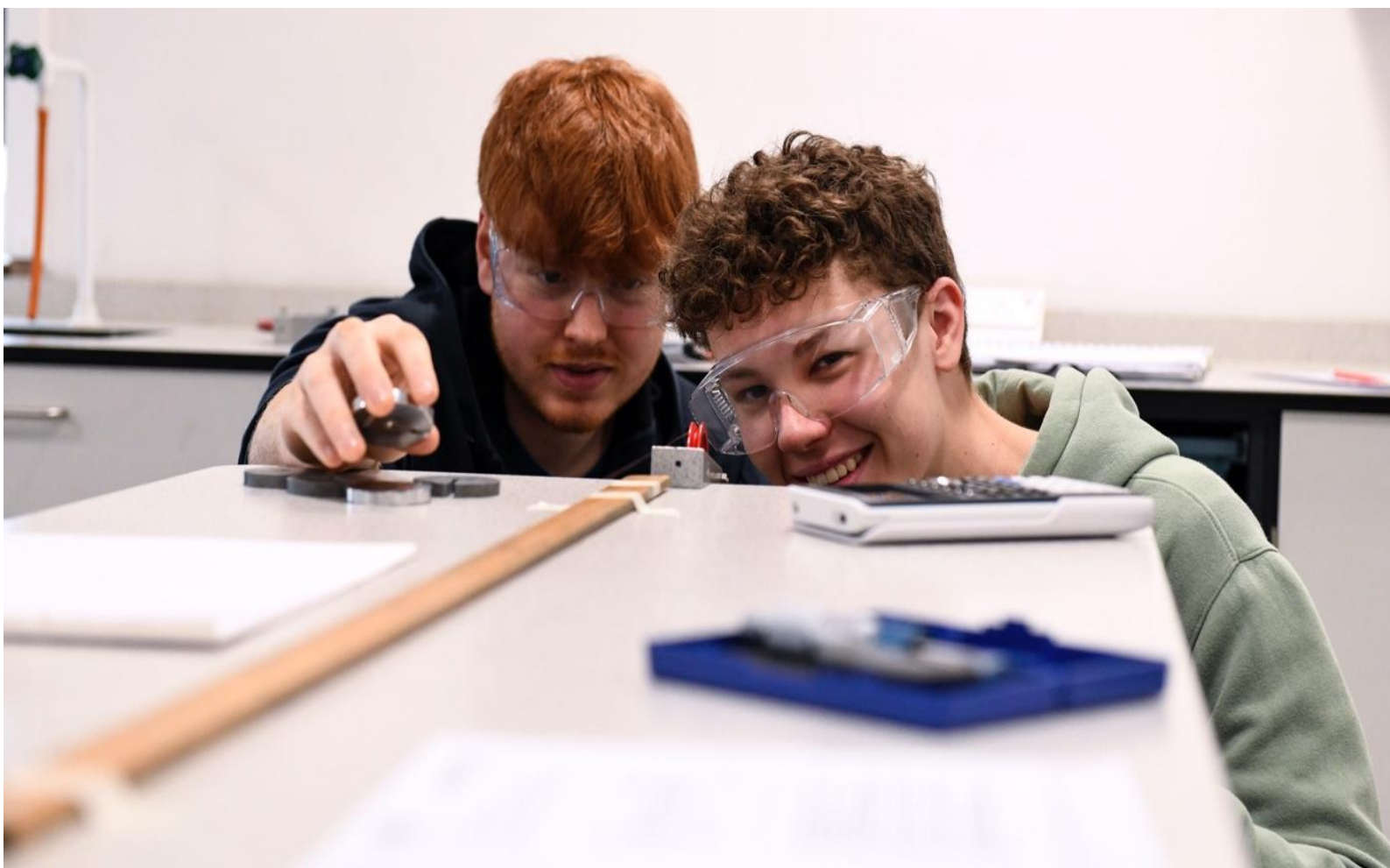
The Estates Manager is directly responsible to the Head of Estates.

Strategic purpose:

To lead the operational management of the school estates across the trusts 17 schools, ensuring buildings and grounds across all sites are safe, well-maintained, compliant, and conducive to excellent learning. The Estates Manager converts strategic priorities into operational plans and manages day-to-day estates activity.

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 partnership 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.

JOB DESCRIPTION continued

Operational Estates Management	• Lead day-to-day maintenance, repairs, PPM schedules and reactive works across all school sites. • Manage the work of site teams and external contractors. • Ensure the estate is clean, secure, and well-presented at all times. • Maintain accurate records including statutory compliance logs, asset registers and site documentation.
Compliance & Safety	• Deliver statutory inspections (fire, water, gas, electrical, playground equipment, etc.) and maintain evidence for audit. • Conduct and update risk assessments for all estate-related activities. • Support the Head of Estates with health and safety reporting, incident investigations and audit preparations.
People, Contractor & Resource Management	• Lead and develop site staff across locations. • Manage daily contractor activity, ensuring safe systems of work and safeguarding compliance. • Organise and allocate work, ensuring efficiency and clear prioritisation.
Financial & Procurement Responsibilities	• Manage operational estates budgets, ensuring value for money. • Source quotes, oversee purchase orders and ensure effective stock and equipment control. • Provide operational data to inform strategic budget planning.
Collaboration & Communication	• Work closely with school leaders to meet site needs (events, exams, emergency repairs) • Support sustainability and energy-efficiency initiatives. • Act as a visible, approachable and responsive estates lead for staff and pupils. • To undertake any other reasonable duties related to the role at the request of the Head of Estates.
Capital Projects & Major Works (Project Leadership)	• Lead and manage capital projects, refurbishment programmes and major maintenance works from inception to completion. • Develop project scopes, specifications, budgets and procurement strategies in collaboration with consultants and procurement teams. • Oversee tender processes, contractor appointment and contract management. • Act as client-side project lead, ensuring delivery to agreed scope, budget, quality and timeline. • Implement effective project governance including risk management, reporting, cost control and change management. • Ensure projects meet statutory compliance, sustainability standards and safeguarding requirements. • Provide regular progress, risk and financial reports to the Head of Estates for the Executive Leadership Team.

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 & Compliance	• Adhere to safeguarding policies and procedures. • Demonstrate commitment to safeguarding and promoting the welfare of children, young people, and vulnerable adults. • Comply with health and safety policies, organisational statements, and procedures, undertake to report any incidents, accidents, hazards and to take a proactive approach to health and safety matters in order to protect both yourself and others.
Advocacy and influence	• To represent the trust positively, acting as an important ambassador. • Engage with suppliers to ensure high-quality delivery and value for money • Contribute technical expertise to wider IT planning and decision-making • Promote best practice in infrastructure and network design across the Trust.

PERSON SPECIFICATION

CRITERIA	ESSENTIAL	DESIRABLE
Qualification and Experience		
5 GCSE'S including English and Maths to Grade C or equivalent	X	
Relevant technical qualification in building maintenance, facilities or estates management.	X	
IOSH Managing Safely or willingness to obtain.	X	
Safeguarding training (or willingness to undertake).	X	
Experience managing estates or facilities across busy operational environments (schools desirable).	X	
Practical experience in maintenance, statutory compliance and contractor management.	X	
Experience organising and supervising a multi-disciplinary team.	X	
Knowledge and Interpersonal Skills		
Good understanding of statutory compliance requirements for schools (fire, legionella, asbestos, etc.).	X	
Strong organisational skills and ability to prioritise during periods of high demand.	X	
Ability to interpret compliance reports and technical information.	X	
Competent IT user (estates systems, spreadsheets, asset registers).	X	
Practical, hands-on problem solver.	X	
Calm under pressure, proactive and reliable.	X	
Strong interpersonal skills and a service-oriented mindset.	X	
Commitment to safeguarding and creating safe school environments.	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