



The CAM Academy Trust
Pre School 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!

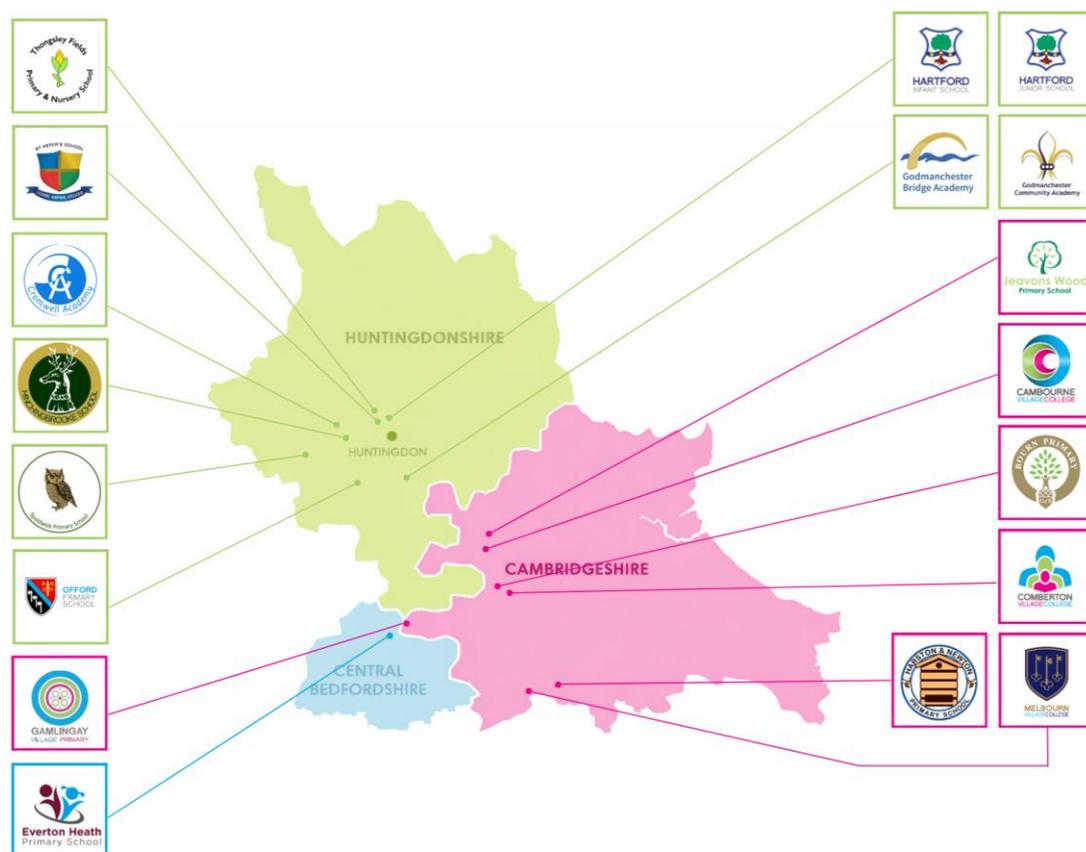
Claire Heald

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 4 points 7 to 11 (£26,403 to £28,142 per annum FTE). Actual salary £22,341 per annum on point 7.

Contract: Permanent. 32.5 hours per week. Term time plus 2 training days in September and October (38.4 weeks per year).

Start date: As soon as possible

Place of work: Gamlingay Village Primary, Gamlingay, Bedfordshire

Are you an experienced, nurturing and highly organised Early Years professional? Do you thrive in a busy, joyful environment and love building strong relationships with children and families? If so, our wonderful Pre-School would be delighted to welcome you to our team!

We are seeking a **Pre-School Manager** to lead our thriving Pre-School and ensure an exceptional start for our youngest learners. This is a key role at the heart of our Early Years provision, combining high-quality practice with strong administrative oversight.

About Our School & Pre-School

Our Pre-School is a warm, welcoming and vibrant setting filled with **fabulous children** who are curious, energetic and ready to explore the world around them. We are guided by our school values:

Respect • Aspire • Grow

We are also fortunate to enjoy **extensive outdoor grounds**, including our own **Forest School area**, which provides rich opportunities for outdoor learning, nature exploration and child-led discovery.

The Role

As Pre-School Manager, you will ensure the smooth, professional running of the setting each day. Your responsibilities will include:

Leadership & Provision

- Leading the day-to-day running of our Pre-School
- Supporting staff to create a nurturing, stimulating and safe learning environment
- Building warm, positive relationships with parents and carers
- In collaboration with the EYFS Leader, ensuring high-quality provision aligned with EYFS principles

Admissions & Occupancy

- Managing Pre-School occupancy and maintaining accurate, up-to-date records
- Supporting new families and following admission arrangements

Administration & Finance

- Managing bookings and ensuring children's plans are accurate and up to date
- Sending monthly invoices and recording payments

We're Looking For Someone Who:

- Is passionate about Early Years education and child development
- Has experience working in a Pre-School
- Is warm, approachable and skilled at building strong family relationships
- Is highly organised, reliable and confident managing administrative tasks
- Communicates clearly and professionally
- Embodies our values of **Respect, Aspire, Grow** in daily practice
- Brings enthusiasm, creativity and a steady, positive approach

Why Join Us?

- A supportive, friendly team who love what they do
- Wonderful children who make every day joyful
- Beautiful school grounds including a Forest School area
- A role where you truly shape children's earliest experiences
- A welcoming community committed to high-quality Early Years provision

If you are an inspiring Early Years professional ready to lead our Pre-School with passion, warmth and ambition, we would be excited to hear from you.

For further details on the school please visit our website [Welcome to Gamlingay Village Primary - Gamlingay Village Primary](#)

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 Emma Smith, Headteacher on esmith@gamlingayvp.org.

Closing date: 09.00 on Friday 10th April 2026
Interviews to be held on: Tuesday 14th April 2026

Thank you for your interest in The CAM Academy Trust.



JOB DESCRIPTION

Salary:

NJC Scale 4 points 7 to 11 (£26,403 to £28,142 per annum FTE). Actual salary £22,341 per annum on point 7.

Line of responsibility:

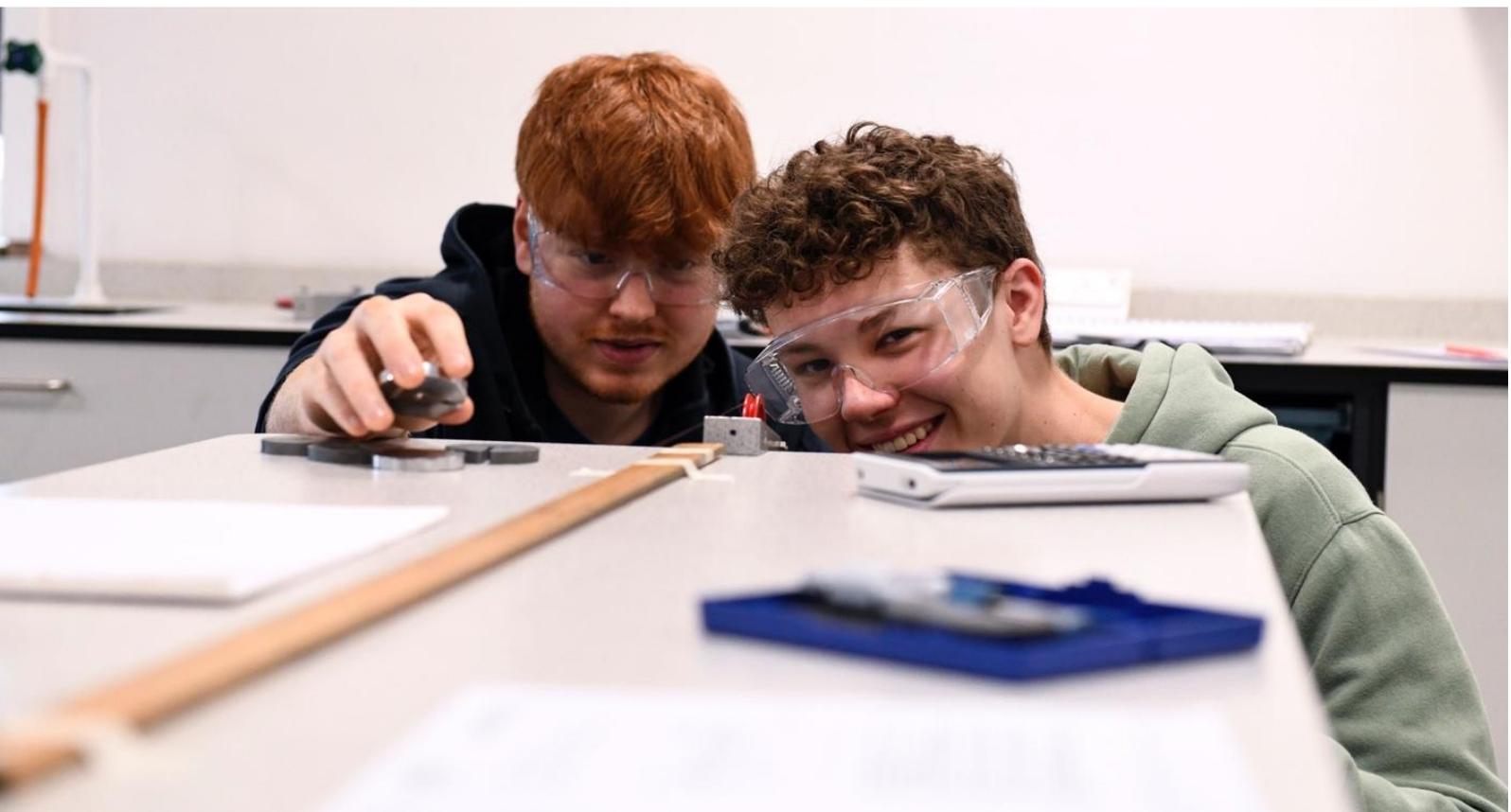
The role of Pre School Manager will report to the Headteacher

Strategic purpose:

To lead and manage the Pre-School provision at Gamlingay Village Primary School, ensuring a safe, nurturing, and stimulating environment where every child can thrive. The Pre-School Manager will oversee day-to-day operations, deliver high-quality Early Years education, and work closely with the school leadership team to support a seamless transition into Reception.

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

Main Responsibilities	<p>1. Leadership & Management</p> <ul style="list-style-type: none">• Lead the Pre-School team, providing clear direction, supervision, and professional development.• Ensure the Pre-School meets all statutory requirements, including EYFS, safeguarding, and health & safety.• Maintain high standards of teaching, learning, and care across the setting.• Manage staffing rotas, deployment, performance and daily operations effectively. <p>2. Curriculum & Learning</p> <ul style="list-style-type: none">• Plan, deliver, and evaluate a high-quality EYFS curriculum that supports children’s holistic learning and development.• Ensure provision is inclusive, engaging, and responsive to children’s needs and interests.• Monitor and track children’s progress, ensuring accurate assessment and effective next steps are in place.• Work in close partnership with Reception staff to support smooth, confident transitions for all children. <p>3. Safeguarding & Welfare</p> <ul style="list-style-type: none">• Ensure all safeguarding policies, procedures, and statutory duties are followed rigorously.• Promote children’s well-being, emotional security, confidence and independence at all times. <p>4. Partnerships & Communication</p> <ul style="list-style-type: none">• Build strong, trusting relationships with parents and carers through regular communication, meetings, and support.• Liaise with external agencies where appropriate to support children’s needs.• Work collaboratively with the school leadership team and The CAM Academy Trust to ensure consistent, high-quality provision.
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	<p>5. Administration & Operations</p> <ul style="list-style-type: none"> • Oversee admissions, attendance and accurate record-keeping. • Manage Pre-School budgets, funding processes and resources efficiently. • Ensure the Pre-School environment is safe, well-organised, welcoming, and conducive to high-quality learning opportunities.
Personal development	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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
Qualifications and Experience		
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) or above.	X	
Educated to GCSE Level or equivalent (GCSE A-C/4-9 in English & Mathematics)	X	
Paediatric First Aid		X
Level 5/6 qualification in Childcare, Play work, Education, or Leadership.		X
Significant experience working in an Early Years setting	X	
Experience leading or supervising staff	X	
Experience in a school-based Pre-School		X
Experience working within a Multi-Academy Trust		X
Knowledge and Interpersonal Skills		
Strong understanding of the EYFS framework	X	
Excellent safeguarding knowledge	X	
Strong leadership, communication and interpersonal skills	X	
Ability to plan and deliver high-quality learning experiences	X	
Confident in managing behaviour positively	X	
Highly organised with strong administrative skills	X	
Knowledge of Trust-wide policies and procedures		X
Experience with SEND processes and EHCP pathways		X
Ability to deliver staff training		X
Experience using online learning journals		X
Warm, nurturing and child-centred	X	
Creative and innovative practitioner	X	
Highly organised, proactive and dependable	X	
Reflective and committed to continuous professional development	X	
Able to foster strong, positive relationships with families and colleagues	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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