



**The CAM Academy Trust**

**Data Assistant**

**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!

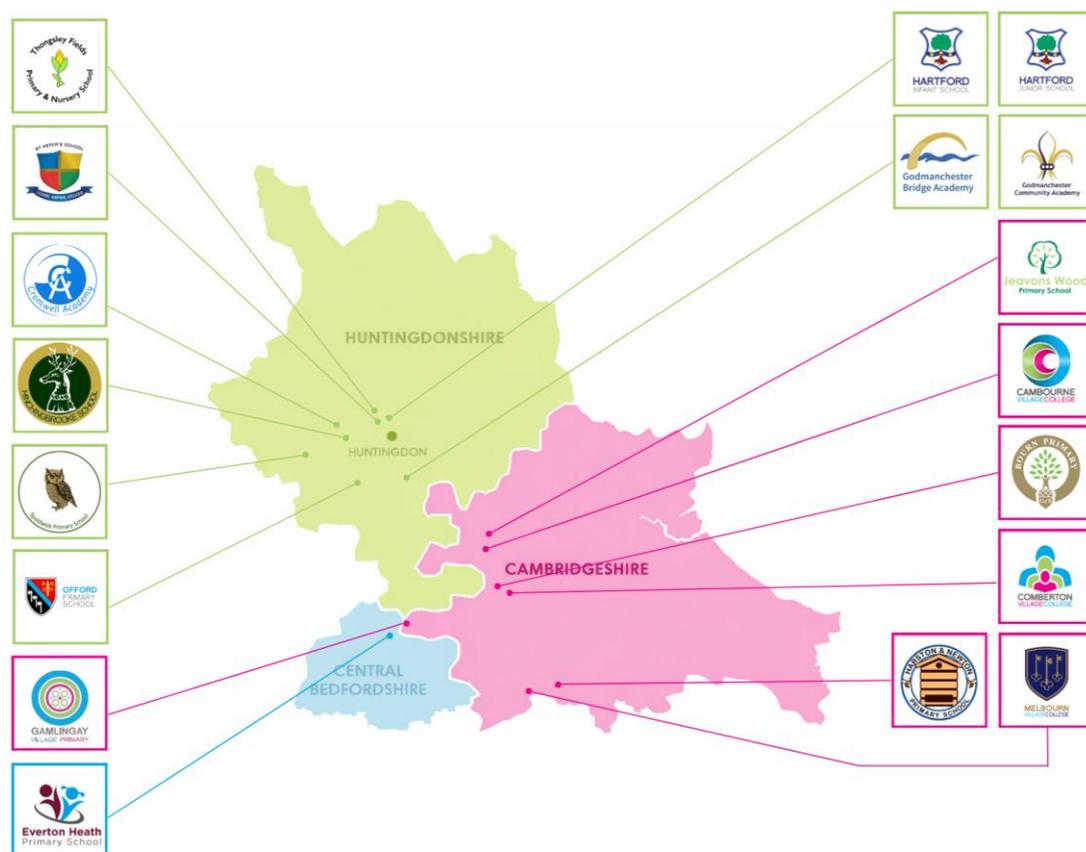
**Claire Heald**

# 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 3, points 5 to 6 (£25,583 to £25,989 per annum FTE). Actual salary £24,126.74 per annum.

**Contract:** Permanent, 37 hours per week - Monday to Friday. Term time plus 4 weeks to be worked over the summer holidays and 5 training days each year (total of 43 weeks per year).

**Start date:** As soon as possible

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

Cambourne Village College is looking for a Data Assistant to help to support our growing Data team.

The Data Assistant will support the Data Manager with the upkeep and management of the College information systems.

- To assist with keeping the data held within the systems up-to-date and correct, and apply retrospective fixes as requested, ensuring compliance with GDPR.
- To answer staff, parent and student queries about the systems and provide support where necessary, to ensure that all users are able to access the systems.
- To provide admin support during reporting periods, parent consultations, Year 6 registration, exam results days and the school census uploads.
- To provide admin support for the iPad scheme.
- To gain knowledge of the school systems and undertake relevant training, where necessary

Cambourne Village College is an Ofsted 'Outstanding' rated, over-subscribed secondary school, eight miles from Cambridge. We opened as an academy of the Cam Academy Trust in September 2013. Our ethos is aspirational and inclusive, our staff is highly motivated, our pupils courteous and hard-working, and we have excellent facilities. A 350 place sixth form opened in September 2024, with 175 students in each of Years 12 and 13. Joining Cambourne Village College represents a unique opportunity to work in a newly-established school within a wider, high-quality Academy Trust that gives excellent possibilities for professional and career development.

For further details on the school please visit our website [Homepage - Cambourne 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 Beth Cook, Data Manager and GDPR Coordinator on [bcook@cambournevc.org](mailto:bcook@cambournevc.org).

**Closing date: 09.00 on Friday 10<sup>th</sup> April 2026**

Thank you for your interest in The CAM Academy Trust.



## JOB DESCRIPTION

### **Salary:**

NJC Scale 3, points 5 to 6 (£25,583 to £25,989 per annum FTE). Actual salary £24,126.74 per annum.

### **Line of responsibility:**

The Data Assistant will be directly responsible to the Data Manager

### **Strategic purpose:**

The Data Assistant will support the Data Manager with the upkeep and management of the College information systems.

- To assist with keeping the data held within the systems up-to-date and correct, and apply retrospective fixes as requested, ensuring compliance with GDPR.
- To answer staff, parent and student queries about the systems and provide support where necessary, to ensure that all users are able to access the systems.
- To provide admin support during reporting periods, parent consultations, Year 6 registration, exam results days and the school census uploads.
- To provide admin support for the iPad scheme.
- To gain knowledge of the school systems and undertake relevant training, where necessary.

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>Operational Responsibilities</b>	<ul style="list-style-type: none"> <li>● To assist with keeping all pupil and parent data up to date on our systems, including:             <ul style="list-style-type: none"> <li>○ Demographic data.</li> <li>○ Contact details.</li> <li>○ Student assessment grades.</li> <li>○ Other data as required over time.</li> </ul> </li> <li>● To assist with adding contact details and demographic information to Bromcom during the Year 6 transition period.</li> <li>● To assist with admin duties for the iPad scheme, including the end of mandate processes for Yr9 and Yr11, and the Yr7 iPad sign-up process.</li> <li>● To support the administration of student reports (checking reports for gaps and inconsistencies), and to support the set-up and maintenance of assessment data on Bromcom and Go4Schools.</li> <li>● To provide admin support during preparation for the termly census.</li> <li>● To support the set-up of school systems and timetables for the academic year.</li> <li>● To provide admin support during exam results days, and to support the production of results analysis data sheets for SLG and HoDs.</li> <li>● To provide weekly behaviour analysis reports for SLG and HoDs.</li> <li>● To assist the Data Manager with general data admin, as requested. Including preparing spreadsheets, checking data, making changes to the information held on school systems, corresponding with parents, and assisting with the production of general analytical reports.</li> <li>● To provide information and system support to pupils, parents and staff as requested, and to liaise with IT support staff regarding any system issues raised.</li> <li>● To assist other staff (such as the Admin department, SLG, Exams Team, Sixth Form Team and HODs) with data admin requests.</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>		
Educated to at least GCSE level (C and above) in English and Maths, or the equivalent	X	
Experience of liaising with professional colleagues	X	
Experience of working in a school or similar educational setting		X
Experience of working with large data sets		X
Experience of working with Bromcom and Go4Schools, particularly with data input		X
<b>Knowledge and Interpersonal Skills</b>		
Excellent inter-personal skills	X	
Ability to work constructively as part of a team	X	
Ability to use ICT software packages - especially Excel	X	
Ability to work with online information management systems	X	
Understanding of data protection and GDPR	X	
Able to follow direction from line manager	X	
Able to work flexibly and respond to unplanned situations	X	
The ability to communicate effectively and appropriately with all staff, pupils, parents, governors and external agencies	X	
Able to deal appropriately with confidential information	X	
Efficient and meticulous in organisation.	X	
Desire to enhance and develop skills and knowledge through CPD	X	
Commitment to the highest standards of child protection and safeguarding	X	
Recognition of the importance of personal responsibility for health and safety	X	
Commitment to the school's ethos, aims and its whole community	X	
A 'can do' attitude!	X	
Highly logical and analytical in approach to novel situations		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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