



The CAM Academy Trust
Community and Events Coordinator
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!

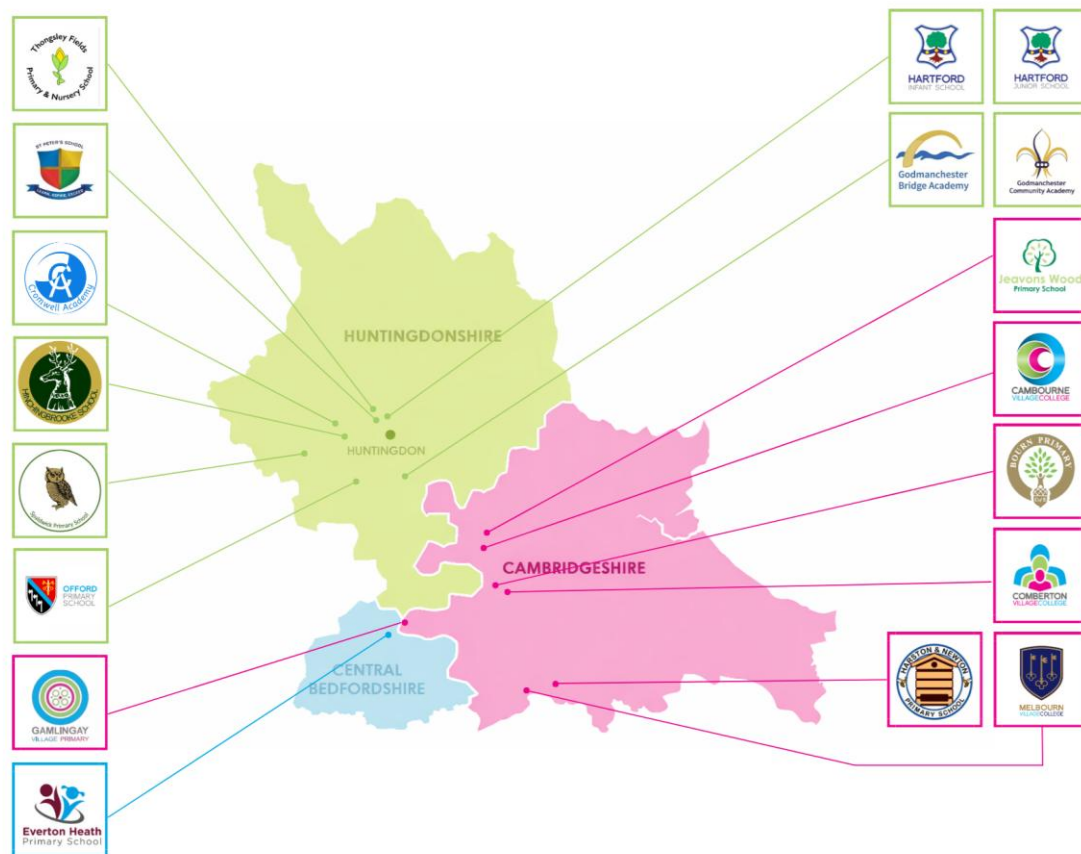
Claire Heald

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 (range point 12 to 17) £28,598 to £31,022 FTE. Actual salary £13,258.53 per annum on point 12.

Contract: Permanent, 20 hours per week, Monday to Friday – times to be discussed and agreed at interview. Possibility of flexible work. Term time plus 5 training days (39 weeks per year).

Start date: As soon as possible.

Place of work: Cambourne Village College, Cambourne, Cambridgeshire

Cambourne Village College is currently looking to recruit a Community and Events Coordinator.

The Community and Events Coordinator will work with colleagues and all members of the Cambourne Community to ensure that Cambourne Village College fulfils its Village College remit as a centre of education for the whole community.

The Community and Events Coordinator will maximise the lettings business potential of the College, maintaining a pool of casual Events and Technical Assistants to work across both venues, and a pool of shared resources to maximise efficiency.

The Community and Events Coordinator will be the central point of contact and administrator for community engagement and events and will seek to develop and sustain strong relationships with a wide range of partners for the mutual benefit of school and community. Finally, the postholder will be directly responsible for the maintenance of the performance facilities of the College

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 capacity for 175 students in each of Years 12 and 13. Joining Cambourne Village College represents a unique opportunity to work in a well-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 James Russen, Assistant Principal on jrusсен@cambournevc.org.

Closing date: 09.00 on Thursday 30th April 2026

Thank you for your interest in The CAM Academy Trust.



JOB DESCRIPTION

Salary:

NJC Scale 5 (range point 12 to 17) £28,598 to £31,022 FTE. Actual salary £13,258.53 per annum on point 12.

Line of responsibility:

The Community and Events Coordinator is directly responsible to the Assistant Principal with responsibility for all Community and Events activities.

Strategic purpose:

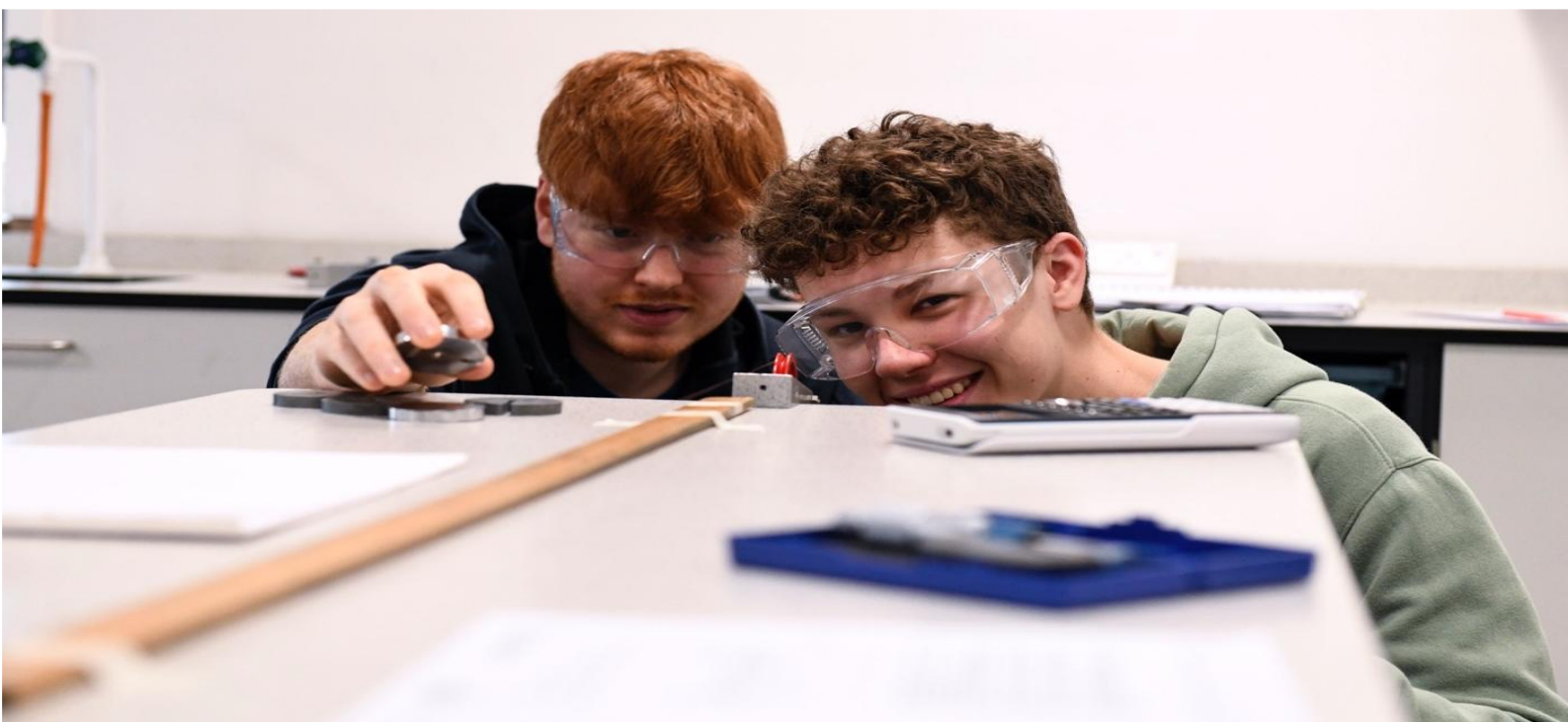
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In addition to the responsibilities described above, to carry out any other duties of a similar nature at the reasonable request of the central education team.

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>The post-holder will have overall responsibility for the administration of all aspects of out-of-hours bookings for both the community and events and will lead in delivering community bookings and events.</p> <p>Community and Events</p> <ul style="list-style-type: none">• Oversee and administrate Community & Event bookings for Cambourne Village College, ensuring that the needs of the school are prioritised in the time and space available.• Oversee the successful presentation of all community bookings, shows and events within the College, ensuring the highest possible standards are maintained for customers and visiting companies.• Liaise with the management of Community Education to maximise bookings and ensure all run efficiently.• Liaise with the providers of Adult Education to help maximise course attendance• Maintain positive relationships with community and event users, resolving any conflicts and conducting annual quality assurance survey.• Liaise with College departments where necessary.• Liaise with the Campus Manager where necessary to aid with the smooth running of all community and event bookings.• Act as a primary account handler for clients.• Provide line-management to the community evening receptionist, casual community & events team – rostering staff for bookings taken, highlighting and seeking to resolve any staffing issues.• Ensure all relevant staff and volunteers are trained in manual handling, first aid, marshalling, working-at-height, and fire/evacuation procedures.• In collaboration with the Assistant Principal with oversight of Community and Events and the Principal of the College, ensure the annual updating of the Community Access Agreement with all parties: CCC; SCDC; Cambourne Town Council.• Implement pricing strategy & service charges, in line with operation costs.• Produce monthly financial reports to share with the governance of the College• Oversee the alcohol licensing for the College premises.• In liaison with the Campus Manager, carry out and maintain all relevant safety operation tasks including risk assessments, PAT and other testing, equipment maintenance, operating procedures / policies, and stock / inventory.
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	<ul style="list-style-type: none"> • Oversee maintenance and upkeep of the facilities, keeping records to ensure maintenance checks are carried out on a regular basis in line with external contractors, best practice, and laws. • Ensure relevant legal obligations are always met by staff and visiting companies in accordance with the College's Health & Safety Policies. • Ensure that all get-in, fit-ups and get-out regulations are adhered to, Health & Safety check sheets are accurately completed, and loading plans are followed. • Ensure the performance venues meet Fire Risk Assessment requirements and work with the Campus Manager to update the annual Fire Risk Assessment and ensure all action points are met. • Develop and maintain the Community element of the College website • Maximise revenue from the effective hire of the venues and use of staff and services. • Market the school's performance and other facilities as prime venues within Cambridgeshire, observing and in keeping with the primary educational function of the site. • Produce and distribute publicity materials to promote events and facilities, through a full range of print and electronic media • Publicise the 3G pitch and maximise its income-generation potential. • Provide regular feedback to the Assistant Principal with oversight for Community and Events on communication issues, service improvements, and operational issues. • Research local demand and develop links with local, regional and national musical, theatrical and cultural organisations to implement a programme of community Arts events at the College. • Be responsible for the income generation of Community & Events, ensuring that all bookings are achieved within budget. <p>School</p> <ul style="list-style-type: none"> • Lend general administrative assistance as required • Liaise with the Reception and Campus Managers to ensure high-quality out-of-hours staff coverage • Support and assist in the organisation and supervision of out-of-hours school events as required
<p>Personal development</p>	<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		
Educated to at least GCSE grade 4/C standard or equivalent in English and mathematics	X	
Experience of working in a busy office environment		X
Experience of working in a school or similar establishment		X
Previous experience within an administration role		X
First Aid qualification or willingness to gain one		X
Willingness to undertake further training	X	
Experience of managing and maintaining accurate records and filing systems	X	
Knowledge and Interpersonal Skills		
Ability to build and form good relationships with visitors and colleagues	X	
Ability to work constructively as part of a team, understanding roles and responsibilities	X	
Ability to proficiently use office computer software including word processing, spreadsheet, database and internet systems (Microsoft Office)	X	
Good verbal and written communications skills appropriate to the need to communicate effectively with colleagues, other professionals, visitors and callers	X	
Efficient and meticulous in organisation	X	
Desire to enhance and develop skills and knowledge through CPD	X	
Good standard of numeracy and literacy skills	X	
Ability to absorb and understand a range of information	X	
Commitment to the school's ethos, aims and its whole community	X	
Ability to manage and deal with confidential data / issues appropriately	X	
Ability to show initiative and prioritise one's own work even when under pressure	X	
Strong knowledge of the local community		X
Able to project a professional image of the College	X	

Able to work flexibly to support others and respond to unplanned situations	X	
Commitment to the highest standards of child protection and safeguarding	X	
Recognition of the importance of personal responsibility for health and safety	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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