



**The CAM Academy Trust**  
**PA to the Principal**  
**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!

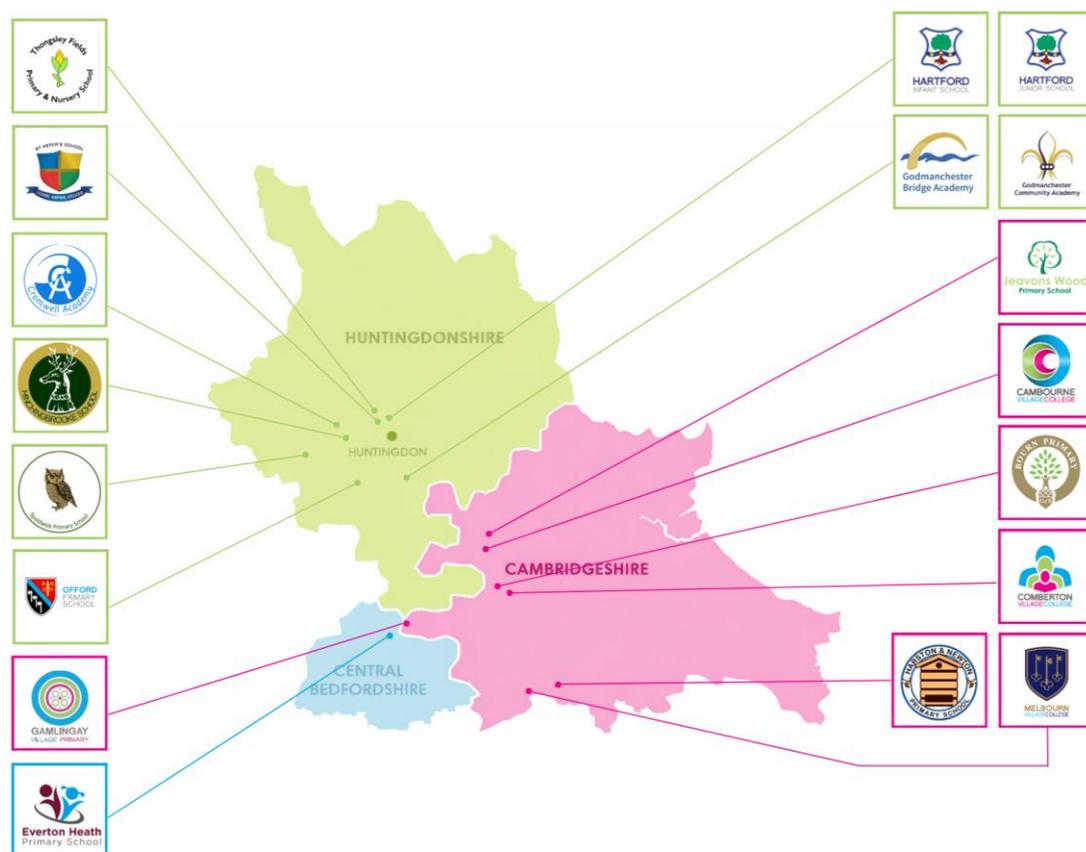
**Claire Heald**

# 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:** Scale 5 Points 12 to 17 (£28,598 - £31,022 per annum FTE). Actual salary £24,528.28 per annum

**Contract:** Permanent. 37 hours per week, Monday to Friday. Term Time plus 5 training days (39 weeks per year)

**Start date:** Monday 13th April 2026

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

Melbourn Village College is seeking to appoint an experienced PA to the Principal of the school.

The successful candidate will provide efficient and effective support to the Principal. Candidates must have strong administration experience including diary management, excellent IT skills, especially with Microsoft Office packages; excellent communication skills and the ability to organise effectively and meet deadlines. They also must be proactive in approach and professional in their conduct with colleagues and stakeholders. We require an adaptable and enthusiastic professional who can deal with people both face to face and over the telephone. A high degree of confidentiality is essential, together with the ability to handle sensitive information with discretion and professionalism.

Experience of working with young people in a professional manner will also be advantageous.

If you share our school values of kindness, curiosity, and resilience, and are excited to contribute to our wider extended leadership team, we would be delighted to hear from you.

For further details on our school please visit our website [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 Lynn Young, PA to the Principal on [LyYoung@melbournvc.org](mailto:LyYoung@melbournvc.org).

**Closing date: 09.00 on Friday 20<sup>th</sup> March 2026**  
**Interviews to be held on: Wednesday 25<sup>th</sup> March 2026**

Thank you for your interest in The CAM Academy Trust.



## JOB DESCRIPTION

### **Salary:**

The post holder will be paid on the appropriate point of the support pay scale. NJC Scale 5, Points 12 to 17 (£28,598 - £31,022 per annum FTE). Actual salary £24,528.28 per annum.

### **Line of responsibility:**

The PA is directly responsible to the Principal.

### **Strategic purpose:**

To provide comprehensive administrative and organisational support to the Principal. The postholder will support the full range of the Principal's work, maintaining the highest standards of professionalism, discretion and confidentiality at all times

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.



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>Key Responsibilities</b>	<p><b>Executive support to the Principal</b></p> <ul style="list-style-type: none"><li>• Manage the Principal's diary and time effectively, including scheduling appointments, prioritising commitments and acting as the Principal's gatekeeper.</li><li>• Manage the Principal's email account including monitoring, prioritising, filing and responding where appropriate.</li><li>• Receive visitors to the Principal's office and ensure a professional welcome.</li><li>• Provide preparatory support for meetings including briefing papers and documentation.</li><li>• Produce letters and professional correspondence on behalf of the Principal.</li><li>• Respond to general requests from pupils, staff and parents on behalf of the Principal.</li><li>• Liaise with other Personal Assistants to ensure coordinated support across the Senior Leadership Team.</li><li>• Provide refreshments for the Principal and visitors where required.</li></ul> <p><b>Communication and Stakeholder Engagement</b></p> <ul style="list-style-type: none"><li>• Assist the Principal in promoting and maintaining positive relationships with parents and staff through prompt, professional communication.</li><li>• Coordinate weekly communication to parents.</li><li>• Proofread all outgoing communication to ensure it is accurate and of the highest standard.</li><li>• Update the school website and social media communications.</li><li>• Liaise with Trust Communications to coordinate and lead school communications.</li><li>• Act as the point of contact in relation to complaints received, maintaining the complaints register and producing reports as required.</li></ul> <p><b>Governance, Leadership and Administrative Support</b></p> <ul style="list-style-type: none"><li>• Maintain the whole school calendar and ensure key events are accurately recorded.</li><li>• Provide administrative support to the Senior Leadership Team where required.</li><li>• Take minutes at meetings for the Principal and Senior Leadership Team.</li></ul>
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	<ul style="list-style-type: none"> <li>• Prepare papers and documentation for Local Advisory Board (LAB) and Trust meetings.</li> <li>• Undertake project management tasks and support the organisation of key school events such as Awards and other marketing events.</li> <li>• Provide occasional cover for other support staff across the school if required.</li> <li>• Clerk to the Trustees</li> </ul> <p><b>HR, Recruitment and Staff Administration</b></p> <ul style="list-style-type: none"> <li>• Liaise with the Trust HR team on relevant matters.</li> <li>• Coordinate interview logistics for recruitment processes.</li> <li>• Arrange interview days and provide administrative support to the HR Manager as required.</li> <li>• Maintain staff records and support HR administrative processes where appropriate.</li> <li>• Line manage Front of House Reception staff to ensure a professional and efficient reception service.</li> </ul> <p><b>Compliance, Data and Safeguarding Administration</b></p> <ul style="list-style-type: none"> <li>• Manage and maintain the Single Central Record, including ID and DBS checks, ensuring statutory compliance.</li> <li>• Support the wider administrative team with the management and administration of student data.</li> <li>• Administration of suspensions and exclusions, including reporting to the Local Authority.</li> <li>• Liaise with the Trust Data Protection Officer (DPO) regarding GDPR compliance and data protection matters.</li> <li>• Assist the Principal in preparing for inspections by coordinating documentation and supporting the inspection process.</li> <li>• Ensure appropriate reporting of critical incidents and relevant matters to the Trust where required.</li> <li>• Support reporting and documentation in line with Trust policies, procedures and statutory requirements.</li> </ul>
<b>Health, Safety and School Responsibilities</b>	<ul style="list-style-type: none"> <li>• Act as a Fire Marshal.</li> <li>• Provide First Aid if required.</li> <li>• File and maintain staff and student records in line with school policies.</li> </ul>
<b>Professional Standards</b>	<ul style="list-style-type: none"> <li>• Work professionally and confidentially at all times.</li> <li>• Maintain a professional appearance and dress appropriately for the role.</li> </ul>

	<ul style="list-style-type: none"> <li>• Demonstrate a commitment to the ethos, values and safeguarding responsibilities of the school.</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>Qualification and Experience</b>		
5 GCSE'S including English and Maths to Grade C or equivalent	X	
Experience working in a school, academy, or education setting would be advantageous.		X
Training in safeguarding, data protection, or school administration systems.	X	
Willingness to undertake relevant training including safeguarding, first aid and fire marshal responsibilities.	X	
A Levels or a degree (or equivalent qualification) would be advantageous.		X
Evidence of strong administrative or business support training or experience.	X	
Significant administrative experience in a busy environment.	X	
Experience supporting senior leaders or executives.	X	
Experience managing diaries, scheduling meetings and coordinating events.	X	
Experience producing professional correspondence, reports and documentation.	X	
Experience dealing with confidential and sensitive information.	X	
Experience communicating professionally with a range of stakeholders.	X	
Experience in HR administration or recruitment processes.		X
Experience maintaining compliance documentation (e.g. DBS checks or Single Central Record) would be advantageous.		X
Experience coordinating projects or supporting the delivery of organisational initiatives.	X	
<b>Knowledge and Interpersonal Skills</b>		
Strong IT skills including Microsoft Office (Word, Excel, Outlook, PowerPoint and OneNote).	X	
Knowledge of safeguarding and compliance requirements within schools.	X	
Excellent written and verbal communication skills.	X	
High level of organisation and attention to detail.		X
Ability to prioritise workload and manage competing deadlines	X	
Ability to work independently while also supporting a wider team.	X	
Experience using school Management Information Systems (MIS) such as Bromcom or similar systems would be advantageous.		X
Understanding of school governance structures and inspection processes would be advantageous.		X
Highly professional, reliable and trustworthy.	X	

Excellent interpersonal skills and ability to build positive relationships with staff, students and parents.	X	
Calm and professional manner when dealing with sensitive situations.	X	
Proactive and solution-focused approach to work.	X	
Flexible and adaptable in a fast-paced school environment.	X	
Strong commitment to supporting the ethos and values of the school.	X	
Interest in contributing to wider school events and activities.		X
Ability to anticipate needs and take initiative to support senior leadership.		X
Commitment to safeguarding and promoting the welfare of children and young people.	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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