



The CAM Academy Trust

IT Technician

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!

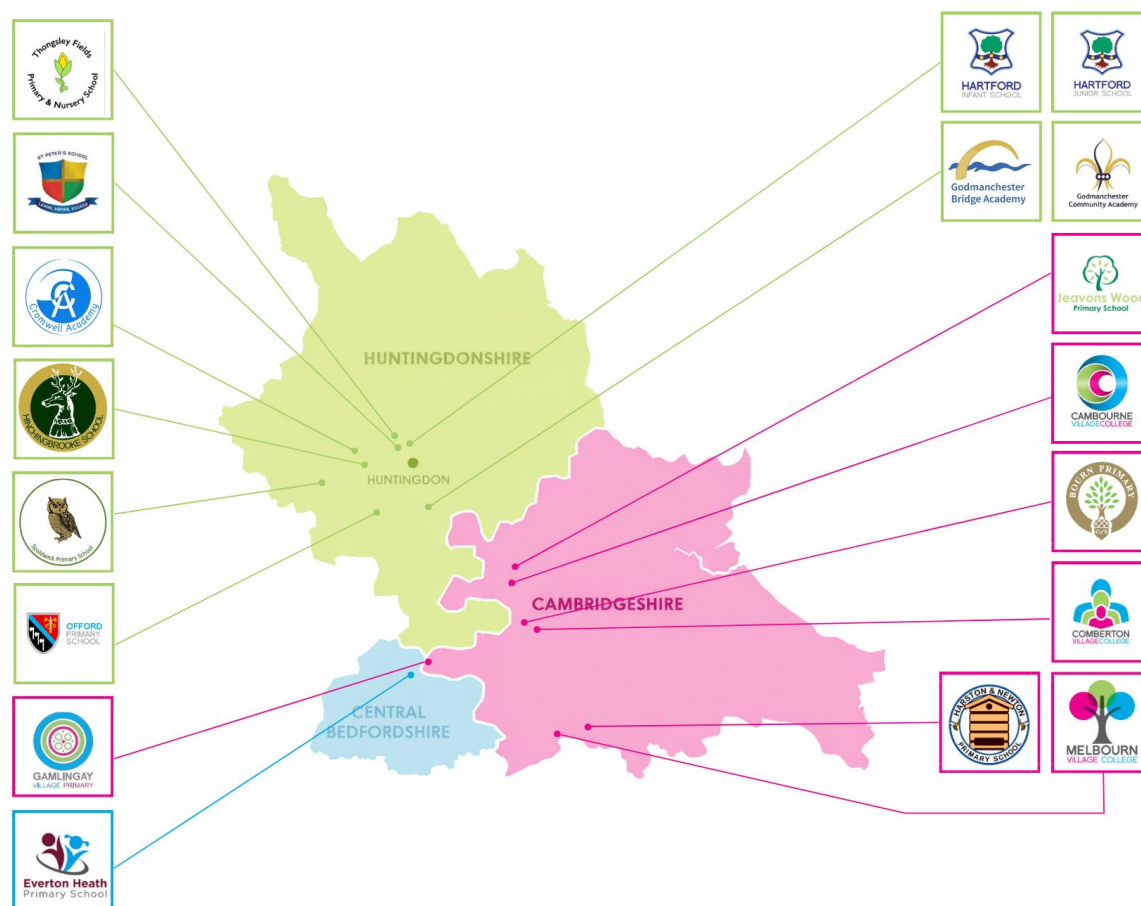
Claire Heald

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 £26,403 per annum on point 7.

Contract: Permanent. 37 hours per week Monday to Thursday 08.00 to 16.00 and Friday 08.00 to 15.30 with a 30 minute unpaid break. 52 weeks per year.

Start date: As soon as possible

Place of work: Hinchingsbrooke School, Huntingdon

We seek to appoint a suitably experienced and enthusiastic full-time IT Technician to support the continuing development of this successful and busy department.

The successful candidate will play a key role in supporting the school's digital infrastructure and strategic IT development. This is an exciting opportunity for an individual with strong technology skills and excellent customer service who enjoys working in a fast-paced environment supporting staff and students.

You will work closely with the Operations Manager to deliver high-quality ICT support across the school. You will help maintain and develop the school's IT systems, ensuring reliable, secure, and effective technology services that support teaching, learning, and operational excellence.

The successful candidate will be a customer-focused IT professional with experience providing first and second-line support. They will have strong knowledge of Windows systems, Microsoft 365, networking, and hardware maintenance, alongside excellent problem-solving, communication, and organisational skills. Experience in a school setting, knowledge of MIS systems, and familiarity with network administration, server maintenance, and cybersecurity would be advantageous.

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.

Why come to Hinchingsbrooke?

Hinchingsbrooke is an outstandingly beautiful school, set in acres of grounds and adjoining a country park. Our ambition is to provide all students with a broad, challenging, and progressive curriculum experience. Extra-curricular activities are a much-valued feature of the school, and we seek to appoint staff who are willing to help maintain this tradition.



This is a fantastic school to work in: on interview, we ask candidates for their impressions of the School and without fail they comment on how wonderful our students are, the positive team ethos amongst staff and how friendly and welcoming the School is.

Hinchingbrooke School values the diversity of our workforce and welcomes applications from all sectors of the community.

For further details please visit our website [Hinchingbrooke School - Home](#).



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 Debbie Warner, Principal's PA on dwarner@hbk.acesmat.uk.

Closing date: 09.00 on Monday 21st September 2026

Interviews to be held on: w/c 21st September 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 £26,403 per annum on point 7.

Line of responsibility:

The IT technician is directly responsible to the Head of Technology Services.

Strategic purpose:

Assist in the efficient delivery of the strategic ICT development plan. Assist in the delivery of a high standard of whole school ICT technical support to teaching and support staff and students in order to ensure the delivery of the curriculum and best practice.

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.

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	ICT delivery and maintenance • Assist the Head of Technology Services in the efficient installation, operation and maintenance of the whole school network, all new computer hardware and software including network servers, the Schools Management Information System, network switches, network cabling, server backups, Internet, Intranet, E-Mail system and anti-virus system. • Provide direct support in the production of all IT technical documentation and inventories, ensuring appropriate recording and monitoring systems/procedures are in place. • Assist in the centralisation and shared use of all ICT assets, to ensure best use of school assets and school needs are met. • Ensure all appropriate security measures are implemented and followed by all staff that have access to school ICT system property. • Assist in the provision of a hardware and software repair facility alongside the ICT team; provide technical support to all staff and pupils, in line with agreed customer service response times. • Assist in defining for identifying, organising and managing ICT training needs for all staff. • Assist in defining appropriate school policies to ensure best practice and use of ICT facilities and assets in line with whole school policy and external legislation. Liaison • To support the work of the Head of Technology Services and the Director of • Operations. • ICT team • Whole School community
Personal development	• Maintain excellent subject expertise and awareness of the latest, evidence informed practice • Engage in regular professional learning and reading. • Keep up to date with current changes within ICT. • Engage positively in the Trust's arrangement for performance management and professional growth.
Safeguarding	• 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	• 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
Qualification and Experience		
Educated to at least GCSE level including English and Maths to Grade 4/C or equivalent	X	
Educated to A Level or equivalent NVQ 3		X
A commitment to developing professional skills and willing to learn to use new equipment and software	X	
Recognised qualification in IT related subject/course		X
Knowledge and Interpersonal Skills		
Extensive experience in use of computers e.g. databases, spreadsheets, anti-virus, internet and Microsoft exchange, web design and maintenance	X	
Experience of installing software following set guidelines and producing instruction guides		X
Experience of safeguarding the use of the internet in an educational setting	X	
Strong and proven analytical skills including problem solving abilities	X	
Good working knowledge and experience of Windows 7 & 8 operating systems and Microsoft Office		X
Good working knowledge and experience of Windows Server 2008/12 physical and virtual and Active Directory	X	
Experience of Local Area Networks , PC maintenance and repair and audio visual system e.g. Smartboards/Protectors	X	
Previous experience of using IT in an educational setting		X
Ability to provide support on IT packages		
Strong working knowledge and experience of Windows based networks		X
Good working knowledge of security issues on the network and access to IT	X	
Knowledge of both general and specific IT H&S issues relating to work, both for self and all potential users	X	
Appreciation of the curriculum, including a general understanding of the requirements for ICT in the National Curriculum		X
Ability to interpret and work within the boundaries of legislation, policy and guidance relevant to the post	X	
Ability to communicate complex information both orally and in writing in a clear, concise and articulate way	X	
Strong information and communication technology (IT) skills	X	
Flexible and resilient – effective in the face of setbacks and pressure	X	
Ability to pay attention to detail and accuracy	X	
Ability to work pro-actively within the team and inter departments	X	
Ability to prioritise and manage a heavy workload and conflicting demands whilst working to deadlines	X	
Previous experience of liaising and developing with a wide community of	X	

stakeholders especially parents and external agencies		
Commitment to promoting and safeguarding the welfare of all staff and students	X	
Ability to form sound relationships with colleagues and the wider school community	X	
Ability to deal with difficult situations in an objective and professional manner	X	
Ability to be diplomatic and tactful	X	
High degree of discretion in dealing with confidential information	X	
Possession of Integrity	X	
Dedication to providing excellent customer service	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.

School specific Benefits

- Access to staff discounts from local suppliers
- Free use of on-site leisure facilities including gym and swimming pool
- O2 Staff discount



The CAM Academy Trust

Head Office | Cambourne Village College
Sheepfold Lane | Cambourne | CB23 6FR

info@catrust.co.uk

www.catrust.co.uk