



## The CAM Academy Trust

### Casual Leisure Attendant

### 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!

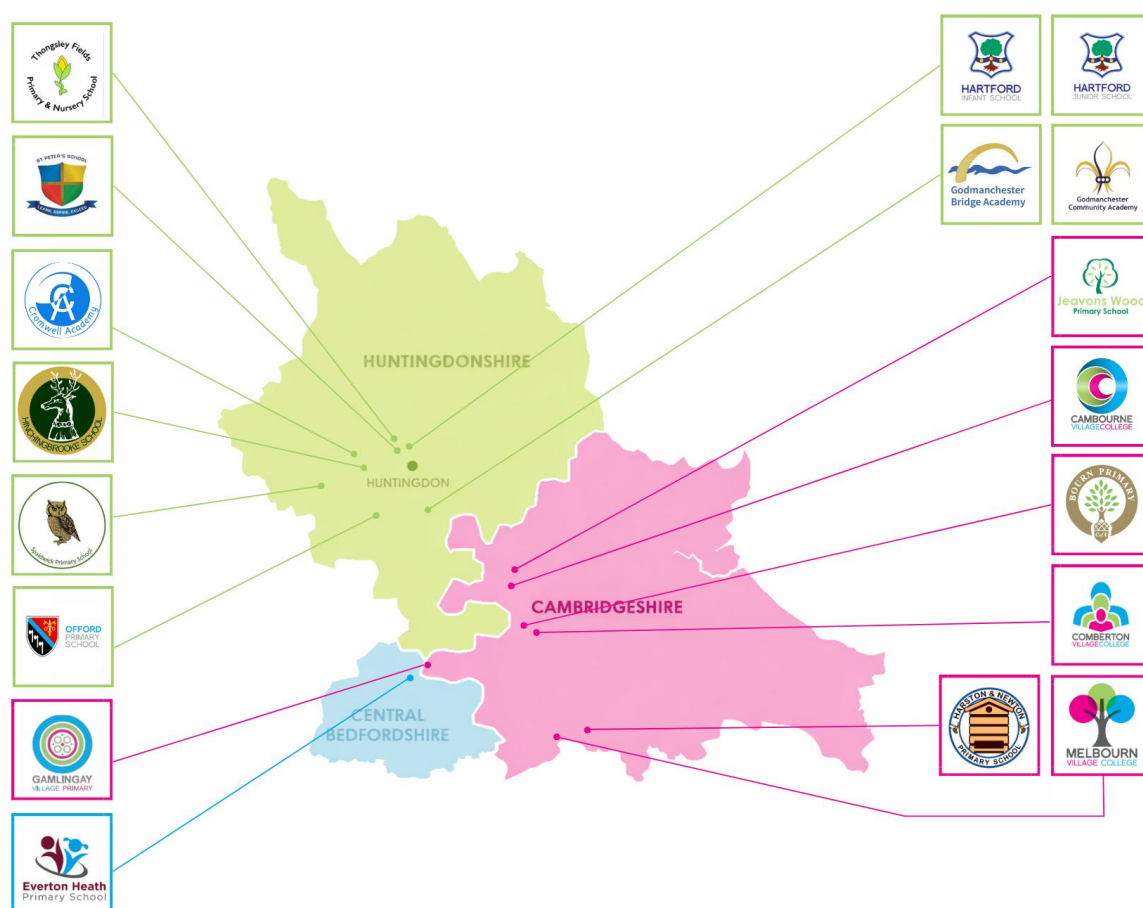
**Claire Heald**

## 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), Hinchingbrooke 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:** National Minimum Wage - £8.00 to £12.71 per hour (dependent on age), plus holiday pay

**Contract:** Casual – Zero hours contract (as and when required).

**Start date:** As soon as possible

**Place of work:** Comberton Sports and Arts Centre, Comberton Village College, Comberton, Cambridgeshire

The role of Leisure Attendant will be required to will support the Duty Manager in ensuring the smooth and efficient operation of the Sports Centre's facilities and activities. They will also assist in the maintenance of cleanliness and presentation of facilities.

Comberton Sports & Arts Centre (CSA) is located within the grounds of Comberton Village College and provides excellent facilities for the local community, including a fitness suite, sports halls, full size Astroturf, tennis courts and a full range of indoor sports facilities. The venue also showcases arts events using the dance studio or 450 seat Performance Hall both have excellent sound and lighting facilities.

For further details on our school please visit our website [Welcome - Comberton 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 Ally Stewart, General Manager on [ASTewart@combertonvc.org](mailto:ASTewart@combertonvc.org).

**Closing date: 09.00 on Monday 21st September 2026**

**Interviews to be held on: Monday 28<sup>th</sup> and Tuesday 29th September 2026**

Thank you for your interest in The CAM Academy Trust.



# JOB DESCRIPTION

**Salary:**

National Minimum Wage - £8.00 to £12.71 per hour (dependent on age), plus holiday pay

**Line of responsibility:**

The Leisure Attendant is directly responsible to the Duty or Events Manager

**Strategic purpose:**

The Leisure Attendant will be required to will support the Duty Manager in ensuring the smooth and efficient operation of the Sports Centre's facilities and activities. They will also assist in the maintenance of cleanliness and presentation of facilities.

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

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|-------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Main responsibilities</b>  | <ul style="list-style-type: none"> <li>• To assist in the maintenance of cleanliness and presentation of all the facilities</li> <li>• To ensure high levels of customer service</li> <li>• To ensure safety and well being of users at all times, helping to maintain a safe and clean environment</li> <li>• Safely set up and take down equipment to support leisure bookings</li> <li>• To maintain a high standard of cleanliness of leisure equipment</li> <li>• Ensure cleaning and maintenance records are kept updated</li> <li>• Assist the duty manager and the events to ensure all booking requirements are met</li> <li>• A high standard of personal presentation, etiquette and attire is expected</li> <li>• To be prepared to work both indoors and outdoors</li> <li>• To be flexible in the working hours. To cover shifts, as and when required</li> <li>• To assist in finding cover for your shift (if necessary)</li> <li>• To undertake any task reasonably requested by the duty managers.</li> </ul> <p><b>Health and Safety</b></p> <ul style="list-style-type: none"> <li>• To be responsible for the safety and welfare of any staff under your direct control.</li> <li>• To have knowledge of Comberton Village College's Health and Safety Policy.</li> <li>• To ensure that if you consider anything that requires attention in this aspect it is your responsibility to report it to the correct people.</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>                                                                                 |           |           |
| GCSE'S including English and Maths to Grade 4/C or equivalent                                                       | X         |           |
| Accurate record keeping in a variety of situations.                                                                 |           | X         |
| Manual work or working outdoors                                                                                     |           | X         |
| Working in a school or similar public/educational establishment.                                                    |           | X         |
| Cleaning or facility maintenance experience                                                                         | X         |           |
| Liaising with other professional colleagues.                                                                        |           | X         |
| <b>Knowledge and Interpersonal Skills</b>                                                                           |           |           |
| Competent in verbal & written communication.                                                                        | X         |           |
| Appreciation of the need for confidentiality.                                                                       | X         |           |
| Ability to follow instructions and job requests                                                                     | X         |           |
| Commitment to the highest standards of child protection.                                                            | X         |           |
| Ability to work under pressure.                                                                                     | X         |           |
| Desire to enhance and develop skills and knowledge through CPD                                                      | X         |           |
| Able to work flexibly in responding to situations as they arise.                                                    | X         |           |
| A personal manner in keeping with the school ethos towards parents, staff, children, the community and wider world. | X         |           |
| Maintain full and accurate records in a variety of situations.                                                      |           | X         |
| First Aid certificate or willingness to gain one.                                                                   |           | X         |
| Willingness to provide hospitality as required                                                                      |           | 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 schools ethos, aims and its whole community                                                       | X         |           |
| Punctual ,smart and professional.                                                                                   | 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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