



**The CAM Academy Trust**  
**Site Manager**  
**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!

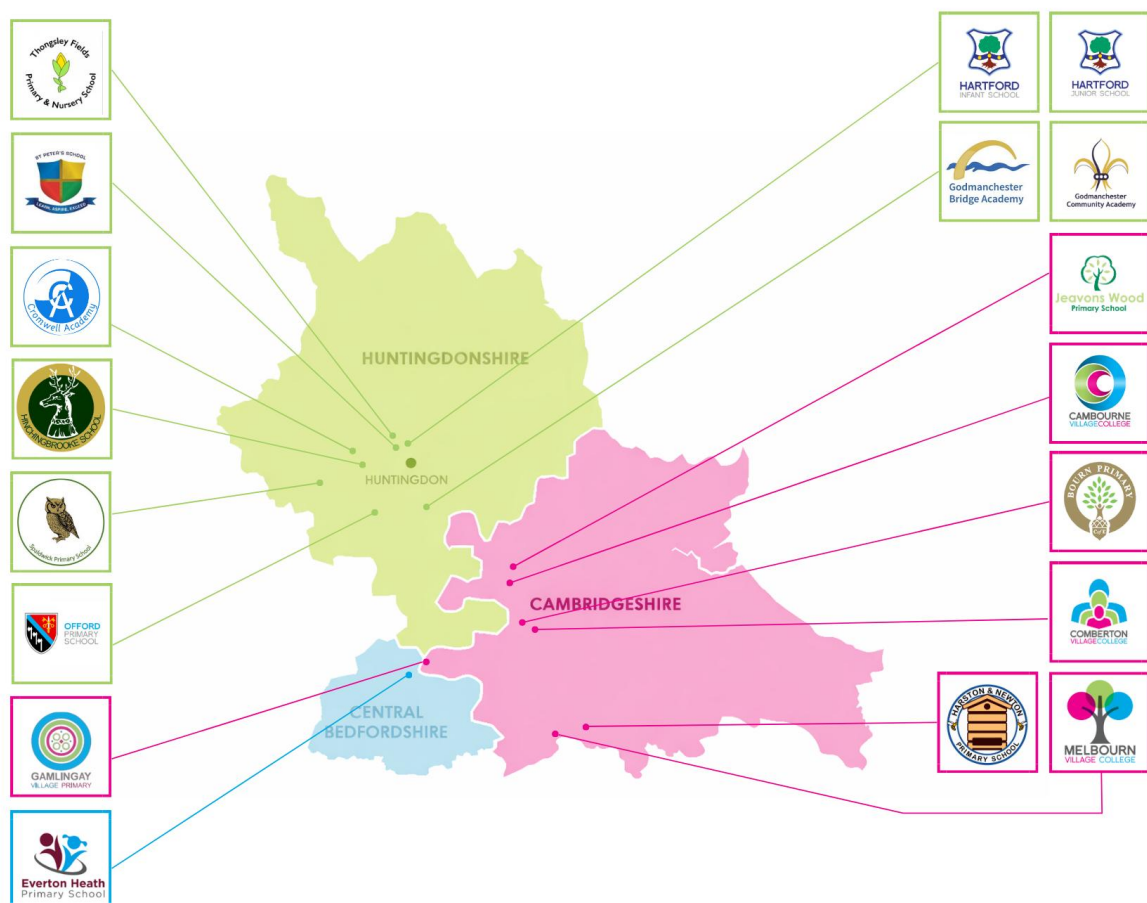
**Claire Heald**

# 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 7-11 - £26,403 to £28,142 per annum FTE. Actual salary £26,403 per annum on point 7.

**Contract:** Permanent, 37 hours per week. 52 weeks per year

**Start date:** As soon as possible.

**Place of work:** Gamlingay Village Primary, Gamlingay, Bedfordshire.

Gamlingay Village Primary is looking to appoint a hardworking, honest and enthusiastic Site Manager to provide a comprehensive site management service within our busy school. The successful candidate will be self-motivated and an excellent team player, with responsibility for the safety, security and cleanliness of the school premises.

You will need:

- Enhanced DBS check (this will be arranged by the school, for the successful applicant)
- A full driving license
- Awareness of Health & Safety and COSHH regulations;
- Ability to carry out minor or temporary repairs, as necessary;
- Ability to carry out some DIY jobs

The role will be varied and will include many different activities and responsibilities including:

- Site security
- General routine maintenance of the school site and minor repairs
- Routine testing e.g. fire/security alarms; portering duties
- Monitoring contracts/liasing with contractors
- Supervision of the premises during community use, where appropriate.

For further details on the school please visit our website [Welcome to Gamlingay Village Primary - Gamlingay Village Primary](#)

## 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 Gamlingay Village Primary office on [office@gamlingayvp.org](mailto:office@gamlingayvp.org)

**Closing date: 09.00 on Monday 1<sup>st</sup> June 2026**

Thank you for your interest in The CAM Academy Trust.



**Salary:**

NJC Scale 4, points 7-11 - £26,403 to £28,142 per annum FTE. Actual salary £26,403 per annum on point 7.

**Line of responsibility:**

This role will report to the Principal

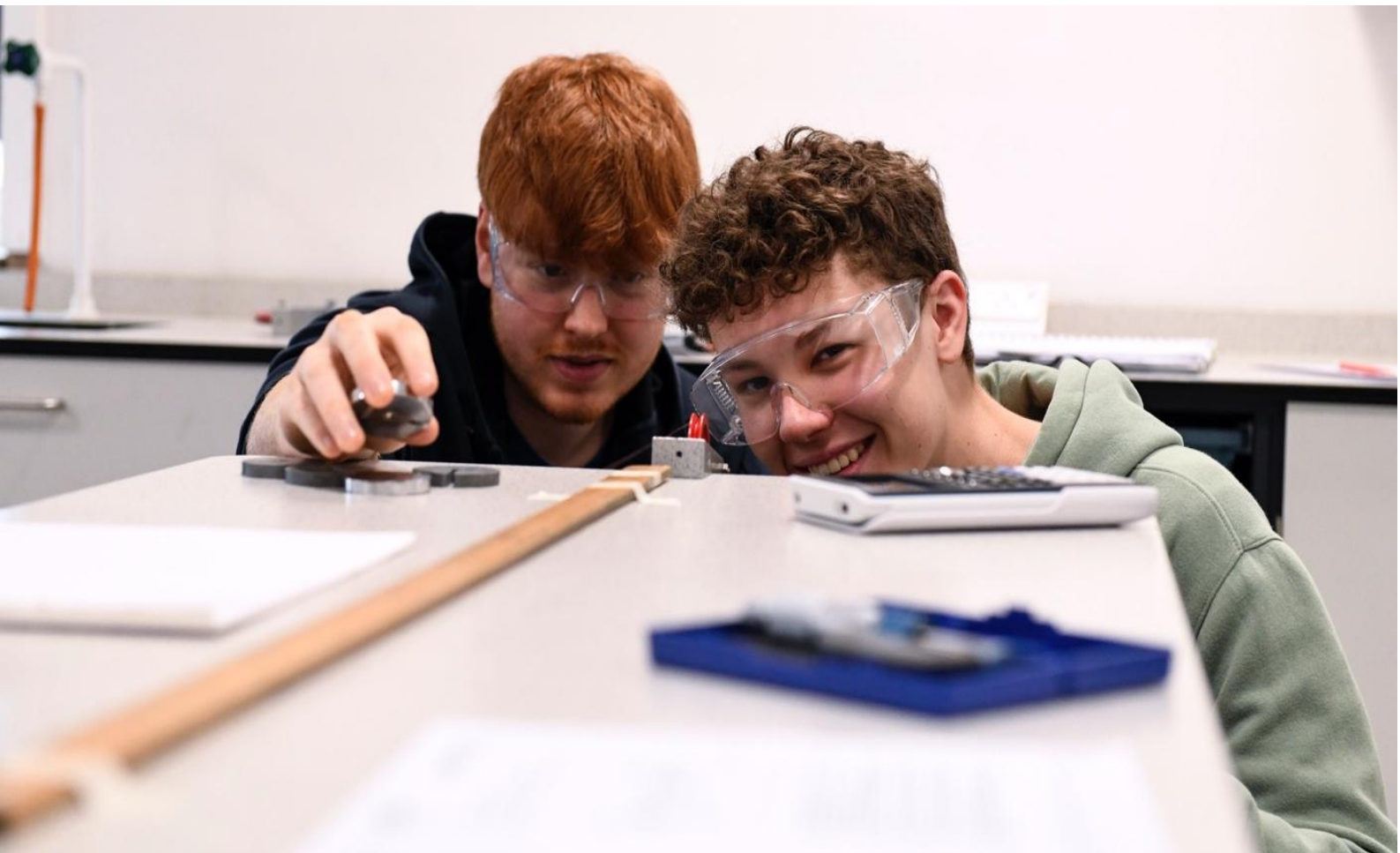
**Strategic purpose:**

To carry out a full range of duties to provide high standards of cleanliness, general security and maintenance of the school premises. To include cleaning, handyman activities and some supervision of school cleaning staff.

This will be conducted under the general supervision of the Principal.

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.



### 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

<b>Main duties and responsibilities</b>	<ul style="list-style-type: none"><li>• As the main key holder, be responsible for the security of the school premises</li><li>• Be responsible for locking and unlocking school premises outside of normal school hours and setting security alarm systems as required. Responding to security alarm or other call outs in accordance with agreed procedures</li><li>• Undertake and record regular checks on play equipment, legionella risk, alarm systems, ladders and fire extinguishers and report any problems arising</li><li>• Identify and report building, furniture or fitting deficiencies to the Head teacher and to undertake any remedial action. This may involve arranging emergency repairs and obtaining quotes from contractors.</li><li>• Undertake range of handyperson duties (i.e. those not requiring a qualified craftsperson) as directed by the Pincipal, that contribute to the maintenance of the school premises (e.g. remedial painting and decorating, repairs to fittings and small scale improvements, repairs to taps and cisterns, fitting shelves/ notice boards etc)</li><li>• Escort contractors to site of repairs and maintenance and monitor the safety of their working practices/quality of work</li><li>• Monitor usage of fuel, electricity, water and take meter readings</li><li>• Monitor, order and take delivery of stores, goods and equipment including cleaning materials and arrange their safe storage and distribution as appropriate</li><li>• Be responsible for general tidiness and safety of outside areas including:<ul style="list-style-type: none"><li>• Keep drains clear of obstructions</li><li>• Always ensure safe pedestrian access, including keeping paths and entrances clear of leaves and moss, as well as gritting and snow clearing during severe weather</li><li>• Treat car park and playground areas with salt/grit as appropriate</li><li>• Ensure yard and steps are free from leaves, moss and mud</li><li>• Keep signage clean and free from algae</li><li>• Check trees for broken/ overhanging branches that could pose a safety risk</li><li>• Maintain, if required, tubs and planters around school</li><li>• Maintain staff and pupil toilet facilities ensuring they are in working order, ensuring appropriate supplies of consumables are available</li><li>• Deal with blocked toilets and blocked drains</li><li>• Set out/put away furniture for school events/breakfast clubs etc and undertake general portorage as required by the Head teacher</li></ul></li><li>• Make appropriate arrangements for the collection of school waste</li></ul>
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	<ul style="list-style-type: none"> <li>• Regularly clean designated areas of the school building and grounds according to instructions</li> <li>• Deep cleanse carpets at least once per year</li> <li>• Power wash classroom chairs/dining room chairs at least once per year</li> </ul>
<b>Health and Safety</b>	<ul style="list-style-type: none"> <li>• Comply with the requirements of Health and Safety at Work regulations</li> <li>• Take reasonable care for the Health and Safety of yourself and others, including adherence to 'lone working' guidelines</li> <li>• Cooperate with the school to ensure that Health and Safety responsibilities are carried out</li> <li>• Perform duties in line with health and Safety and COSHH regulations and take action where hazards are identified, reporting serious hazards immediately to the Principal or other senior person</li> </ul>
<b>Other areas of responsibility</b>	<p>Health and Safety</p> <ul style="list-style-type: none"> <li>• Comply with the requirements of Health and Safety at Work regulations</li> <li>• Take reasonable care for the Health and Safety of yourself and others, including adherence to 'lone working' guidelines</li> <li>• Cooperate with the school to ensure that Health and Safety responsibilities are carried out</li> <li>• Perform duties in line with health and Safety and COSHH regulations and take action where hazards are identified, reporting serious hazards immediately to the Principal or other senior person</li> </ul> <p>Resources</p> <ul style="list-style-type: none"> <li>• Use manual tools and power tools for appropriate repair and maintenance tasks. Cleaning equipment, including buffing machine and cleaning chemicals, will be used on regular basis. Training will be arranged as necessary</li> <li>• Seek out new resources that will improve the cleanliness and enhance the school</li> <li>• Have understanding of how to operate school alarm and CCTV systems. Training will be arranged as necessary</li> </ul> <p>Knowledge and Skills</p> <ul style="list-style-type: none"> <li>• Willingness to undertake training, possibly off site and to attend meetings required to satisfactorily carry out the above requirements</li> </ul> <p>Supervision and Management</p> <ul style="list-style-type: none"> <li>• The post holder will often be required to work without direct supervision ie during school holidays, following lone working guidelines as necessary</li> <li>• The post holder will be responsible for supervising and having oversight of the work of the cleaner(s)</li> </ul>

	<p>Key contacts and relationships</p> <ul style="list-style-type: none"> <li>• Daily contact with the Principapl or other nominated staff</li> <li>• Build positive relationships with school staff, responding willingly to reasonable requests for assistance</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 grade 4/C standard or equivalent in English and mathematics	X	
Relevant qualification/s or proven experience of one or more of the following: heating systems, plumbing, electrical/general/ grounds or buildings maintenance, carpentry, decorating.	X	
Substantial DIY and/or maintenance experience.	X	
Further education qualifications in related field/s.		X
Experience of working in the building/construction industry.		X
Experience of co-ordinating health and safety.		X
Experience of working in a school or similar establishment.		X
Experience of line-management of staff including a team.		X
<b>Knowledge and Interpersonal Skills</b>		
Ability to build and form good relationships with students Educated and colleagues	X	
Ability to work constructively as part of a team, understanding school roles and responsibilities	X	
Ability to proficiently use office computer systems including the Microsoft Office packages and database and internet systems	X	
Good verbal and written communications skills appropriate to the need to communicate effectively with colleagues, students, other professionals, visitors and callers	X	
Good standard of numeracy and literacy skills	X	
Ability to absorb and understand a range of information	X	
Ability to manage and deal with confidential data / issues appropriately	X	
Working knowledge of relevant policies, procedures, codes of practice, and awareness of relevant legislation such as health and safety.	X	
Ability to reach and bend, and to carry out some heavy lifting.	X	
Initiative and ability to prioritise one's own work.	X	
Able to follow direction and work in collaboration with the line manager and senior leadership team (SLT).	X	

Able to work flexibly to meet deadlines and respond to unplanned situations.	X	
Efficient and meticulous in organisation.	X	
Desire to enhance and develop skills and knowledge through CPD.	X	
Able to work evening and weekends and attend out of hours emergencies.	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	
Working knowledge of construction/building regulations		X
Working knowledge of maintenance and security systems and procedures.		X
Working knowledge of heating and ventilation systems		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.

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## 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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Sheepfold Lane | Cambourne | CB23 6FR

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[www.catrust.co.uk](http://www.catrust.co.uk)