



The CAM Academy Trust

Casual Duty 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!

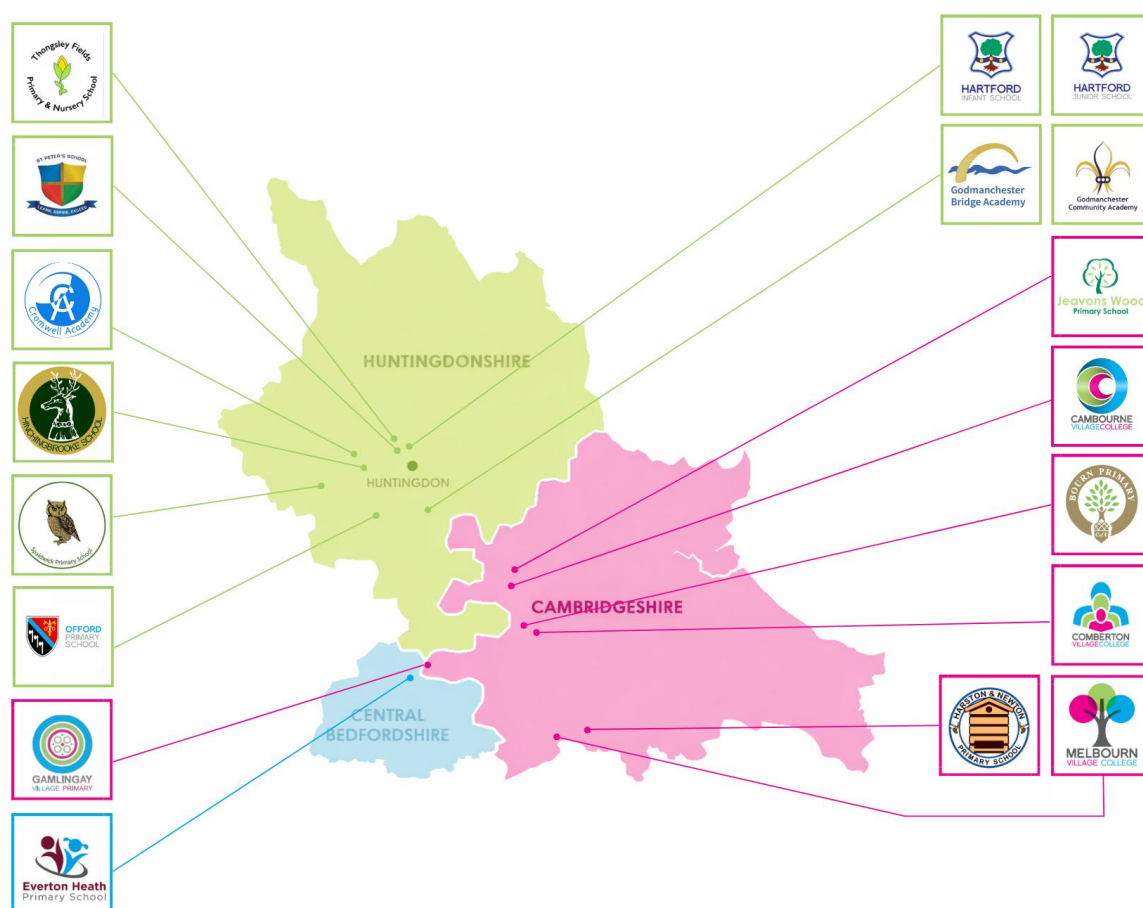
Claire Heald

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 Level 4, Points 7 to 11- £13.69 to £14.59 per hour per annum. Actual salary £13.69 on point 7 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

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.

The role of Duty Manager will be required to assist the Centre Manager with all aspects of the development and effective operation of the CSA in accordance with CSA and Comberton Village College policies and procedure. The successful applicant will ensure the smooth and efficient operation of the Sports Centre's facilities and activities and will supervise all staff on duty.

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.

Closing date: 09.00 on Monday 14th September 2026

Interviews to be held on: Tuesday 22nd and 29th September 2026 in the morning

Thank you for your interest in The CAM Academy Trust.



JOB DESCRIPTION

Salary:

NJC Scale Level 4, Points 7 to 11- £13.69 to £14.59 per hour per annum. Actual salary £13.69 on point 7 plus holiday pay

Line of responsibility:

The Duty Manager is directly responsible to the CSA General Manager

Strategic purpose:

The Duty Manager will be required to assist the General Manager with:

- All aspects of the development and effective operation of the CSA in accordance with CSA and Comberton Village College policies and procedure
- To ensure the smooth and efficient operation of the Comberton Sports & Arts facilities and activities, and to supervise all staff on duty
- Assist General Manager in the co-ordination of the Centre Key

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	To oversee Fitness Manager operations in the absence of the CSA Fitness Manager To take on additional responsibilities in the absence of the Fitness Manager or in busy periods, i.e. Management of the day to day running of the Fitness Classes & Studio timetable including sourcing instructor cover and alternative rooms (when required) – Clubwise software - Gym Membership administration utilising Clubwise software - Line Management of Leisure Attendants. To assist FM with management and maintenance of Fitness Suite and Free Weights room inc. Maintenance checks and some cleaning of both venues. To oversee facilities and equipment maintenance and undertake some cleaning duties. To support the GM with the administrative tasks associated with the CSA sports bookings. To oversee all leisure facilities at Comberton whilst on duty. To safely set up and take down equipment. To support all leisure bookings To support the training of new staff (DM & L.As) and interview applicants as and where possible To supervise and manage leisure attendants/receptionists. To work as part of a team of Duty managers, Leisure assistants, Receptionists and directly report to the General Manager. To take fitness inductions and classes e.g. Junior gym To write fitness programs and assist with membership fitness goals & enquiries To assist the GP Referral program. To ensure high levels of customer service. To ensure a high standard of presentation and cleanliness of leisure facilities. To ensure all booking requirements are met and a high level of customer service is provided. To be flexible with working hours (inc. Mornings, Evenings & Weekends). To cover shifts in addition to contracted hours, where possible, as and when required. To maintain a high standard of personal presentation, etiquette, and attire. To operate to the building and facilities in accordance with Normal Operating Procedures, Emergency Action Plans, and the College's Health and Safety policy to provide a safe environment for all. To complete receptionist and administrative duties as and when required To always ensure the safety and wellbeing of users, helping to maintain a safe and clean environment, including cleaning. To adhere to the organisation's codes of conduct, policies and procedures To assist in the setting up of functions, meetings, and other booking requirements
Personal development	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	• 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		
5 GCSE'S including English and Maths to Grade 4/C or equivalent	X	
Experience of working in a school or similar public/educational establishment		X
Level 2 Gym Instructor certificate		X
Level 3 certificate in Personal Training		X
First aid qualification or willingness to obtain one	X	
Educated to degree level		X
Liaising with other professional colleagues		X
Knowledge and Interpersonal Skills		
Good interpersonal skills	X	
Ability to work constructively as part of a team	X	
Ability to use ICT software packages ie Clubwise, Word/Outlook	X	
Ability to manage facilities and staff	X	
Must be available to work mornings, day times and evening and weekend shifts to suit the CSA rota commitments	X	
Must be able and willing to be flexible and cover shifts at short notice to assist the smooth running of CSA.	X	
Experience managing staff and managing leisure facilities		X
To have very strong organisational and customer service skills		X
Experience of undertaking gym inductions and writing fitness programs		X
Experience of managing people and sports facilities.		X
A track record of turning up to shifts on time and covering shifts at short notice.		X
Reception duties: Answering customer enquiries & taking phones calls and bookings		X
Experience of managing and supervising staff		X
Experience of Cleaning & maintaining facilities		X
Demonstrate good customer service skills		X
Able to follow direction from line manager		X
Initiative and ability to work when under pressure		X
Able to work flexibly and respond to unplanned situations		X
Able to deal appropriately with confidential information..	X	
Efficient and meticulous in organisation	X	
Desire to enhance and develop skills and knowledge through CPD	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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