



The CAM Academy Trust Midday Supervisor Candidate information pack



HARTFORD
PRIMARY
SCHOOL

HARTFORD
PRIMARY
SCHOOL

HARTFORD
PRIMARY
SCHOOL

CAMBOURNE
VILLAGE
COLLEGE

COMBERTON
VILLAGE
COLLEGE

MELBOURN
PRIMARY
SCHOOL

MELBOURN
VILLAGE
COLLEGE

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!

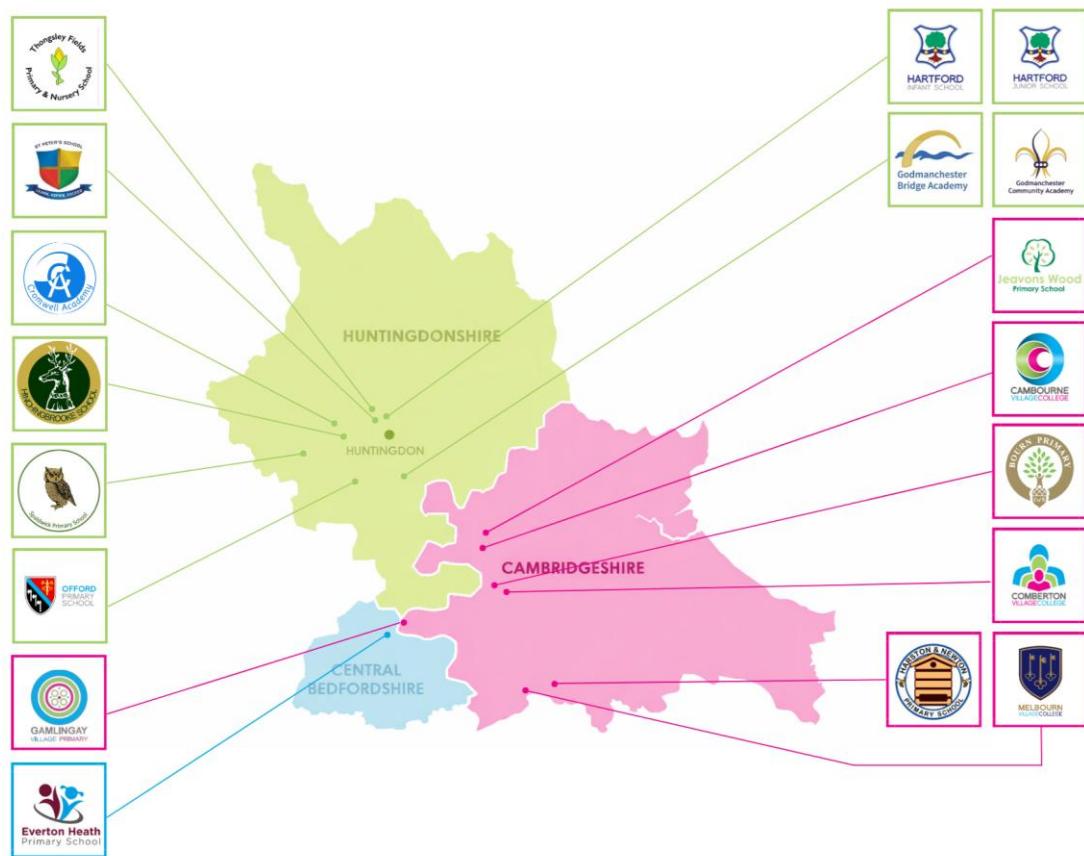
Claire Heald

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.

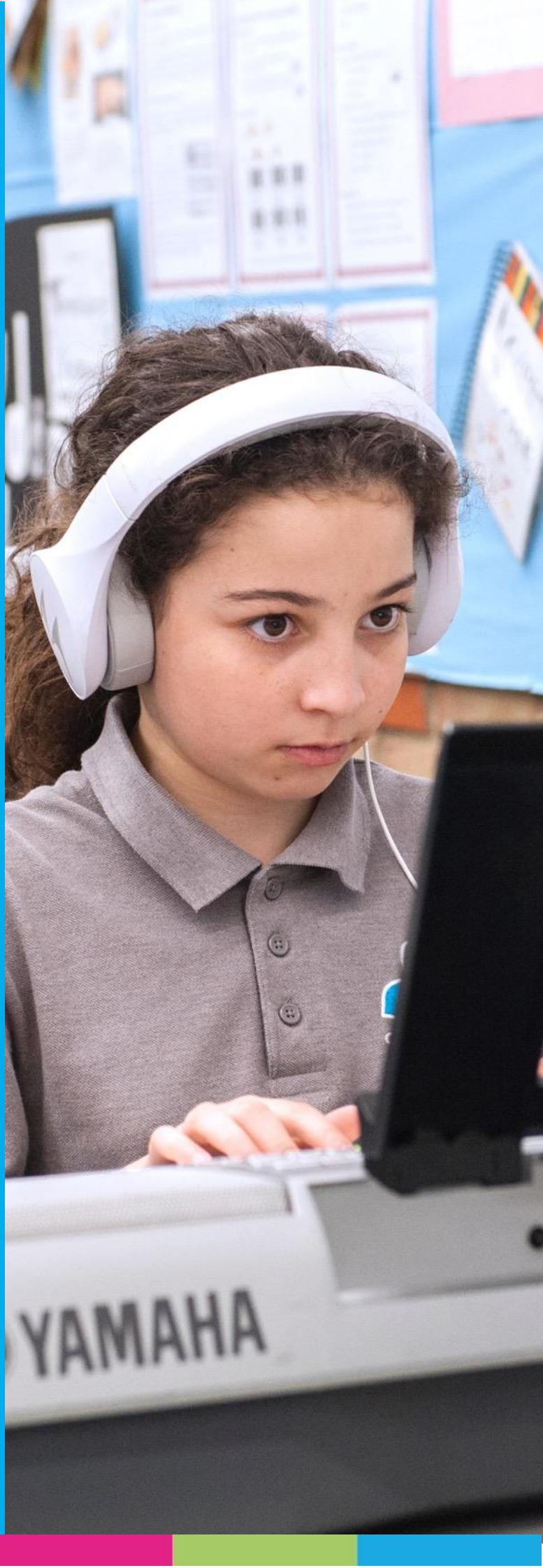
The Cambridge Maths Hub offers free, high-quality professional development to maths teachers across the Hub area.

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: Scale 1 Pt 3 £24,796 FTE (£4214.29 Actual)

Contract: Permanent Monday – Friday 11:45am – 1:15pm (7.5 hours per week) Term time only (38 weeks)

Start date: As soon as possible

Place of work: Everton Heath Primary School

We are looking for a Midday Supervisor who:

- Is committed to ensuring that all children enjoy their break times.
- Enjoys working as part of a team.
- Is punctual and reliable.
- Is friendly and approachable.
- Is able to lead playground games.
- Is able to identify children that might need extra support to make new friends and join in games.
- Can assist with daily duties, including the daily setting up and running of a dining hall.
- Is calm and patient.
- Is professional and good at communicating.

For further information about this vacancy please contact the school office on 01767 680534 or email office@evertonheath.org.uk. Visits to the school are very welcome – please contact the school office.

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 to 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.

HOW TO APPLY

To apply for this position, please submit your completed application form with supporting statement to Miss Emma Bircham, Principal 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 Miss Emma Bircham, Principal on office@evertonheath.org.uk.

Closing date: 5pm Friday 30th January 2026
Interview date: Thursday 5th February 2026

Thank you for your interest in The CAM Academy Trust.



JOB DESCRIPTION

Salary :

Scale 1 Pt 3 £24,796 FTE (£4214.29 Actual)

Line of responsibility

The role will report to the Principal

Strategic purpose

To work with staff to ensure that the lunchtime runs efficiently and smoothly. To supervise and support pupils, making their safety and security the main priority, in the dining room, on the playground and elsewhere around the school where necessary. The post holder will deal with pupils politely and assertively but in line with school policy.

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

Main Duties and Responsibilities

- To maintain order and the safe transfer of pupils to and from the dining area.
- To positively encourage good behaviour and table manners and hygiene.
- To assist younger pupils where necessary whilst they are taking a meal.
- To actively supervise the dining room procedures which includes:
 - carrying of meal to the table.
 - assisting with the service at the table.
 - encourage good table manners and social skills ensuring that children use their cutlery safely.
 - clearing and stacking table equipment and serving dishes.
 - wiping and re-setting tables if necessary.
 - cleaning up food and water spillages on tables and floors.
 - manage a steady flow of pupils in the dining area.
 - organise the dinner queue ensuring good behaviour and a calm atmosphere.
- Arrange, promote, model and supervise appropriate activities under the direction or with the knowledge of the Senior Leadership Team.
- Ensure that any concerns or incidents relating to individual or groups of children are reported to the Senior Leadership Team and/ or the relevant class teacher(s).
- Ensure and promote the safety and well-being of children at all times, providing emotional support and modelling appropriate play where necessary.
- Ensure that all pupils who suffer any injury or accident are supported appropriately in accordance with the school's agreed procedures.

Playground & Other Areas

- Be ready and positioned appropriately to be able to engage pupils in playground games with clearly setup activities and equipment.
- Ensure that all pupils are suitably dressed for the weather conditions and are proactively managed and supported to ensure their safety and well-being.
- Maintain a strong and approachable presence through appropriate and effective positioning that maximises sight and sound of pupils' play and activities across the entire area available to pupils.
- Ensure boundaries and school rules are clearly understood and consistently applied for all pupils.

School Premises

- Ensure that, when classrooms are used during the lunch period because of inclement weather, pupils are appropriately occupied and that classroom areas are left tidy and ready for subsequent activities.

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PERSON SPECIFICATION

Qualifications		
Essential	Desirable	How identified
Good basic education to GCSE level (C and above) in English and Maths, or the equivalent	First aid training	Application form
Experience		
Essential	Desirable	How identified
Working with or caring for children and young people		Application form
Working and collaborating within a team		Application form
Knowledge/ skills (ability to)		
Essential	Desirable	How identified
Ability to respond quickly and effectively to issues that arise	Ability to manage and support positive behaviour of pupils in line with school policies	Interview; References
Ability to use own initiative and take action accordingly		Interview; References
Ability to use effective communication with adults and children	Ability to follow instructions from senior team members	Application form; Interview; References
Personal attributes		
Essential	Desirable	How identified
Commitment to the highest standards of safeguarding, equality, diversity and inclusion		Application form; Interview; references
Ability to work positively within a team		References
Ability to maintain confidentiality at all times		References

Willingness to uphold and promote the ethos and values of the school.		References
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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
Head Office | Cambourne Village College
Sheepfold Lane | Cambourne | CB23 6FR
info@catrust.co.uk
www.catrust.co.uk