



The Cam Academy Trust

HR Administrator

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 a new phase of development and really look to the future.

I feel highly privileged to take on the role of Chief Executive at this time. I know that we will be able to build on the current success of The Cam Academy Trust so we can be a truly exceptional community of schools.



We are a values-driven community of schools – 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 a great 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 ensure that the six principles of The Cam Academy Trust remain at the heart of the Trust and deliver 'excellence for all', enabling all pupils and staff to thrive. If this excites you; we want to hear from you!

Claire Heald

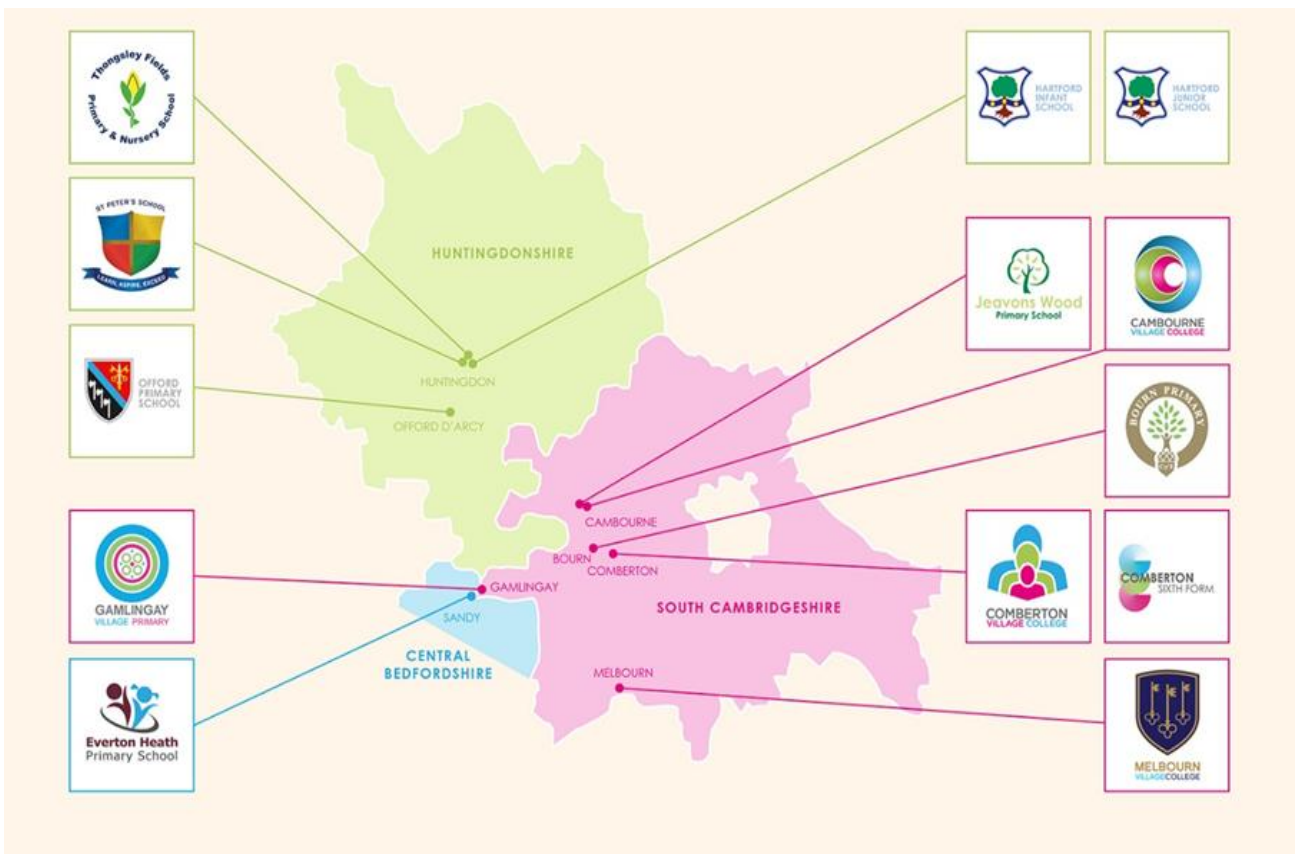
ABOUT US

The Cam Academy Trust was formed in 2011. The Trust is currently made up of seven primary phase schools and four secondary schools, three of which have sixth forms.

Our primary schools are Everton Heath Primary School (just inside Bedfordshire), Gamlingay Village Primary, Jeavons Wood Primary School, Cambourne, Offord Primary School, Offord D'Arcy, Hartford Infant and Pre-School, Hartford Junior School and Thongsley Fields Primary and Nursery School, Huntingdon. 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), Melbourn Village College and St Peter's School (and Sixth Form), Huntingdon.

We are entering a period of potential growth for our family of schools.



ABOUT US

Continued

CTSN SCITT

The Cam Academy Trust strongly supports the training of new teachers to become qualified members of the teaching profession. It does this through its extensive and significant role as the accredited organisation of [Cambridge Training Schools Network \[CTSN\] SCITT](#).

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. There are over a 100 trainees training with the SCITT this academic year across its primary, secondary, part-time, full-time, salaried and non-salaried routes. It is notable that 47% of the secondary trainee teachers are in shortage subjects. Such is the strength CTSN's reputation, over the last three years more than three-quarters of its trainees were subsequently employed in local schools.

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, including 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 students.

The Cambridge Maths Hub offers free, high-quality Professional Development to Maths teachers across the Hub area.

The Cabins

The [Cabins](#) work in close partnership with schools to provide autistic students with an opportunity to be educated in mainstream settings.

We set high expectations for students but provide significant support from highly skilled and caring staff whose dedicated support helps pupils to cope with the challenges that they face.

All our cabins strive to ensure that every pupil attains the highest possible academic achievement and that they consistently experience innovative and inspiring teaching.



THE VACANCY

HR Administrator

Contract: Permanent, term time only plus 5 training days (39 weeks per year)

Starting Salary: NJC Support Staff Pay Scale. Scale 4, points 7 to 11 - £25,584 to £27,269 per annum FTE. Actual salary £20,757 per annum (for 39 weeks per year).

Hours: 35 hours per week, Monday to Friday

Place of work: Cambourne Village College

We are currently seeking to recruit an experienced Administrator to work within our Human Resources team alongside the Human Resources Manager.

The HR Administrator will be responsible for assisting the HR Manager with providing a professional, proactive and effective HR service to the school, including that of its extended facilities, and fulfilling the requirements of safer recruitment legislation. This role will also involve assisting the HR Manager with implementing the school's recruitment strategies and procedures, including those related to teachers and support staff.

You will also be required to complete administrative duties relating to the human resources function including maintenance of the Single Central Record, personnel records and files, sickness absence reporting as well as undertaking general office and other administrative duties as required.

A proactive and resilient nature is required alongside excellent attention to detail. This role would also suit an experienced Administrator who doesn't necessarily have HR experience but would have an interest in this area be willing to learn.

Cambourne Village College is an Ofsted 'Outstanding' rated, over-subscribed secondary school, eight miles from Cambridge. We opened as an academy of the Cam Academy Trust in September 2013. Our ethos is aspirational and inclusive, our staff is highly motivated, our pupils courteous and hard-working, and we have excellent facilities. A 350 place sixth form opened in September 2024, with 175 students in each of Years 12 and 13. Joining Cambourne Village College represents a unique opportunity to work in a newly-established school within a wider, high-quality Academy Trust that gives excellent possibilities for professional and career development.

Full details are provided on the Job Description and Person Specification further in this pack.

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.

HOW TO APPLY

To apply for this position, please use My New Term which can be accessed via our website www.cambournevc.org/contact-us/vacancies.

You can also apply directly by downloading the Support Staff Application form, from the above website. Direct applications should be made with a supporting covering letter. Your covering letter should demonstrate how your career to date has prepared you for this post and be no longer than one side of A4.

Please note that we do not accept CVs. All applications will be acknowledged.

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.

Visits to the school are welcome, please contact hr@cambournevc.org if you wish to arrange a visit.

If you have any questions or queries about this role please contact Ramona Ross, HR Manager on ross@cambournevc.org.

Thank you for your interest in The Cam Academy Trust.

Closing date: 09.00 on Monday 10th February 2025.

The college reserves the right to interview and appoint within the application window.



JOB DESCRIPTION

HR Administrator

Job Details

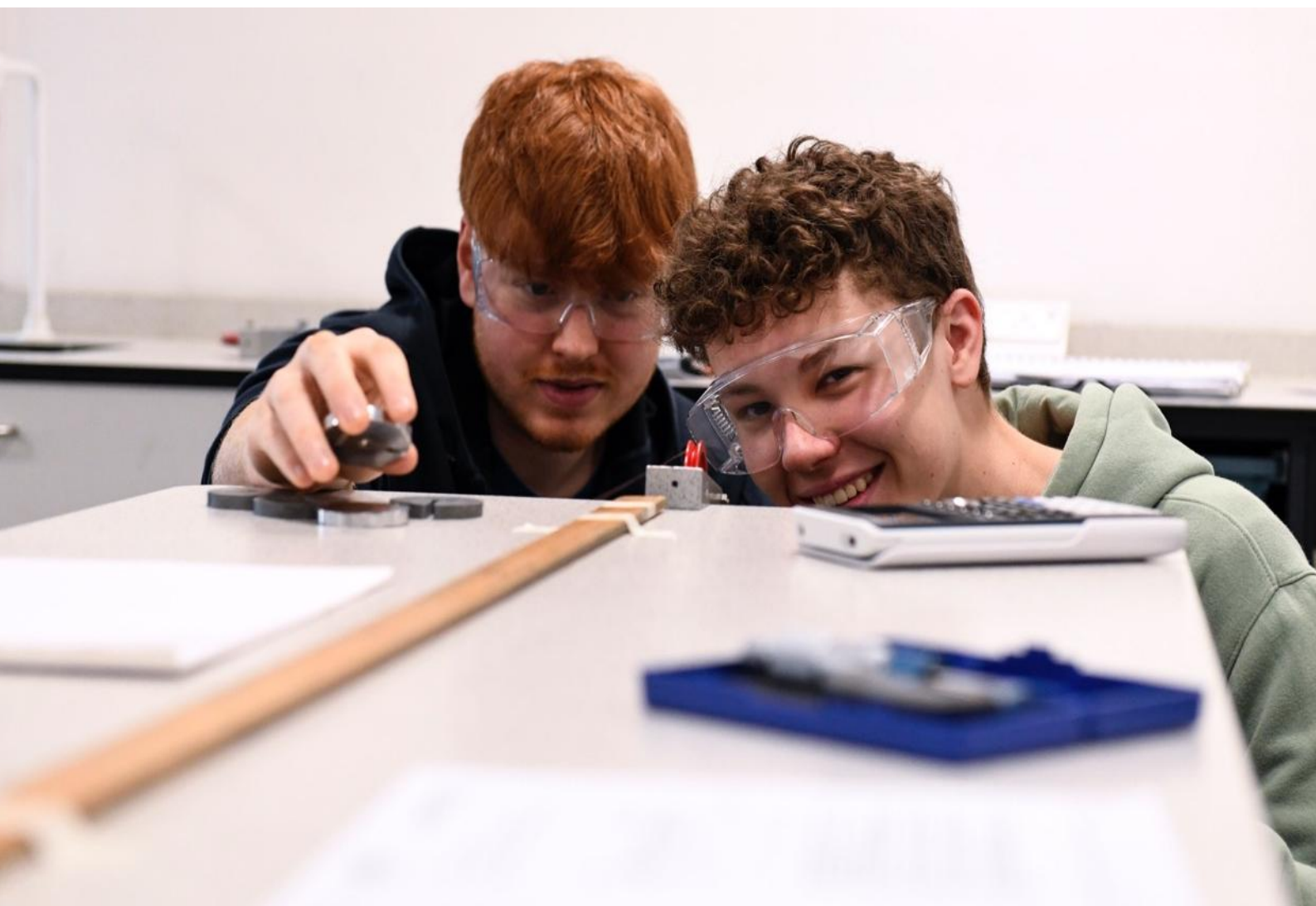
Salary: NJC Support Staff Pay Scale. Scale 4, points 7 to 11 - £25,584 to £27,269 per annum FTE. Actual salary £20,757 per annum (for 39 weeks per year).

Work Location: Cambourne Village College.

Contract: Permanent. Term time only plus 5 training days (39 weeks per year).

Purpose of the Role:

To assist the HR Manager with providing a professional, proactive and effective HR service to the school, including that of its extended facilities, and fulfilling the requirements of safer recruitment legislation. To assist the HR Manager with implementing the school's recruitment strategies and procedures, including those related to teachers and support staff. To complete administrative routines relating to the human resources function including maintenance of the Single Central Record and maintenance of personnel records and files. Undertake general office and other administrative duties as required.



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.



Responsibilities of the role

Operational

The HR Administrator shall:

- provide efficient administrative assistance to their line manager, for example, issuing letters, photocopying, scanning and filing.
 - assist in the setting up and maintaining of staff files as well as the archiving of files and historical data.
 - assist in the recruitment and selection processes e.g. preparing Adverts, Job Descriptions and Person Specifications, placing job adverts, creating shortlisting packs, arranging interviews, meeting and greeting candidates and taking copies of relevant documentation.
 - carry out pre-employment checks in line with 'Keeping Children Safe in Education' guidance and the Trust Safer Employment policy, including the processing of DBS applications, reference requests and follow up where necessary, processing of pre-employment medical checks, verification of staff details including identification, qualifications and overseas records.
 - assist in the maintenance and updating of information held on school systems including Bromcom and EPM.
 - ensure that new staff, leavers and contractual changes/variations are recorded/amended on the EPM portal in a timely manner and that any relevant paperwork that is produced, i.e. contracts of employment, is issued and returned.
 - issue the annual Salary Assessment Forms to all staff at the relevant time.
 - monitor staff inductions, oversee the support staff probationary process including issuing of mid and end of probationary documentation, and administer the leavers' process including issuing exit interview documentation.
 - assist in the maintenance of sickness absence records for all staff including the recording of the absence on relevant portals, return to work interviews and of monitoring absences including the making of Occupational Health referrals as needed.
 - update and maintain the school's single central register (SCR) in line with statutory guidance and requirements, ensuring it is inspection-ready at all times.
 - assist with training administration and records, including setting new staff up on the schools on-line training portals and ensuring that relevant training is completed annually and by all new joiners.
 - assist in the annual HR audit and data-cleanse exercise.
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Support for the School

The HR Administrator shall:

- Attend and actively participate in whole staff meetings.
- Contribute to the maintenance of a safe and healthy environment.
- Contribute and participate in school events and activities.
- Develop and maintain effective working relationships with other staff and parents/carers.

Continuing Development

The post holder will negotiate and engage fully, with continuing development set annually with the Line Manager, who will monitor and review their performance in accordance with the College's Performance Management policy.

Conditions of Employment

The above responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the Contract of Employment).

The post holder is required to support and encourage the school's ethos and its objectives, policies and procedures as agreed by the governing body.

To uphold the school's policy in respect of Child Protection matters.

The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An Enhanced DBS check will be carried out for the successful candidate.

The post holder shall be subject to all relevant statutory and institutional requirements.

The post holder may be required to perform any other reasonable tasks after consultation.

This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so constructed.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed regularly and it may be subject to modification at any time after consultation with the post holder.

All staff participate in the school's performance management scheme.

PERSON SPECIFICATION

HR Administrator

Qualifications	Essential	Desirable
5 GCSEs including English and Maths	✓	
HR related qualification or related qualifications in further or higher education		✓
Evidence of involvement in continuing professional development activities		✓
Willingness to undertake a formal HR qualification	✓	
Experience		
Experience of working in a busy office environment	✓	
Previous administration experience (at least 1 year)	✓	
Previous Human Resources experience (at least 1 year)		✓
Knowledge and Skills:		
Excellent organisational skills	✓	
Excellent communication skills – verbal and written. Able to communicate effectively with colleagues, students and other professionals	✓	
Ability to form effective working relationships with colleagues and students.	✓	
Ability to work collaboratively and effectively in a team understanding school roles and responsibilities including own.	✓	
Good standard of numeracy and literacy.	✓	
Strong working knowledge of Microsoft packages: Word; Outlook; SharePoint, Excel.	✓	
Ability to absorb and understands a wide range of information.	✓	
Ability to maintain accurate records and filing systems	✓	
Ability to deal with confidential issues and data appropriately.	✓	
Working knowledge of EPM personnel/payroll software package		✓
Working knowledge of relevant policies, procedures, codes of practice and awareness of relevant legislation such as maternity/paternity/adoption leave etc.		✓
Working knowledge of payroll/pension provision		✓
Personal Attributes		
Initiative and ability to prioritise one's own work.	✓	
Able to follow direction and work in collaboration with Line Manager	✓	
Efficient and meticulous in organisation and attention to detail	✓	
Desire to enhance and develop skills and knowledge through CPD	✓	
Commitment to the highest standards of child protection and safeguarding.	✓	
Recognition of the importance of personal and responsibility for health and safety.		
Commitment to the school's ethos, aims and it's whole school community		

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).
- Possibility of hybrid working.

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.
- Subsidised membership to the [Chartered College of Teaching](#).
- Subsidised gym membership at Comberton Sports and Arts.

Work-life balance

- Flexible working – all staff can make a request to work flexibly.

