



The Cam Academy Trust

**Sports Centre Assistant Manager at
Melbourn Sports Centre
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

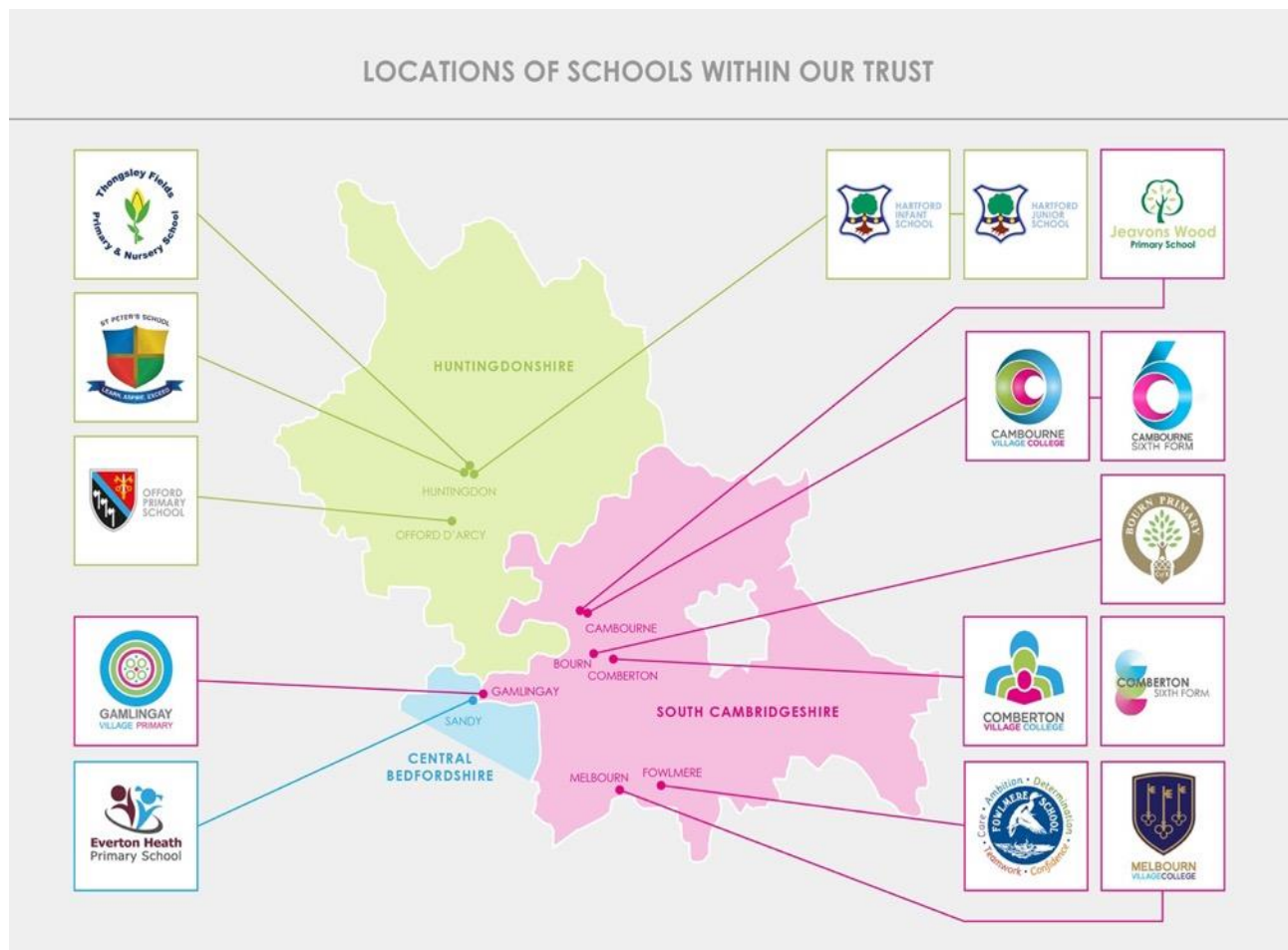
The Cam Academy Trust was formed in 2011.

The Trust is currently made up of seven primary phase schools and four secondary schools, three of which have Sixth Forms. We are excited that a third Sixth Form is due to open at Cambourne Village College in 2024.

Our Primary phase 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 trainees 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

MELBOURN SPORTS CENTRE ASSISTANT MANAGER

Contract: Permanent/Full time

Salary: Scale 5, Point 12-17 £27,711 - £30,060

Hours of work: 37 hours per week, 52 weeks per year
to include shift work (evenings and weekends) as dictated by rota or business need

Required: ASAP

Place of work: Melbourn Sports Centre based at Melbourn Village College

The Cam Academy Trust is seeking to appoint a permanent Sports Centre Assistant Manager at Melbourn Sports Centre.

We are seeking a highly organised and customer-focused individual to support with the management of day-to-day operations of our Sports Centre. The ideal candidate will have previous experience in supporting leadership of a Sports Centre and its team to achieve shared goals.

The successful candidate will be responsible for ensuring high-quality customer service, and maintaining a safe working environment. They will also be involved in updating Standard Operating Procedures and assisting with pool plant operations.

Our Sports Centre offers a range of facilities, including a swimming pool, sports hall, fitness suite and full size astro.

Health and Safety

All centre staff are responsible for the safety and welfare of those using the Sports Centre facilities. You must have knowledge of The Cam Academy Trusts Health and Safety Policy. If you consider anything that requires attention in this aspect it is your responsibility to report it. A copy of the Health and Safety policy is available on the Trust website.

If you require any further information about this role, please contact [Jan Berridge](#), Estates and Facilities Manager in the first instance.

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 submit your completed application form with supporting statement to **Jan Berridge, Estates & Facilities Manager** on [MyNewTerm](#) by **9am on Monday 6 January 2025**.

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.

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 and person specification.

We reserve the right to interview and appoint prior to the advert closing date. With this in mind, we encourage you to apply as soon as possible.

If you have any questions or queries about this role please contact [Tania Tull](#), Trust HR Manager.

Thank you for your interest in The Cam Academy Trust.



JOB DESCRIPTION

SPORTS CENTRE ASSISTANT MANAGER

Salary:	Scale 5, Point 12-17 £27,711 - £30,060
Work Location:	Melbourn Sports Centre at Melbourn Village College
Reporting to:	Sports Centre Manager and Trust Estates and Facilities Manager
Contract:	Permanent / Full time

Purpose of the Role

The post holder is responsible for assisting the manager of the sports centre, to provide all visitors with a friendly and positive experience through delivering effective customer service, and maintaining safe and efficient facilities through supervision and high standards of housekeeping

The post holder is responsible for:

- Managing daily operations and maintenance of sports facility
- Scheduling staff and assign duties
- Ensuring compliance with safety protocols and regulations
- Maintaining inventory of equipment and supplies
- Assisting in budgeting and financial reporting
- Providing exceptional customer service to customers
- Coordinating events and initiatives at the facility to include schemes such as Exercise 4 Fun Scheme programme and the Active and Healthy 4 Life Scheme
- Helping to train and evaluate staff members
- Maintaining accurate records and files
- Ensure security and safe access to Sports Centre site and buildings is maintained at all times
- Completing any other duties as assigned by The Sports Centre Manager



At the heart of our work lie the six core principles of The Cam Academy Trust.

These drive everything that we do.

The excellence principle

Educational provision must be excellent. Reasonable or even 'Good' is not good enough. We seek the very best education for all pupils in our schools. This implies that academic progress will be very high for all of our pupils however it is measured. Very specifically, we aspire towards pupil progress measures that would suggest our schools have pupil progress measures in the top 5% nationally.

The comprehensive principle

We hold to the comprehensive ideal for our schools. This implies that our schools accommodate pupils of all types, including all types of academic starting points and abilities. We are clear that all pupils of all abilities can thrive and make excellent progress in the same school. It is for us to ensure that this is a reality. As well as all individual pupils of all types excelling in our schools, we believe that pupils benefit from sharing their education with pupils of all types from all backgrounds. This is seen as part of the educative process.

The broad education principle

Education in our schools should be broadly based and incorporate a broad educational experience for all pupils. This includes strong provision of the Arts, Sport and Physical Education and Technological Education as well as academic subjects. It sees personal development, well-being, leadership, creativity and citizenship for every pupil as core to educational provision. Wider education, often achieved through enrichment and extra curricular activities, is also vital. It is often through this that key skills and attributes are developed in young people that we see as fundamental to their development as young citizens. It means that programmes such as the Duke of Edinburgh scheme are common in our schools.

The community principle

We are clear that our schools should be at the heart of their communities. This outlook might reasonably be characterised as the 'Henry Morris' vision for schools. We want our schools to be more than 'just schools'. Our schools provide significant value added to their local communities and they provide facilities and services that are available to all in their communities throughout the day, week and year. It is common for there to be thriving adult education programmes run from our schools as well as many other community activities and groups. Safeguarding the young people in our schools is our foremost priority. This can readily identify where pupils need help and provide it quickly. We will also prioritise support for the wellbeing of members of our community, including our staff

The partnership principle

We expect our schools to work in partnership with others for mutual benefit. It is not acceptable for our schools to be islands and seek to plough their own furrows. It is right to work with and support others and we know that schools do better by seeking to behave in this way. Most obviously this applies to other schools in the Trust. At the heart of our Trust is the educational value added that can benefit our schools through the sharing of ideas and resources. However, the partnership principle goes beyond the Trust and implies that our schools will work with other schools (rather than separately from or in competition to them) as there is benefit to all in doing this. Further, we seek to partner other organisations where there can be mutual benefit in so doing.

The international principle

All our schools should have a clear international emphasis in their educational provision both within and beyond the formal curriculum. A strong international aspect to all young people's education is seen as crucial both in its own right as a proper part of any meaningful education and because it is crucial for the positive functioning of all societies. This clearly means a firm commitment to the quality teaching and learning of foreign languages in all our schools. However, it means more than that in terms of international themes running through the curriculum in our schools and rich extra-curricular international opportunities including trips and exchanges. Our schools work towards achieving the British Council International Award. These fundamental principles guide the aims and values of all of the Academies in our Trust.

Role Responsibilities

General

- Completing your shift in accordance with the rota and completing daily task sheets.
- Maintaining constant supervision of pool areas while lifeguarding.
- Ensuring all sporting facilities and equipment are suitable for use including pool, fitness suite, astro etc.
- Supervise pupils and members/visitors and ensure their safety.
- Undertake regular staff training including maintaining your NPLQ.
- Complete weekly time sheets and holiday requests Monitor use of Fitness Suite and advise on fitness programmes for members.
- Liaise with managers to focus on ways to improve the centre.
- You will be required to cover other areas of the facility during your working hours (i.e. reception, swim teaching etc).
- Promotion, organisation and hosting of children's parties.
- Undertake any reasonable request as specified by the Sports Centre Manager for which you are trained.

Personnel

- Represent the company when on site in the appropriate manner, including while arriving and departing the site.
- Wear the appropriate uniform and comply with The Cam Academy Trust Code of Conduct.
- Respect your colleagues by meeting common goals and standards.

Customer Service

- Promote quality customer service at all times, dealing with comments and reporting more serious issues to the Sports Centre Manager.
- Ensure the Health & Safety of customers at all times.
- Ensure all lost property is handled and recorded in line with written procedures..
- Provide information and assistance to customers or direct them to reception.

Poolside

- Undertake general lifeguarding duties and ensure the pool is never left unattended whilst in use
- Be aware of general pool conditions and report any changes from the norm to the Sports Centre Manager.
- Monitor number of bathers in the pool and when numbers exceed specified limits, advise additional lifeguards, Sports Centre Manager and reception.
- Check safety equipment and report any defect to the Sports Centre Manager.
- Complete all associated paperwork in relation to your daily tasks.

Housekeeping

- Assist in the preparation and operation of events and activities including the assembly and dismantling of equipment in a timely and safe manner.
- Ensure all cleaning duties are carried out as specified by the duty manager and in accordance with the centre's standards.
- Patrol all areas of the centre to ensure all facilities are being used in the correct manner.
- Maintain storage areas in a clean and tidy condition and in accordance with store plans.

Safeguarding

- Understand the importance of safeguarding in education In line with our commitment to safeguarding, all members of staff have a duty of care towards Melbourn VC pupils and are expected to report any such concerns to the Designated Safeguarding Lead.

Health and Safety

- Work in a manner that promotes and protects own health and safety, as well as that of other staff, pupils and visitors.



PERSON SPECIFICATION - SPORTS CENTRE ASSISTANT MANAGER

Qualifications

Essential	Desirable
GCSE Maths and English or equivalent.	National Pool Plant Operators Certificate
REPs Level 2 or 3 Fitness Qualification	First Aid at Work Certificate
National Pool Lifeguard Qualification	Swimming Teaching Certificate

Experience

Essential	Desirable
Having experience working in a Sports Facility	Accurate record keeping in a variety of situations.
	Manual work or working outdoors
	Working in a school or similar public/educational establishment.
	Cleaning or facility maintenance experience
	Liaising with other professional colleagues.

Knowledge/Skills (ability to)

Essential	Desirable
Competent in verbal & written communication.	Maintain full and accurate records in a variety of situations.
Appreciation of the need for confidentiality.	First Aid certificate or willingness to gain one.
Ability to follow instructions and job requests	Pool Plant Operators certificate or willingness to gain one
	Swimming Teachers certificate or willingness to gain one

Personal Attributes

Essential	Desirable
Commitment to the highest standards of child protection.	Willingness to provide hospitality as required.
Ability to work under pressure.	
Desire to enhance and develop skills and knowledge through CPD	

Able to work flexibly in responding to situations as they arise.	
A personal manner in keeping with the school ethos towards parents, staff, children, the community and wider world.	

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.

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.



The Cam Academy Trust
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