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School Secretary

Salary: Scale 4, Point 7-11 £24,294 - £25,979 full time equivalent

£19,436 - £20,785 actual pro rata

Contract: Temporary Maternity Cover

(Timescale dependant on the permanent postholder's return)

Hours: Term time plus 2 weeks / 33.75 hours per week

Start date: 15th April 2024

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About our Trust

The Cam Academy Trust, originally The Comberton Academy Trust, was formed in 2011 to oversee the conversion of Comberton Village College to academy status in the first instance. With growing emphasis on academies working together in formal partnerships, the Trust quickly changed to become a multi-academy trust so that more schools could join and work closely with us.

As this partnership developed it was only right that the name changed with it as further schools/academies joined, including from the primary as well as secondary phase of education. The Comberton Academy Trust was renamed 'The Cam Academy Trust' – a clear statement that the Trust is greater than the sum of its parts.

The Trust currently comprises seven primary phase schools and four secondary schools, two with Sixth Forms. We are excited that a third Sixth Form is due to open at Cambourne Village College in 2023.

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 Comberton Sixth Form), Cambourne Village College, Melbourn Village College and St Peter's School (and Sixth Form), Huntingdon.

The Trust strives for 'Excellence for All' and at the heart of this are six core principles which drive everything it does.

These are:

- The Excellence Principle – Education must be of the very highest standard
- The Comprehensive Principle – Education must be for all kinds and abilities
- The Broad Education Principle – Education must incorporate a broad range of subject areas and personal development
- The Community Principle – Every Academy must be at the heart of its local community and serve it well
- The Partnership Principle – Each Academy must seek to work positively in partnership with others for mutual benefit
- The International Principle – The curriculum inside and outside the classroom must have a clear international dimension.

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

- Holiday – Up to 30 days' paid holiday a year plus bank holidays for full time non-teaching staff (statutory leave for teaching staff)
- Paid leave – enhanced sick pay, maternity pay, and adoption leave pay (linked to service) and paid leave for unforeseen personal situations
- Pension – a generous defined benefit pension with the Local Government Pension Scheme or Teachers' 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
- Wellbeing groups – arrangements may differ from school to school (secondary school staff)
- Environment – good working environment with excellent facilities (facilities may differ from school to school)

Professional development

- Professional development – full and part-funded training courses and a wide range of learning opportunities available to all staff

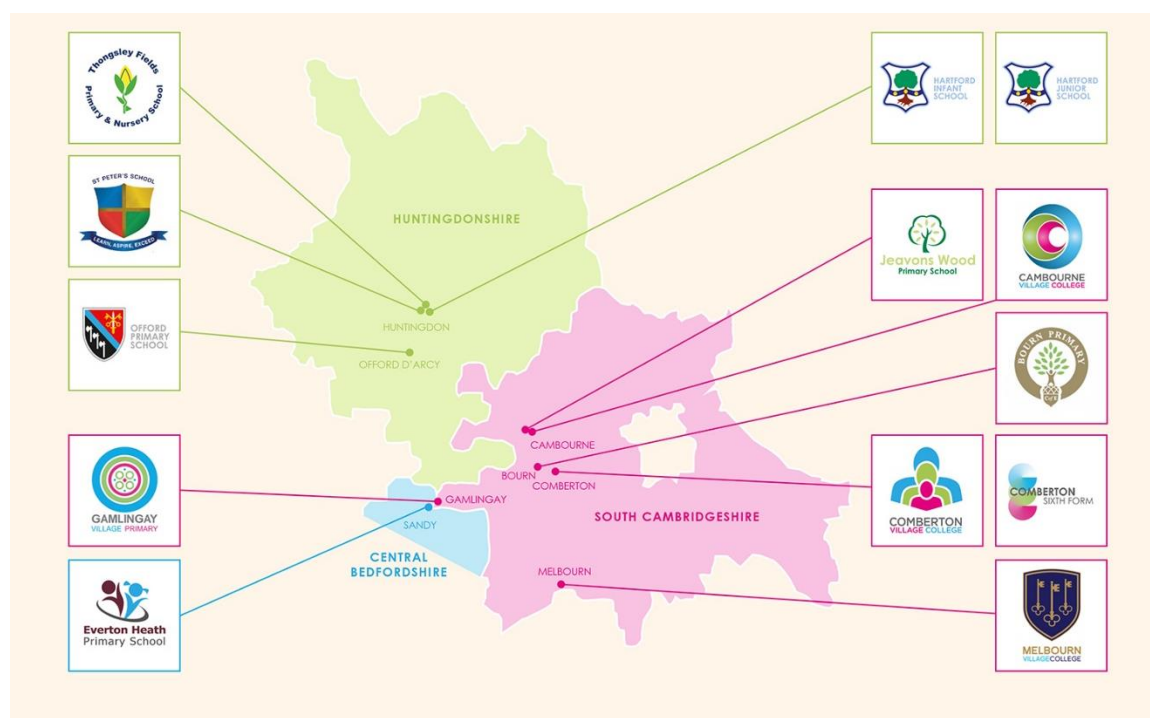
Employee discounts

- Car parking – free and on-site
- Hot drinks – tea & coffee making facilities provided for all staff
- Cycle-to-work scheme – save £££ on a new bike and accessories
- Subsidised membership to the [Chartered College of Teaching](#) (teaching staff)
- Subsidised gym membership at Comberton Sports and Arts

Work-life balance

- Flexible working – all staff can make a request to work flexibly
- Teacher cover - We have Cover Supervisors reducing the amount of cover required by teachers and PPA periods are on timetables and not used for cover purposes (school teaching staff)

Our Schools



Comberton Village College & Comberton Sixth Form



Comberton Village College is a thriving community of approximately 1800 students, including 500 in the Sixth Form which was added to the school in 2011.

It was established in 1960 as part of Henry Morris' vision for schools being village colleges at the heart of their community and not just places for children to learn. It has a vibrant Adult Education department as well as an on-site Sports and Arts Centre, including a full-size artificial football pitch and spacious performance hall. Current improvements to the much-extended site include the installation of a £multi-million ground-source heat pump to move away from the use of oil.

Cambourne Village College

Cambourne Village College opened as a Free School in 2013 as the first new village college in Cambridgeshire for 30 years. It serves the community of Cambourne, a group of villages located between Cambridge and St Neots.

It has been repeatedly grown since its inception and now has plans for further expansion to include a sixth form from 2024 and further capacity to match growing demand for families moving into Cambourne West, the fourth of the villages it serves. It, too, offers extensive arts and sports facilities for community use.

It was the first school in the Trust to equip its students with iPads, an initiative now being rolled out across the Trust.



Melbourn Village College



Melbourn Village College is the smallest and oldest of the village colleges in the CAT community. With around 600 students in Years 7-11, it still offers an innovative curriculum with Mandarin taught to all from Year 7 with the option to take the language at GCSE level and, recently, at A Level in conjunction with Comberton Sixth Form.

Melbourn is undergoing considerable investment and improvement with a new artificial pitch that opened in late 2021 and work due to start on upgrading classrooms in summer 2022.

St Peter's School, Huntingdon

St Peter's School is located in the heart of Huntingdon and offers a nurturing and supportive environment for around 1200 students from a diverse multi-cultural catchment.

The school joined the Trust in 2016 and has undergone significant change with Ofsted now rating it as a 'Good' school. There has also been major investment in its buildings and infrastructure with a complete refurbishment of the Sixth Form and more work scheduled for Summer 2022.



Everton Heath Primary School



Located just over the Bedfordshire border, Everton Heath is the smallest school in the Trust with just over 70 students. However, the installation of two new classrooms in 2021 has given it capacity to grow.

It has joined forces with larger neighbours, Gamlingay Village Primary (less than two miles away) and the second smallest Trust school, Offord Primary, in a new collaborative West Village Partnership. It is a catchment school for Comberton Village College.

Gamlingay Village Primary

Established as a full primary school by the Trust in 2018 from Gamlingay First School, it was relocated to the former middle school site following a major upgrade to the existing buildings.

It is now a thriving school for more than 380 pupils and includes specialist primary provision for students on the autistic spectrum, many of whom go on to Comberton Village College's similar secondary offering as Comberton is the school's designated 11-16 provider.

The Head also leads the new West Village Partnership.





Hartford Infant and Preschool

Renamed in early 2022 to reflect the addition of a bespoke preschool, the team are proud of their caring, secure and purposeful environment to nurture youngsters at the start of their educational journey.

The school shares a site with the Junior School in a suburb of Huntingdon and most pupils make the natural transition across the playground before going on to St Peter's, allowing them the full educational experience within the Trust.

Hartford Junior School

Hartford Junior School has two-form entry at the start of Key Stage 2 with the majority switching from the Infant School next door.

Rated 'Good' at their first inspection since joining the Trust in 2017, they are proud of their progress in recent years, based on their ethos of 'effort, encouragement and excellence'.



Jeavons Wood Primary School, Cambourne



Jeavons Wood is one of four primary schools located in the growing South Cambridgeshire community of Cambourne and is a feeder school for Cambourne Village College.

It has more than 400 pupils in a modern, airy building constructed 10 years ago and works unswervingly to support all their pupils both socially and academically.

Offord Primary School

The newest full members of the Trust, Offord joined in 2019 and undergone significant changes with a new headteacher and the recent collaborative partnership with Gamlingay and Everton Heath.

They are the first primary school in the Trust to obtain enough iPads for every pupil after securing a generous donation from a local charity which supports education in Offord D'Arcy and Offord Cluny.





Thongsley Fields Primary & Nursery School, Huntingdon

Thongsley Fields Primary & Nursery School was created in 2003 from separate junior and infant schools built to serve families on the Oxmoor estate in Huntingdon. They joined the Trust in 2018 and with a new headteacher are developing grand plans for their curriculum., their grounds and the provision and support for pupils and their families.

Like Hartford Junior School, they are a partner primary for St Peter's School with whom they share a Governing Body.

Bourn Primary Academy

Bourn Primary Academy, a single form entry Church of England school, became the Trust's first associate members in September 2021, cementing an already close relationship with both Comberton and Cambourne Village Colleges, which it lies between.

All the Trust's services are available to Bourn, which is in the Comberton catchment, and they now work closely with all the other schools and staff across the Trust, sharing experiences and best practice.



Safeguarding Children and Young People

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 other relevant pre-employment checks.

The Vacancy – School Secretary

Fowlmere Primary School are seeking an enthusiastic front of house team player to join our school temporarily to cover the maternity leave of our school secretary. We are seeking someone who can help develop our core values of Care, Ambition, Determination, Teamwork and Confidence.

In return we can offer a small friendly team, who are focused on personal development, support and well-being to enable you to flourish.

How to apply:

Please complete and return a Support Staff Application form. Your application should be supported by a letter of application (consisting of no more than 2 sides of A4 printed) which explains the reason for your interest in this role and any relevant skills and experience that demonstrate your ability to fulfil the expectations of the role.

Applications should be submitted to Emily Pope, School Secretary (office@fowlmere.cambs.sch.uk) by 9am on 26 February 2024.

Please note that we do not accept CV's.

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 – Secretary

Hours:	33.75 hours per week / 40 weeks a year (term time plus 2 weeks)
Salary:	Scale 4, Point 7-11 £24,294 - £25,979 full time equivalent £19,436 - £20,785 actual pro rata
Line of responsibility:	Headteacher

The employee may be called upon to perform other duties that the Headteacher considers reasonable and that are commensurate with the grading and designation of the post.

Job Purpose

- To provide an effective secretarial and administrative service within the school
- To act as front of house, meeting parents and visitors, taking and responding to telephone calls and messages and processing incoming emails to the school
- To support the Headteacher in maintaining efficient systems so that the school runs efficiently

Principal Accountabilities – Reception

- Management of reception, ensuring that the visitors' book, late book and signing out book is maintained; contractors have sight of all relevant Health and Safety information and all visitors read and sign to accept safeguarding rules.
- Manage visitors to the school, ensuring they know where to go and know whether they should be accompanied or not.
- Manage telephone calls in a timely and efficient manner, taking messages as appropriate, calling on behalf of others or responding appropriately.
- Manage the office email account in a timely and efficient manner, forwarding messages where necessary to the relevant staff and responding where needed.
- Create and circulate messages to parents using the school's systems (email and/or paper).
- Provide refreshments as appropriate for visitors.
- Take, and receipt, monies for trips, school meals or other activities in accordance with financial regulations and procedures.
- Act as a school first aider and oversee stock of first aid equipment.
- Keep office and entrance hall tidy and welcoming for visitors.

Principal Accountabilities – Support for Staff

- Liaise with teaching staff to book visits, or visitors, external providers and coaches.
- Ensure all staff have access to in-school circulars.
- Carry out photocopying for staff with appropriate notice.
- Collate orders from staff for processing.

Principal Accountabilities – Finance

- Process all orders and raise invoices in accordance with school financial regulations and procedures.

- Manage the use of the school payment card in accordance with school financial regulations and procedures.
- Seek quotes for contracts in order to secure best value for the school.
- Collate invoices for payments to pass to the Finance Assistant.

Principal Accountabilities – Property

- Liaise with the Property Manager on all areas of servicing and health & safety checks.
- Prepare maintenance and servicing orders.
- Maintain the property maintenance and servicing files.
- Order fuel as necessary.
- Maintain an up-to-date inventory of all portable equipment.

Principal Accountabilities – Payroll

- Keep the school's Payroll Portal up-to-date.
- Record staff absences, overtime, contract changes, appointments and resignations on the Payroll Portal

Principal Accountabilities – Secretarial

- Provide the timely and effective operation of secretarial and administrative support service to the Headteacher and teaching staff in accordance with good practice.
- Operate with the framework of GDPR and maintaining confidentiality.
- Maintain efficient filing systems.
- Maintain the data within the school's MIS including, but not limited to:
 - o adding new pupil or staff information
 - o responding to requests to change data on the system, eg a new telephone number
 - o keeping pupil and staff details up to date
 - o logging staff training and professional development
 - o logging reasons for absence for pupils and staff
 - o keeping online payments information up to date
 - o liaising with midday staff to ensure that school meal records are accurate
 - o processing requests made under GDPR
- Produce reports from the school's MIS, including, but not limited to:
 - o daily dinner registers
 - o online payment reports
 - o class lists
 - o census returns
- Design new reports requested by the Headteacher.
- Arrange supply teacher cover as necessary ensuring claim forms are completed and submitted.
- Maintain stationery and uniform stocks and order new supplies as required.
- Liaise with Governors and forward correspondence as necessary.
- Sort and distribute post, responding to standard requests autonomously.
- Operate the outgoing post system.
- Book courses and training opportunities on behalf of staff in conjunction with the Headteacher.
- Prepare standard letters to parents

Principal Accountabilities – Safeguarding

- Process DBS, Occupational Health and Reference checks.

- Keep the school's Single Central Record up to date, reminding staff and the Headteacher as refresher training is required.
- Contact previous or future schools on pupil transfer to ensure all records, including safeguarding records, are correctly transferred.

Additional Information

The postholder is required to contribute to and support the overall values, aims and ethos of the school. All staff are required to participate in training and other learning activities, and in performance management and development as required by the schools' policies and practices.

Not all of the tasks detailed about will be undertaken concurrently. The work is varied and has daily, monthly, termly and annual routines as well as one-off matters that need attention.

Person Specification – Finance Assistant

Qualifications & Experience

Essential	Desirable
Studied to a minimum standard of GCSE (grade A*-C) or equivalent, in English and Maths (certificate/s to be available at interview)	
Experience of working in a busy office environment	
	Experience of working in a school or similar establishment

Knowledge & Skills

Essential	Desirable
Ability to build and form good relationships with colleagues and students	
Ability to work constructively as part of a team, understanding school roles and responsibilities including own	
Verbal and written communication skills appropriate to the need to communicate effectively with colleagues, students and suppliers / contractors	
Good standard of numeracy and literacy skills	
Ability to proficiently use office computer and finance software including word-processing, spreadsheet, database and internet systems	
Ability to absorb and understand a wide range of information	
Ability to maintain accurate records and filing systems	
Ability to deal with confidential data / issues appropriately	

Personal Qualities

Essential	Desirable
Initiative and ability to prioritise one's own work	
Able to follow direction and work in collaboration with Line Manager	
Able to work flexibly to meet deadlines and respond to unplanned situations	
Efficient and meticulous in organisation	
Desire to enhance and develop skills and knowledge through CPD	
Evidence of excellent attendance and punctuality record	
Commitment to the highest standards of child protection	
Commitment to the school's ethos, aims and its whole community	