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Job Application Pack

Administration and Trips Manager

School: Comberton Village College

Salary: Scale 6, Pt 18-22 £27,344 - £29,439 (full time equivalent) / £23,452 - £25,249 (pro rata)
37 hours per week, Term Time only plus training days (39 weeks) - Hours of work are negotiable (to be discussed and agreed at interview)

Contract: Permanent, Part Time

Start date: As soon as possible

Application closing date: 9am Monday 28th November 2022



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Welcome from the CEO

We are delighted you are interested in joining one of the Academies in our Trust.

The Cam Academy Trust is a community of schools in and near South Cambridgeshire and Huntingdon which offers 'Excellence for All' students from aged 3 to 18 in 11 schools incorporating pre-school, primary phase, secondary and sixth forms.

School years are a critical period of all our lives as we develop the skills, knowledge and behaviours needed to become successful members of our communities. We want all young people proceeding through all our schools to become capable, caring and confident.

All within The Cam Academy Trust are committed to giving all our pupils the very best grounding that we can through exceptional teaching and learning and outstanding pastoral support.

Each of our academies has its own Principal or Headteacher who works with their own team of high-quality staff and these staff also work with each other to share best practice to ensure our pupils are well educated and well cared for.

Our over-arching purpose is simple: we want to secure educational excellence for all with our Academies working at the heart of and serving their local communities.

Stephen Munday CBE

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

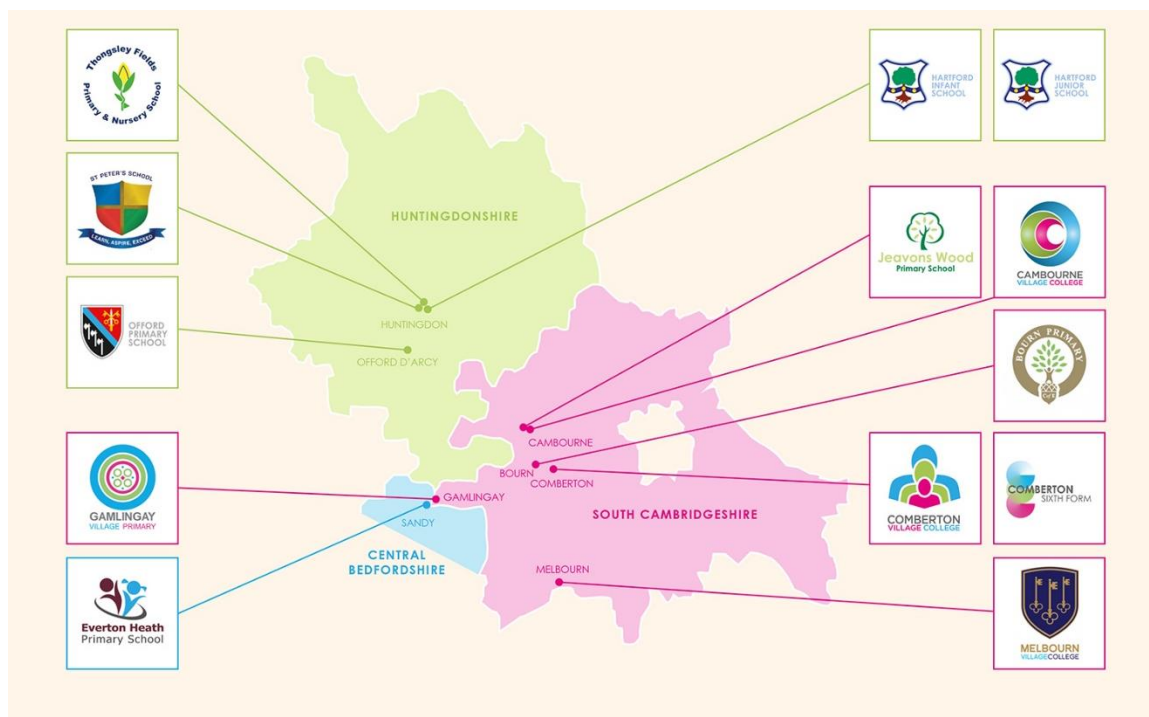
Employee discounts

- 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)

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 2023 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

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



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.

Everton Heath Primary School is part of the newly formed West Village Partnership.

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.



Gamlingay Village Primary School is part of the newly formed 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.

Offord Primary School is part of the newly formed West Village Partnership.





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

Administration and Trips Manager

Scale 6, Pt 18-22 £27,344 - £29,439 (full time equivalent) / £23,452 - £25,249 (pro rata)

37 hours per week, Term Time only plus training days (39 weeks)

Hours of work are negotiable (to be discussed and agreed at interview)

Required as soon as possible

We are seeking to appoint an Administration and Trips Manager to oversee our busy and collaborative administrative team. Your interpersonal skills will be excellent, and you must be able to work under pressure. Confidentiality is a must, as is a high level of numeracy and literacy. The post holder will oversee the smooth running of administrative operations within the school. They will also coordinate the administration of school trips (full and comprehensive training will be given for this aspect of the role).

The successful candidate will display excellent organisation, time management and planning skills, have strong administrative skills and pay good attention to detail.

For further information and an application form please navigate to the school [website](#).

How to apply:

Please complete and return a support staff application form and 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 the relevant skills and experience that would assist you in fulfilling the expectations of this role

Applications should be submitted to: HR Assistant on personnel@combertonvc.org by **9am on Monday 28th November 2022**.

Interviews will be held on Thursday 1st December 2022.

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.

Information about Comberton Village College & Comberton Sixth Form



We are delighted that you are interested in our Village College. Since opening as a secondary Village College in 1960, we have been true to our roots. We still seek to serve our community and to be at the heart of that community. The school has

developed a very great deal, but our community ethos remains.

'Excellence for All' is our over-arching aim and it is the driving force behind all that we do at Comberton Village College. A long-standing national reputation for academic excellence and outstanding opportunities for all of our pupils does not mean that we rest on what has happened here. We always want every single one of our pupils to do his or her best and always seek to strengthen our work to enable this. Ofsted inspections consistently grade the overall effectiveness of our school (including the most recent inspection in February 2013) as 'outstanding'. However, we continue to look for ways that we can improve and do more and do it better for the sake of all pupils and our local community. Our very high-quality and committed staff are at the heart of this and of all that we do.

We seek to ensure that all our pupils receive a broad and rounded education that enables each of them to become capable, caring and confident. The many opportunities available outside of the formal curriculum enable a whole range of talents and attributes to be developed in all of our pupils. These include exciting opportunities overseas in line with our aim to provide education with an international outlook.

The addition of a Sixth Form in September 2011 has enabled us to offer the same excellent standard of education now also to 16-19 year-olds. It was very gratifying that all aspects of our Sixth Form were also graded as 'outstanding' at the first time of asking in February 2013. Understandably, very many students are now making the Comberton Sixth Form their first choice for their Sixth Form years.

As a village college, we remain committed to Henry Morris' vision of the college at the heart of the local community. Our community provision is a central part of our role. We see ourselves very much as an "extended school".

Comberton Village College is at a significant and exciting stage in its development as part of a multi-academy trust. When we set up the Comberton Academy Trust early in 2011, we were determined to have a Trust based on fundamental core values in keeping with the very best of Village College and community-based education in order to deliver excellence for all pupils across each of the Trust's academies. As part of this focus on the future, we took the decision in September 2016 to rename the Trust to become The Cam Academy Trust.

The Cam Academy Trust now comprises 11 academies and we work closely with them to ensure mutual support and challenge for all of the pupils they serve.

In all cases, we see all of them as part of our over-arching remit to provide excellent educational opportunities and outcomes for all pupils in a comprehensive, community context. These core values are articulated in the values of our Academy trust. These values represent our unchanging guide through these very significant and exciting developments.

We are absolutely committed to provide the very best education possible for all of our pupils and for our local community. We trust that this website helps to give you a helpful insight into that.

Job Description

Position: Administration & Trips Manager

Salary: Scale 6, Point 18 – 22 £27,344 - £29,439 (full time equivalent) / £23,452 - £25,249 (pro rata)

Hours of work: **37 hrs per week, term time only, plus training days (39 weeks).**
Hours of work are negotiable (to be discussed and agreed at interview).

Line of responsibility

The Administration and Trips Manager will be directly responsible to the Deputy Principal / Assistant Principal

Job purpose

The Administration and Trips Manager is responsible for:

- To provide both strategic oversight and operational leadership of the administrative support staff across the school.
- Organising and managing the school's administrative, clerical and reception functions including that of its extended facilities, assisting as required.
- Oversight of the effective deployment of all staff within their areas of responsibility.
- The line management of reception staff including their induction, training and performance management.
- Oversight of the schools' calendars detailing term dates and meetings (including room bookings and co-ordinating catering)
- Oversight of trips including administration, budget management, communications with parent, risk management (EVOLVE) and liaison with trip leaders.

Main operational duties and responsibilities

The post holder shall

- establish and maintain good relationships with all students, parents/carers, colleagues, suppliers, contractors and other professionals.
- develop, implement and review administrative procedures and systems putting in place necessary management controls and ensuring compliance with legal requirements.
- ensure a welcoming and efficient reception service is offered to all callers and visitors to the school.
- provide advice, support and assistance to staff with regard to administrative procedures and appropriate education management issues e.g. information required for reports, external requests for information, school admission procedures.
- in liaison with their line manager and HR , regularly review administrative staffing structures and responsibilities, to ensure they remain fit for purpose and in accordance with the school development plan.
- in liaison with their line manager and other relevant staff, review and develop administration technology and systems in conjunction with school development plan.
- undertake administrative and clerical tasks including word processing, setting up spreadsheets, photocopying, filing, collating reports
- assist in maintaining and updating information held on school databases in particular those relating to students
- assist in the collection, entry and extraction of data required to complete statutory returns
- assist in the maintaining of archive files and historical data
- receive visitors/callers to the school, e.g. parents/carers, professionals from outside agencies
- oversee the effective deployment of staff in the event of absence of administrative posts.

Specific responsibilities as Trips Administrator

The post holder shall

- Support trip leaders and departmental admin staff with the administration of school trips including budgeting, updating ParentPay and communications with parents/carers via CombertonPost
- Update trips documentation as required
- Advise trip leaders of current guidance relating to school trips
- Use the online EVOLVE system to document and co-ordinate all school trips and activities week
- To manage trip phones and information packs, and co-ordination of the SLG 'on-call' rota
- To work closely with the Duke of Edinburgh school manager on the DofE expedition programme

Specific responsibilities as Administration Manager:

- Preparing open evening admin (preparing invites to parents and schools, draft programme, update map/programme summary and evening PowerPoint, printing brochures and distributing), attending evening
- Preparing parent handbooks (collating info, uploading to website)
- Arranging admin lunch, tickets sales for students and staff and help for the afternoon of Christmas lunch
- Options – collating info from HoDs to print brochure/ letters to parents/ emails to tutors/drafting programme/collating availability from interviewers and producing interview schedule for all yr 9 pupils with all room bookings/ communicating with parents/ English plus admin/ updating Options PowerPoint
- CombertonPost – receive requests for all departments and all year groups to send out daily/send emails to key staff to prompt letters to go out
- To assist with the implementation and overseeing of the introduction of GDPR and associated CVC documentation
- To ensure that all administrative duties, checks and documentation including returns and reports are completed to the required level of accuracy and to set deadlines
- To process, input and extract data held on the school's Management Information System (MIS)
- To maintain both physical and digital records and filing systems in line with statutory requirements
- To deal with correspondence promptly and as required

Other duties of an appropriate level and nature may also be required, as directed by the Principal. Please note that the post holder *may* be required to work outside of normal school working hours for school events, meetings and emergencies.

General

The post holder shall attend school events as required.

The post holder shall assist with school emergencies as required, including co-ordinating evacuation arrangements, locating students and relevant staff, providing contact details and completing necessary documentation.

The post holder shall arrange and give training sessions to staff within their areas of responsible to ensure that they are aware of procedures and regulations.

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.

The post holder shall uphold the school's policy in respect of child protection and safeguarding matters.

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 at least once a year and it may be subject to modification at any time after consultation with the post holder.

All members of staff are required to participate in the school's performance management scheme.

Person Specification

ADMINISTRATION & TRIPS MANAGER: PERSON SPECIFICATION

Essential	Desirable	Evidence
<p>Qualifications and experience: GCSE English and Maths pass Evidence of significant, successful administration experience to support the day to day operation of an establishment / company. Experience of managing change and implementing new systems / procedures / controls.</p>	<p>Qualifications and experience: Higher education qualifications Appropriate administration management qualification/s and/or relevant further education qualifications. Evidence of effective leadership and line-management of staff including a team.</p>	<p>Letter of application Interviews Certificate/s (to be available at interview)</p>
<p>Knowledge and skills: Ability to build and form good relationships with students, colleagues and other professionals. Able to lead, develop and motivate staff, delegating duties as required. Ability to work constructively as part of a team, understanding school roles and responsibilities including own. Excellent verbal and written communication skills appropriate to the need to communicate effectively with colleagues, students and other professionals. Ability to proficiently use office computer software including word-processing, spreadsheet, database/s and internet systems.</p>	<p>Knowledge and skills: A current knowledge and understanding of appropriate education legislation and requirements, for example, safer recruitment, school admissions, exclusions. Working knowledge of law with regard to health and safety legislation, contracts, Freedom of Information Act, copyright and data protection. Working knowledge of a range of administration procedures.</p>	<p>Letter of application Interviews</p>
<p>Personal qualities: Excellent interpersonal skills with ability to maintain strict confidentiality. A diplomatic and patient approach. Initiative and ability to prioritise one's own work and that of others to meet deadlines. Efficient and meticulous in organisation. Able to follow direction and work in collaboration with leadership team. Able to work flexibly, adopt a 'hands on' approach, and respond to unplanned situations. Ability to evaluate own development needs and those of others and to address them. A willingness to seek advice and awareness of where to seek it. Commitment to the highest standards of child protection and safeguarding. Recognition of the importance of personal responsibility for health and safety. Commitment to the school's ethos, aims and its whole community.</p>	<p>Personal qualities: Able to attend evening meetings and events if required.</p>	<p>Letter of application Interviews</p>