



Catering Assistant
at Comberton Village College
The CAM Academy Trust
Candidate Information



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

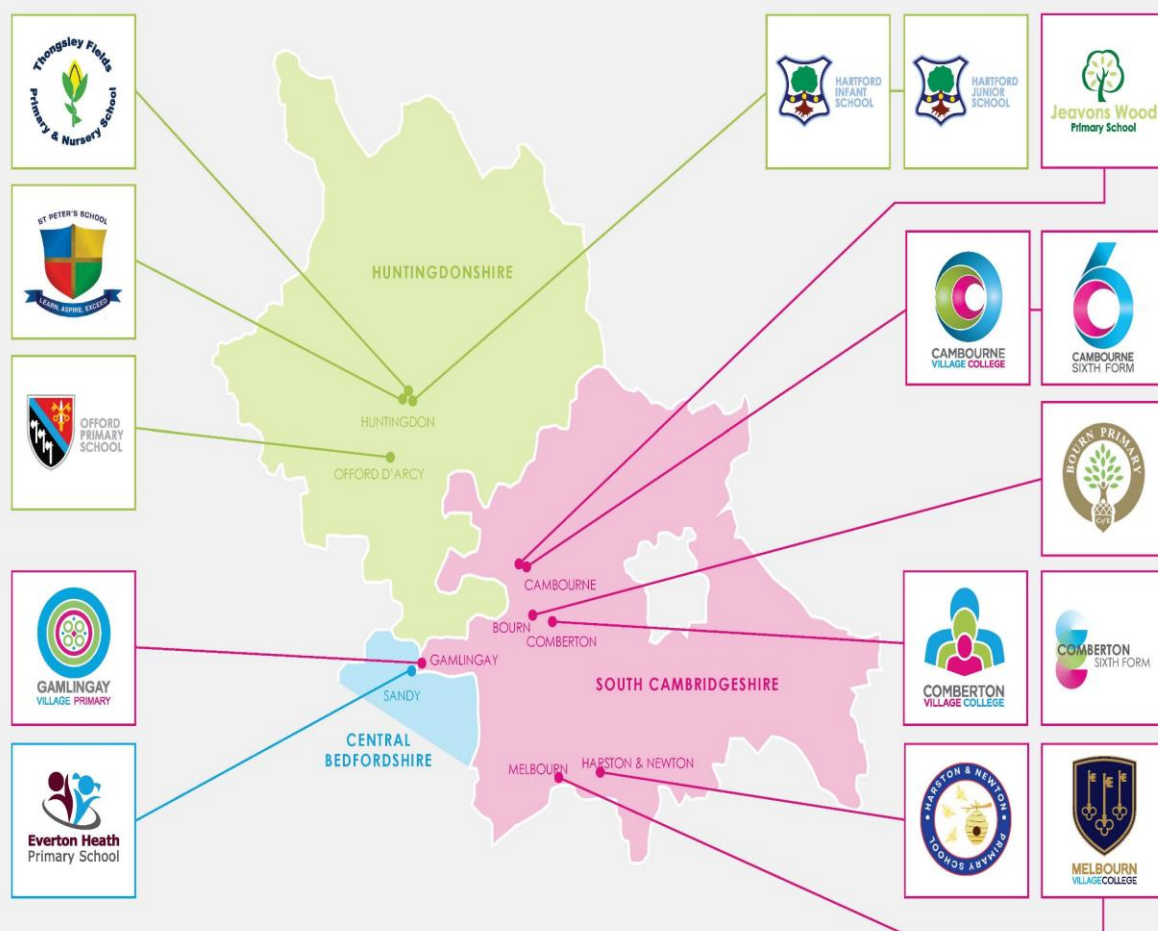
The CAM Academy Trust was formed in 2011. The Trust is currently made up of eight primary schools and four secondary schools, three of which have sixth forms.

Our primary schools are Everton Heath Primary School (just inside Bedfordshire), Gamlingay Village Primary, Jeavons Wood Primary School, Offord Primary School, Hartford Infant and Pre-School, Hartford Junior School, Harston and Newton 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), Melbourn Village College and St Peter's School (and Sixth Form).

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

LOCATIONS OF SCHOOLS WITHIN OUR TRUST



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 of 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.



VACANCY

CATERING ASSISTANT

Salary: Scale 1 Point 2 (FTE £24,413)

Contract: Permanent - term time only

Hours of work: 16.25 hours per week (9.30am – 1:15 pm including 30 minutes unpaid lunch)

Required: January 2026

Actual Salary: based on hours and weeks worked is £8,989.92 pro-rata pa

We are looking for a catering assistant to join our friendly kitchen team. With over 1,900 people on site the kitchen is always busy, and we are looking for a candidate who will help with the smooth running of the department.

For further details please visit our website www.combertonvc.org.



HOW TO APPLY

To apply for this position, please submit your completed application form with supporting statement to Debra Hough and Pasqualina Pink on [MyNewTerm](#).

Your supporting statement should demonstrate how your career to date has prepared you for this post and be no longer than one side 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.

If you have any questions or queries about this role please contact Wendy Jones, HR Manager

Thank you for your interest in The CAM Academy Trust.

Closing date: 8am Thursday 4th December 2025

Interview date: a week after the closing date

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.

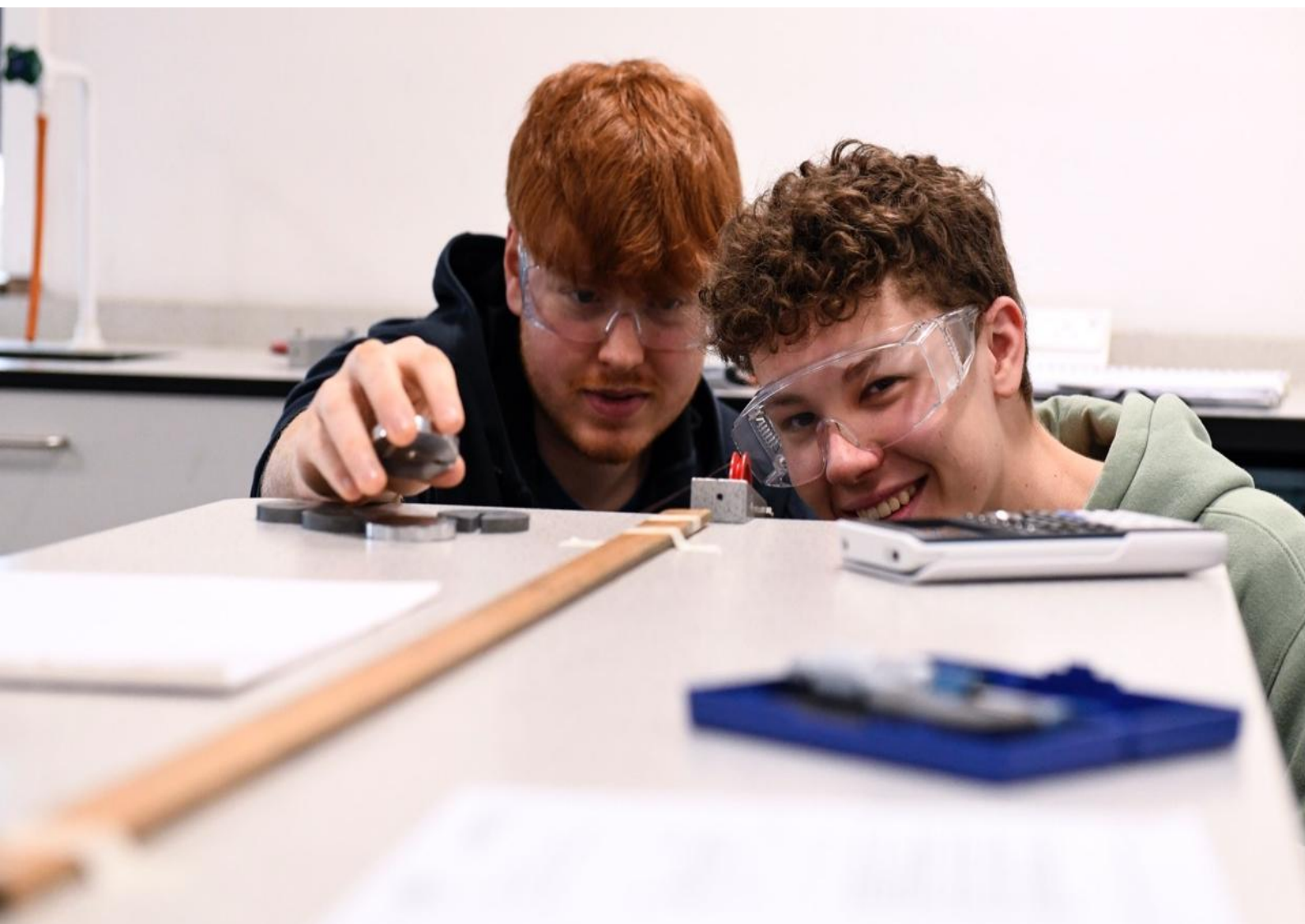


JOB DESCRIPTION

Catering Assistant

Salary:	Scale 1 Point 2 (FTE £24,413)
Hours of work:	16.25 hours per week (9.30am to 1.15pm) term time only
Line of Responsibility:	The successful candidate is directly responsible to the Catering Manager.
Purpose:	To help the smooth running of the Catering Department.

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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.



JOB DESCRIPTION Cont'd

Catering Assistant

Operational Responsibilities

- Displaying food and drink (involves heavy lifting)
- Preparing salads and fruit
- Operating cashless catering tills
- Serving customers on the counter or Pasta King
- Operating dishwasher
- Washing up including pot wash (involves heavy lifting)
- Other general catering and cleaning duties
- This position involves heavy lifting

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 College's ethos and its objectives, policies and procedures as agreed by the governing body.
 - To uphold the College'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 at least once a year and it may be subject to modification at any time after consultation with the post holder.
 - To participate in the College's performance management scheme.
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PERSON SPECIFICATION

Catering Assistant

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.

Experience

Essential	Desirable	Notes
	Liaising with other professional colleagues	
	Experience of working in a school environment	
	Some kitchen experience desirable	

Knowledge/Skills (ability to)

Essential	Desirable	Notes
Good inter-personal skills	Possible attendance on hygiene course	
To be able to work well as part of a team		

Personal Attributes

Essential	Desirable	Notes
Commitment to the highest standards of child protection		
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.		
Able to work on own initiative in a busy environment.		

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).

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.

School specific benefits

- Access to swimming pool at Melbourn Sports Centre on site at Melbourn Village College.
- Subsidised gym membership at Comberton Sports and Arts



The CAM Academy Trust

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