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MELBOURN
VILLAGE COLLEGE



The Moor
Melbourn
Royston
SG8 6EF

Job Application Pack

Assistant Site Supervisor

School: Melbourn Village College

Grade: Scale 3 PT 5-6

Salary: £23,500 - £23,893

Hours: 37 per week, 52 weeks per annum

Contract: Permanent

Start date: ASAP/Jan'24

Application closing date: 15th December 2023

(We reserve the right to appoint prior to the deadline)

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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.

A handwritten signature in black ink that reads 'S. Munday'. The script is fluid and cursive.

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

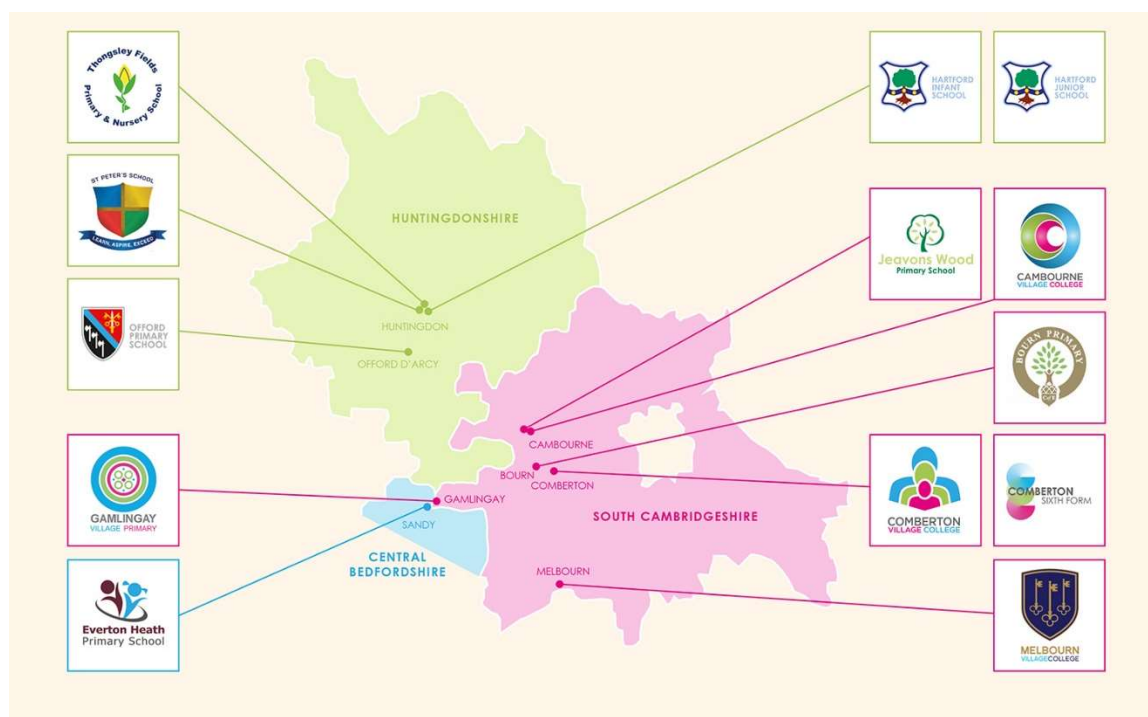
Employee discounts

- 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 650 students in Years 7-11, it offers an innovative curriculum with, for example, 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 benefitting from considerable investment into its facilities with a programme of refurbishment instigated, delivering a better working environment for students and staff.

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.

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

Assistant Site Supervisor - Melbourn Village College

We are looking for a skilled and enthusiastic individual to join our hardworking team of professionals at Melbourn Village College.

The successful candidate will:

- Have an approachable and patient nature
- Be positive, proactive and professional
- Have excellent interpersonal skills and emotional intelligence
- Be able to liaise confidently with staff and students
- Have a minimum of 5 GCSE grade including English and Maths
- Previous maintenance experience would be desirable

Aim and main purpose of the job:

Assist the Site Manager in a full range of site duties and any appropriate work within the college as reasonably required by the Executive Head Teacher.

Assisting their line manager in ensuring that the college site and grounds, including extended college facilities are maintained in a safe, clean and secure condition.

Assisting in the co-ordination of health and safety ensuring that regulations are followed and adhered to throughout the college.

Assisting in co-ordinating and undertaking such tasks as may be necessary for effective site management, including various portering, administrative and lettings duties.

To apply for this position please submit an application form and covering letter detailing how you meet the requirements of the Person Specification to dlyne@melbournvc.org by 15th December 2023.

Should we have a number of suitable applicants we will reserve the right to appoint prior to the closing date if we find a suitable candidate.

For further information about this vacancy and an application form, please visit The Cam Academy Trust [website](#).

Please note that we do not accept applications by CV.

Thank you for your interest in this vacancy.

Information about Melbourn Village College

Melbourn is a large village situated on the border of Cambridgeshire and Hertfordshire, four miles from Royston and twelve miles from Cambridge.

The College first opened in September 1959, the sixth of Henry Morris's village colleges, from which the worldwide community school movement developed. We are an 11 – 16 community comprehensive school, serving a large area of South Cambridgeshire. Most of the students are drawn from the traditional catchment area, which covers eleven local villages and eight primary schools. Our southern boundary extends to the Hertfordshire border and our northern almost to the city of Cambridge.

Previously a Performing Arts Specialist school, the college became an Academy in October 2011 and joined the Cam Academy Trust in September 2013.

We are currently in a period of development work – a new Astro-turf was opened in December 2021 and there are plans for a new Food & Nutrition classroom and for a new Library. We are also in the process of rolling out iPads to every pupil in the school by September 2023.

Job Description

This college is committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment

POST HOLDER:	
POST TITLE:	Assistant Site Supervisor
HOURS WORKED:	37 hours per week, 52 weeks per year Core hours: 10am – 6pm - Monday to Thursday, 10.30am to 6pm - Friday.
SALARY:	Scale 3 points 5-6 £23500-£23,893
RESPONSIBLE TO:	Site Manager
PURPOSE OF JOB:	<ul style="list-style-type: none"> • Foster, and encourage and expect others to foster, the school's ethos (Everybody is somebody) in all our stakeholders at all times. • Assist the Site Manager in a full range of site duties and any appropriate work within the college as reasonably required by the Executive Head Teacher

Safeguarding

- Responsible for the safeguarding of students who are under their immediate care, following relevant school policies, reporting concerns promptly (including Health and Safety).
- Safeguarding the mental health and wellbeing of students and staff

Main responsibilities:

The post holder is responsible for:

- Assisting their line manager in ensuring that the college site and grounds, including extended college facilities are maintained in a safe, clean and secure condition.
- Assisting in the co-ordination of health and safety ensuring that regulations are followed and adhered to throughout the college.
- Assisting in co-ordinating and undertaking such tasks as may be necessary for effective site management, including various portering, administrative and lettings duties.
- Assisting in the provision of advice and training for premises related matters including legislation and regulations.
- Deputising in the Site Manager's absence.
- Reactive maintenance during the school day for damage repairs

General Responsibilities

The post holder is responsible for specific site tasks and specific areas of the college but can expect to assist the Site Manager in a full range of site duties and any appropriate work within the college as reasonably required by the Executive Head Teacher

Operational

- Act as key-holder and control site keys, and routine and non-routine opening (including emergency callouts for intruder/fire alarm and other users of the school facilities outside of routine hours) as directed by the Site Manager.
- Ensuring the college is fit for operational use daily before start of college day includes lighting, heating, site security, clearing snow, gritting paths etc.
- Assist in the maintenance of the college site, buildings and grounds including removal of litter, security of buildings and grounds and the operation of college plant.
- Assist in ensuring maintenance and functioning of the colleges heating and utility systems and services.
- Assist in arranging and overseeing any alterations, redecoration, building and maintenance works and specialised repair work, undertaking minor repairs and maintenance tasks.
- Ensure deliveries to the college are correctly accepted, securely stored and distributed.
- Assist in maintaining the security of the site and grounds, including liaising with other stakeholders in respect of arrangements such as safeguarding requirements in accordance with College policies and procedures.
- Undertake any portage duties as required including movement of furniture and equipment as required.
- Assist in supporting third party lettings and community education activities as directed by Site Manager.
- Ensure that the required procedures for reporting incidents, including accidents are fulfilled
- In the absence of the Site Manager, undertake regular checks required by legislation (e.g. Legionella, asbestos awareness, fire alarm testing).
- Maintain Mini Buses together with service logs and driver training requirements
- CCTV Administrator.
- Deputise for Site Manager completely as required.
- Emergency response to fire activations during school hours

Administrative

- Ensure all required Risk Assessments are carried out and completed as requested by Head of School, Trust Facilities Manager and Site Manager that action is taken where necessary.
- Ensure all maintenance logs and registers are updated as directed by the Site Manager and Trust Facilities Manager.

General

- The Post holder shall work outside of normal college working hours for extended school status activities, college events and emergencies as required
- Participate in college emergencies as required including co-ordinating arrangements, locating students and staff, providing contact details and completing necessary documentation
- Attend training sessions and meetings as required
- Undertake First Aid training and responsibilities as required
- Ensure up to date with relevant legislation and regulations including Health and Safety, COSHH (Control of Substances Hazardous to Health), communicating to staff as directed by Site Manager.
- Ensure confidentiality about all aspects of College life, ensuring compliance with Data Protection principles.

- Undertake any other duties of an appropriate level and nature as directed by line manager or Executive Head Teacher
- Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

Performance Management

The post holder will negotiate and engage fully, with targets set annually with the Site Manager, who will monitor and review the post holder's performance in accordance with the College's performance management policy.

To maintain up to date core competences to assist Site Management, Trust Facilities Manager:

Health & Safety Awareness

Fire

Ladders/Scaffold Certification

COSH

Electrical Safety

Child Protection

Infection Control

Cleaning Operators Proficiency

Basic Risk Assessment Course

In addition to the responsibilities described above, to carry out any other duties of a similar nature at the reasonable request of the Executive Head Teacher.

This Job Description will be subject to regular review and any changes will be made in consultation with the post holder. The aim will always be to reach agreement on any changes but, if agreement is not possible, the Governing Body reserves the right to make the changes following consultation.

The academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Person Specification: Assistant Site Supervisor

Qualifications

Essential	Desirable
Educated to GCSE standard or equivalent in English and Maths (Grade C or above)	Higher education qualifications/experience in areas i.e building, carpentry, decorating

Experience and skills

Essential	Desirable
Able to work in a busy environment	Good working knowledge of MS Office

Ability to communicate confidently, clearly, and effectively both verbally and written	Knowledge of CCTV, intruder, and fire alarms systems
Good organisation skills and ability to prioritise workload	Ability to work both as part of a team and alone
	Community focus - Understanding and responding school community needs, demonstrating a passion for high quality customer service.

Essential	Desirable
Ability to prepare equipment and materials for lessons as requested by the teacher	Experience of providing technical support within a school setting
Under the direction of the class teacher, carry out predetermined tasks to support pupil learning.	
Ability to work to deadlines and manage workloads	

Personal Attributes

Essential	Desirable
Commitment to promoting and safeguarding the welfare of all staff and students	
Flexible attitude with the ability to work under pressure and to deadlines, whilst maintaining a high level of accuracy	
Willingness to undertake in-service training	

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.