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St Peter's School
St Peter's Road
Huntingdon
PE29 7DD

Job Application Pack **Business Support Administrator**

School: St Peter's School

Salary: £20,444

Contract: Permanent, Full Time

Start date: 01/09/2022

Application closing date: 15/08/2022

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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.

A handwritten signature in black ink that reads "S. Munday".

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

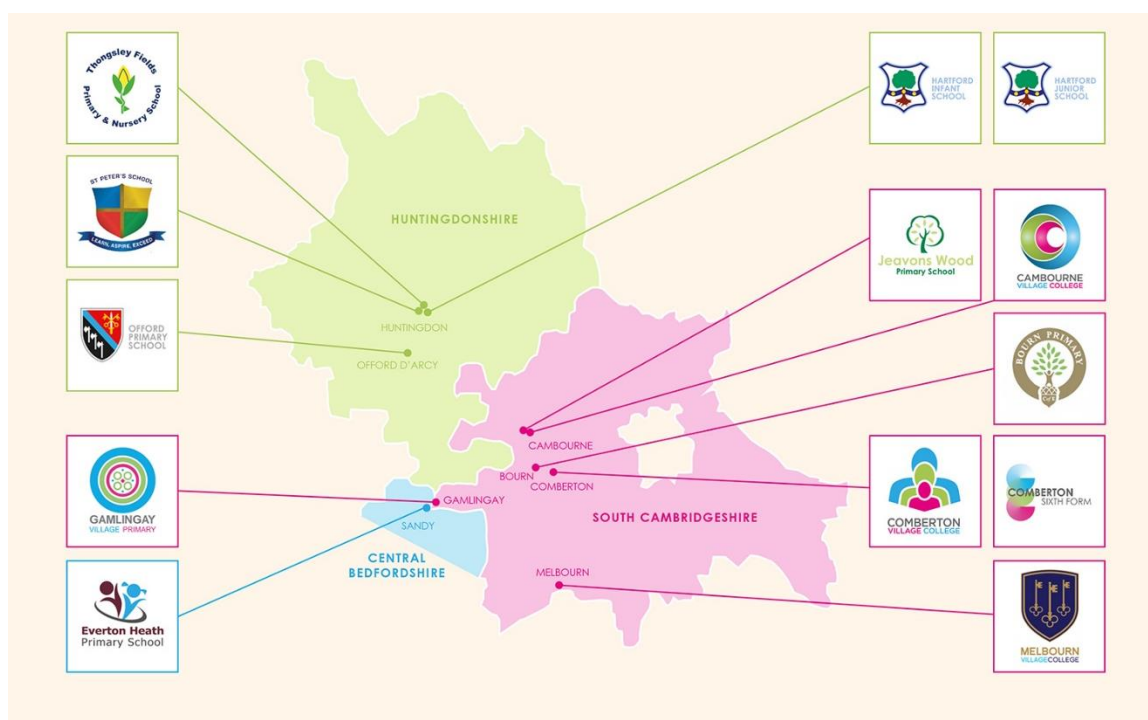
Employee discounts

- 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.

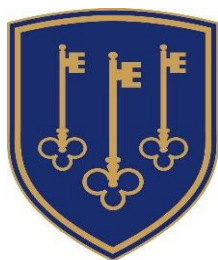
It has been repeatedly grown since its inception and now has plans for further expansion to include a sixth form from 2023 and further capacity to match growing demand for families moving into Cambourne West, the fourth of the villages it serves. It, too, offers extensive arts and sports facilities for community use.



<https://www.stpetershuntingdon.org/> Recruitment email recruitment@stpetershuntingdon.org
Telephone number 01480 459581

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

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

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.



BUSINESS SUPPORT ADMINISTRATOR

Scale 4 point 7 £20,444

37 Hours per week full time

Required – 01/09/2022

Contract –Permanent subject to successful completion of probationary period

St Peter's School, as part of The Cam Academy Trust, is seeking to employ a full-time Business Support Administrator to work 37 hours per week supporting within our busy HR and Finance departments. This role will involve working both during and outside of school term time.

As an Administrator at St Peters School, it is essential that you have a strong telephone manner with good communication skills. It is imperative that you remain composed under pressure and operate in an organised and structured manner. A can-do attitude with a proactive and positive approach, including flexibility and adaptability is vital in this role. HR or finance experience would be beneficial however training will be provided.

If you are interested in applying for this position, please submit a letter of application (no more than one side of A4) and an application form to the schools HR Manager on recruitment@stpetershuntingdon.org

Application forms are available on the school website www.stpetershuntingdon.org under the Join Us, Staff, Current vacancies tab.

The closing date for receipt of applications is midday on **Monday 15th August 2022**.

Interviews will aim to be conducted the following week.

This school 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, satisfactory references, and medical questionnaire.

About Us

Welcome to St Peter's School. We work together with our students to make sure every individual has the best chances of success, now and in the future. We trust our young people to be responsible and positive members of society which is why we encouraged them to define our ethos.

Our students identified 3 key areas that they felt defined a high quality education. **Learn, Aspire & Exceed**. With these shared, common goals, staff and students collaborate to create a high quality learning environment.

Learn

Our staff and students were unanimous in learning being the focus of our school. This covers the academic knowledge and skills needed to make rapid progress but importantly also covers much wider range of opportunities for students to develop their character, resilience and abilities.

Aspire

We want our students to leave St Peter's ready to make a positive impact. Our Careers Education, Information and Guidance (CEIAG) widens students experience and broadens their horizons in terms of future educational and employment opportunities.

Exceed

Our students do not want to succeed; they want to do better. They want to exceed what is expected of them in every part of their lives. We are proud to celebrate their successes and to prepare them to lead excellent lives.

Background

We hope that you will join the nurturing partnership between staff, pupils and parents which gives our school the right environment for students to make the most of their learning.

Through our unique combination of care and academic challenge, we are making sure that our students maximise their learning opportunities within a safe and secure environment and are delighted that Ofsted agree we are taking great strides towards these goals, rating St Peter's as 'good' in March 2017.

At St Peter's we are committed to providing a positive learning environment in which every student can achieve his or her best. Every single adult at St Peter's has the same purpose – to support our young people to become successful adults of the future. We have high expectations and aspirations for all of our students and we work to prepare them fully for the future beyond school, recognising, nurturing and celebrating individual skills and talents.

Job Description

POST TITLE:	Business Support Administrator
HOURS WORKED:	37 hours per week
GRADE:	Scale 4 points 7-11
RESPONSIBLE TO:	School Business Manager
PURPOSE OF JOB:	<ul style="list-style-type: none"> • Foster, and encourage and expect others to foster, the school's ethos (Learn Aspire Exceed) in all our stakeholders at all times. • Working within our HR and Finance team you will be supporting with services provided

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 PURPOSE

- To provide a professional, efficient, and proactive support service at all times.
- To Produce quality work that meets deadlines and is accurate and professionally presented.
- Ensure all financial administration is carried out in accordance with appropriate EFA and school financial regulations and policies
- To maintain confidentiality at all times

HR RESPONSIBILITIES:

Recruitment and Appointment – Assist with the recruitment process to ensure that safer recruitment practices and procedures are always followed.

- Support with producing advertisements and arrange for them to be placed as appropriate.
- Support with meeting and greeting candidates, and be available during the interview process to deal with any needs
- Support with external events such as recruitment fairs
- Support with pre-employment checks
- Prepare new staff files ensuring all relevant documentation is collated
- Support with the induction arrangements of new staff

Admin

- Ensure regular data clean of staff files, ensuring relevant files are archived or destroyed in accordance with GDPR regulations
- Support with the inputting of absence management

FINANCE RESPONSIBILITIES

- Maintain manual and computerised financial records for both main and school fund accounts.
- Ordering goods as authorised, receiving and checking deliveries, payment of invoices for debtors and creditors, reconciliation of bank accounts, providing financial information and maintaining the financial records for the public and non-public funds
- Support with the booking of the minibus
- Support with the booking of lettings
- To review and update the third supplier list
- Process the allocation of bursaries
- Process cashless catering transactions, including daily input, reports for the catering service and weekly reconciliation
- Process direct payments using the bank's online access system
- Prepare and process petty cash claims
- Process the administration of the School Fund Accounts, to include school trips
- Set up parent pay accounts for school trips and other activities and reconcile monies received to appropriate accounts.
- Undertake monthly reconciliation of finances and maintain a cash flow record
- To be responsible for the preparation of school monies and make appropriate arrangements for banking
- File and maintain copies of all contracts in place with suppliers
- Ensure the filing, to include orders, invoices and contracts is completed regularly
- Maintain an up-to-date database of all contracts within school
- Maintain the school asset register
- Liaising with companies, contractors, and staff as and when required.
- Ensure regular data clean of files, ensuring relevant files are archived annually in accordance with GDPR regulations
- Ensure all financial administration is carried out in accordance with appropriate EFA and school financial regulations and policies
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HEALTH AND SAFETY -To support the Premise manager with:

Ensuring that the organisation meets the required standards for Health, Safety and Security and that robust monitoring takes place in order to secure the highest standards and seek continuous improvement by:

- Identifying your, and the organisation's, responsibilities and liabilities under Health and Safety Legislation, environmental and quality standards, and keeping yourself up to date with them
- Communicate to relevant people in the organisation responsibilities and liabilities for meeting legal, regulatory and internal requirements for health and safety, environmental impact and quality
- Identifying where improvements can be made to health and safety, environmental impact and quality and recommend actions for change
- Support fire safety drills, modifying policy, procedures and routes where necessary.
- Ensuring compliance with statutory requirements- including the booking of contractors to carry out the testing and identify works required from their reports

- Ensuring all relevant documentation is completed and filed for:
 1. The testing on the fire alarm system on a weekly/termly basis
 2. Fire evacuations
 3. Emergency lighting is tested, per circuit, monthly
 4. Statutory testing

Liaise with companies, contractors and staff at the direction of the Business Manager in connection with making appointments, follow up on outstanding issues and other premises related administration tasks.

ADMIN


- To be trained in processes in Admin and Reception to be able to provide support if required.
- To be supportive when required of events across the school.

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

Criteria	Essential	Important	Desirable	Measured
 ST PETER'S SCHOOL HUNTINGDON BUSINESS SUPPORT ADMINISTRATOR - PERSON SPECIFICATION This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment				
QUALIFICATIONS				
Educated to GCSE standard or equivalent in English and Mathematics.	✓			Application/Certificate
Higher education qualifications in related area			✓	Application/Certificate
EXPERIENCE AND SKILLS				
Able to work in a busy environment.	✓			Application/Interview/Reference
Ability to communicate confidently, clearly and effectively, both verbally and written.	✓			Application/Interview/Reference
Strong telephone manner with an organised and structured approach to duties.	✓			Application/Interview/Reference
Good working knowledge of MS Office, MS Word, Outlook	✓			Application/Interview/Reference
Good organisation skills and the ability to prioritise workload.	✓			Application/Interview/Reference
Willingness to work as part of a team and independently	✓			Application/Interview/Reference
Community Focus - Understanding and responding school community needs, demonstrating a passion for high quality customer service.		✓		Application/Interview/Reference
Drive and Perseverance - Maintaining a high degree of motivation and commitment to producing work of the highest possible standard.		✓		Application/Interview/Reference
Experience of working within HR or Finance			✓	Application/Interview/Reference
Experience of working within a school			✓	Application/Interview/Reference

INTERPERSONAL SKILLS				
Commitment to maintain high customer care standards	✓			Application/Interview/Reference
Commitment to maintain confidentiality	✓			
Commitment to promoting and safeguarding the welfare of all staff and students.	✓			Application/Interview/Reference
Flexible attitude with the ability to work under pressure and to deadlines, whilst maintaining a high level of accuracy.	✓			Application/Interview/Reference
Willingness to undertake in-service training.	✓			Application/Interview/Reference

