



Comberton Village College
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Programme Administrator for CTSN SCITT
Scale 3, Point 5 (£19,312 full time salary) £8,660 pro rata
20 hours per week, term time only
Required – As soon as possible

We are seeking an experienced Programme Administrator to support our busy team for 20 hours per week, term time only. If you are a committed, flexible and reliable person with good administrative experience then this might be the right role for you.

Your interpersonal skills should be excellent, and you must be able to work under pressure. Confidentiality is a must, as is a high level of numeracy and literacy. Support and training are available as part of this role.

The successful candidate will be highly organised, comfortable working at pace and to tight deadlines, and have the ability to make decisions with rapidly changing priorities.

This role can be undertaken remotely, with a requirement to attend Bottisham Village College, where core training takes place, and Saffron Walden County High School, where the Secondary SCITT Lead works.

For further information about this vacancy please contact Martin Lee via email on mlee@catrust.co.uk

To apply for this position please submit an application form and covering letter to Martin Lee via Tania Tull, Trust HR Manager ttull@catrust.co.uk by midday on Friday 22 October. Further information and an application form can be found on the vacancies page of the [Trust website](#).

We reserve the right to interview suitable applicants ahead of the closing date, but all applications will be considered.

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.