



# Meridian Trust

## HR Apprentice Recruitment Pack



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## Welcome from our CEO, Mark Woods



Thank you for your interest in joining the Meridian Trust family.

The success and growth of our Trust has been based on remaining focused on some critical principles:

- Every child is known, equally valued and supported to achieve their potential in all our academies. Every community we serve benefits from the facilities and services we provide.
- Our staff benefit from strong networks, excellent career opportunities and a human approach where they are equally valued and supported.

- We ensure that well-run schools retain and develop their distinct contextual identity, while sharing and contributing to our common values, practices, curriculum approaches and operational systems

Since 2011, thanks to the fantastic work of our staff, our Trust has grown from 1 to 28 academies whilst retaining our focus on working within an area that enables easy movement between our schools. From first developing an application in 2007 to open schools in the new town of Northstowe, we have been committed to the vision of being an all-through and all-inclusive Trust. Our Trust currently consists of 14 primary schools, 12 secondary schools and 2 special schools. We are also currently developing 3 free school projects within our region.

Meridian also plays a key role in the wider development of education in the region. We are the home to the Cambridge and Peterborough Teaching School Hub and operate a vibrant Initial Teaching Training provider that trains upwards of 100 teachers annually. In addition, our commitment to the local community as an extension of our village college ethos means that we host a range of activity in our schools, including providing leisure and educational opportunities.

If being part of a dynamic, compassionate and dedicated group who believe we can really improve young people's life chances and opportunities by working together appeals to you, we very much look forward to receiving your application.



## A Brief History

Meridian Trust, formerly known as Cambridge Meridian Academies Trust (CMAT), is a values-led Trust and has risen to be one of the highest performing academy groups in the country. Our Trust was first formed as an educational trust to create a federation of schools in 2006 with a desire to provide high quality and dynamic education for everyone, right in the heart of our community. Through various government policies, our commitment to collaboration has remained consistent.

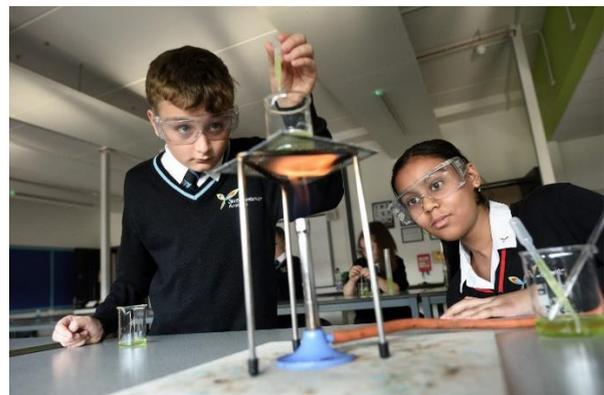
Meridian Trust was formed in 2011 to deliver more widely on that clear vision to provide high quality and dynamic education for all at the heart of the communities we serve. Our steady growth since then reflects our commitment to the communities we serve and our track record of success. The period since 2018 has seen an increase in speed of growth as many long term projects matured and our relationship with Sharnbrook Academy Federation emerged.

We are currently a family of 28 academies (including 14 primary, 2 special and 12 secondary schools). The secondary schools include a University Technology College, an Upper School, four 11-16 schools and six 11-18 schools. We also have 2 new secondary free schools in development. All within 20 miles of Cambridge and Peterborough and the main communication routes between. We merged with Cambridge Primary Education Trust to become the Meridian Trust in April 2022. As a lead partner in the Cambridge and Peterborough Teaching School Hub and an ITT provider through the Cambridge Partnership we retain a strong commitment to growing and supporting staff throughout their training and career development. We

have a proven track record of school improvement and transforming the lives of children and young people over the last 10 years.

Students thrive in Meridian Trust academies as a result of the implementation of our values, our successful and proven systems and our commitment to valuing people. We are among the highest performing multi-academy trusts in the country for student progress. No trust academy has ever undergone an OFSTED inspection resulting in anything other than an improved outcome. Our academies are well-run and our staff benefit from excellent access to professional development.

Our commitment to the education system goes beyond just our own academies. We operate 'The Cambridge Partnership', one of the largest initial teacher training providers in the country which has recently merged with the SAF ITT, and 'Leadership East' these further strengthen our capacity and commitment to professional development. We also provide support through various SLAs to a number of other trusts and academies.





## Trust Vision, Mission and Values

### Meridian Trust Vision

Meridian Trust exists to provide, support, and champion high-quality education at the heart of local communities.

As members of the Meridian family, Trust academies aim to unite their pupils, families and other local stakeholders around this common purpose to share experience and resources, to improve standards and to maximise our contribution to their wider communities.

Our vision, mission and values guide and bring together each of the Trust's academies.

### Our Vision:

High-quality educational provision for all at the heart of local communities.

### Our Mission:

To deliver, promote and inspire high quality educational provision in schools at the heart of their local communities so that:

- Every child is a successful learner, confident individual, and responsible and employable citizen
- Every school is a hub for community activities, a centre for extended services and a source of immense pride for students, their families, and other local stakeholders

### Our Values:



**Achievement for all**

We offer a curriculum that supports all our students. We provide you with the opportunities to maximise your potential in the Trust



**Valuing People**

Staff benefit from strong networks, excellent career opportunities and a human approach where they are equally valued and supported



**High Quality Learning Environment**

Students develop a lifelong love of learning. We offer you excellent targeted provision for professional development at each career stage



**Pursuit of Excellence**

Our curriculum stretches and challenges students. You will be similarly encouraged to develop aspirational personal and professional goals



**Extending the Boundaries of Learning**

We provide a breadth of experience through the curriculum and beyond. Staff can access a range of learning opportunities that go beyond traditional training



## Why work for us

Meridian Trust aims to be the employer of choice for the communities we serve. Since 2010 we have nurtured and developed the careers of many people. You can read about some of those journeys in the 'Meridian Trust People' section of this website. We are committed to making a difference to young people's lives and the communities we serve. Help us make our mission a reality.

### Benefits:

Working with us brings with it a range of attractive benefits, including;

- Generous employer contributions to Local Government or Teacher Pension Scheme
- Free on-site parking
- Eyecare vouchers
- Access to a free Employee Assistance Programme, offering mental health and wellbeing support to staff
- Cycle to work scheme
- Free tea and coffee making facilities
- Generous sick pay and annual leave



## How to apply

To apply please complete the online form on the TES. Your supporting statement should address and evidence the selection criteria detailed in the Person Specification.

### Closing Date:

9.00am 27 February 2023

### Applying:

For any questions about the application process please contact:

Julie Smith

HR Officer

[JSmith1@lincroft.academy](mailto:JSmith1@lincroft.academy)

01234 672186

*Meridian Trust is committed to safeguarding and promoting the welfare of children. All appointments will be subject to satisfactory pre-employment checks including enhanced DBS disclosure.*

*We are committed to diversity & inclusion and equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, race, religion or belief and marriage and civil partnerships.*

*Meridian Trust is committed to safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. This post is subject to an enhanced disclosure and barring service check. We expect all adults who work for the Trust to share our commitment to safeguarding and the health and wellbeing of our students*

## JOB DESCRIPTION AND PERSON SPECIFICATION



<b>Job Title:</b>	HR Apprentice
<b>JD Reference:</b>	Meridian Trust 051
<b>School/Academy:</b>	Lincroft Academy
<b>Weeks:</b>	Term-time, plus 5 training days and 1 week in the school holiday. 40 weeks in total.
<b>Hours of work:</b>	37
<b>Salary:</b>	Apprentice Rate: £10,688.24 (full time equivalent)
<b>Responsible to:</b>	HR Officer/HR Manager

<b>Purpose of job:</b>	The purpose of this role is to learn HR practices and tasks and provide support to the HR Officer. To be responsible specifically for certain administration aspects of the HR function.
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### **Responsibilities and Accountabilities:**

#### **Recruitment (under the guidance of the HR Officer)**

- Be responsible for all aspects of recruitment for the school as directed by the Principal/HR Officer.
- Provide administration support at interview panels, as appropriate.
- Ensure that appropriate right to work and safeguarding checks are undertaken, as directed by the HR Officer.
- Ensure that all onboarding paperwork, including employment contracts, are completed for first day of employment.
- Ensure that the payroll tracker is completed in a timely fashion ready for the HR Officer to make the changes to payroll.
- Support the HR Officer with recruitment campaigns as needed.

#### **Organisational:**

- Be responsible for the content of HR files, ensuring the recruitment check list is completed and held on file.
- Chase missing documents where appropriate.
- Set up HR files for new starters.
- Check current HR files and advise HR Officer of any discrepancies or concerns.
- Be responsible for the archiving of HR files. Ensure an archiving process is in place in line with the Trust's retention policy.
- Support with scanning and filing documents as required.
- Check the HR Inbox regularly, alerting the HR Officer to any concerns or actions required.



### **Data Recording: Sickness Absence and Annual Leave:**

- Record all staff sickness absences.
- Monitor the staff absence tracker and notify the HR Officer of employees nearing a trigger point.
- Send out self-certificates and return to work documentation , as appropriate.
- Chase outstanding sickness self-certificates, medical notes and return to work documentation as needed and file relevant paperwork.
- Note and file applications for special leave of absence.

### **SIMS**

- Assist with updating the SIMS platform for the school, under the guidance of the HR Officer.

### **Project Work:**

- Undertake specific project work under the guidance of the HR Officer and/or HR Manager, as required.

### **Other Tasks:**

- Assist the HR Officer with HR administration as required including, but not limited to: leavers, contract changes, maternity and paternity, probation reviews, appraisals and upkeep of the Single Central Record.
- Provide cover and support when required to other colleagues in the Meridian Trust HR team.

### **Support for Lincroft Academy:**

- Participate in staff events by arrangement.
- Attend staff meetings.
- Contribute and participate in Trust events and activities where possible.
- Develop and maintain effective working relationships with other staff and parents/carers.
- Adhere to the Trust values.
- Follow school policies, practices and procedures.

### **Data security:**

- Act following legal provisions regulating confidentiality and security of data and information under GDPR.

### **Health and Safety:**



- Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.
- Cooperate with the Trust on all issues to do with Health, Safety & Welfare.
- Work/operate all equipment within Health and Safety and other legal regulations, including risk assessments.
- Be physically able to undertake manual work and to perform tasks set out in this job description.
- Contribute to the maintenance of a safe and healthy environment.

#### **Continuing Professional Development:**

- In conjunction with the line manager, take responsibility for personal professional development, keeping up to date with research and developments related to school/academy/place of work efficiency, which may lead to improvements in the day-to-day running of the Trust.
- Undertake any necessary and identified professional development taking full advantage of any relevant training and development available, particularly when related to the use of ICT, for data management and record keeping.
- Maintain a professional portfolio of evidence to support the Performance Management process – evaluating and improving own practice.

#### **Child Protection and Safeguarding:**

- The post holder will have a shared responsibility for the safeguarding of all children and young people. The post holder also has an implicit duty to promote the welfare of all children and young people.
- Inform the Child Protection Officer of any issues relating to the safety and well-being of students.

The post holder will undertake any other duties commensurate with the grade of the post, in consultation with line manager.

This job description is subject to review and may be changed following consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the Trust in relation to the post holder's professional responsibilities and duties.

***The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. All staff will be subject to an enhanced check with the Disclosure & Barring Service.***



<b>Person Specification: HR Apprentice</b>	<b>Assessment Key:</b> A = Application Form I = Interview
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<b>Education and Qualification</b>		<b>Essential</b>	<b>Desirable</b>	<b>Assessment</b>
1	Good educational background including GCSE or equivalent in English and Maths	✓		A
<b>Experience</b>		<b>Essential</b>	<b>Desirable</b>	<b>Assessment</b>
2	Moderate working knowledge of MS Office packages including Word & Excel	✓		A/I
3	Experience of working within an educational or office environment		✓	A/I
<b>Knowledge and understanding</b>		<b>Essential</b>	<b>Desirable</b>	<b>Assessment</b>
4	Knowledge of the concept of confidentiality and GDPR	✓		I
5	Awareness of child protection issues	✓		I
<b>Skills and abilities</b>		<b>Essential</b>	<b>Desirable</b>	<b>Assessment</b>
6	Able to communicate effectively through use of telephone, writing, email or face to face	✓		I
7	Obtain and provide information in a courteous, succinct and accurate way	✓		I
8	High level of personal organisation skills	✓		I
9	Ability to contribute to team meetings and contribute ideas	✓		I
<b>Personal Qualities</b>		<b>Essential</b>	<b>Desirable</b>	<b>Assessment</b>
10	Commitment to completing the apprenticeship scheme	✓		I
11	High personal standards in terms of attendance, punctuality and organising workload	✓		I
12	Willingness to undergo further training and development	✓		I



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13	Positive and enthusiastic approach towards work	✓		I
14	Ability to act on own initiative	✓		I
15	Professional approach when dealing with all issues and staff	✓		I
16	Ability to work as part of a team effectively	✓		I
<b>Child Protection</b>		<b>Essential</b>	<b>Desirable</b>	<b>Assessment</b>
17	Support the Academy policies on safeguarding and child protection	✓		A/I
<b>Other</b>		<b>Essential</b>	<b>Desirable</b>	<b>Assessment</b>
18	Flexibility of working hours	✓		A/I

**Updated: October 2022**

