



# HR Assistant – Part Time

## 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.

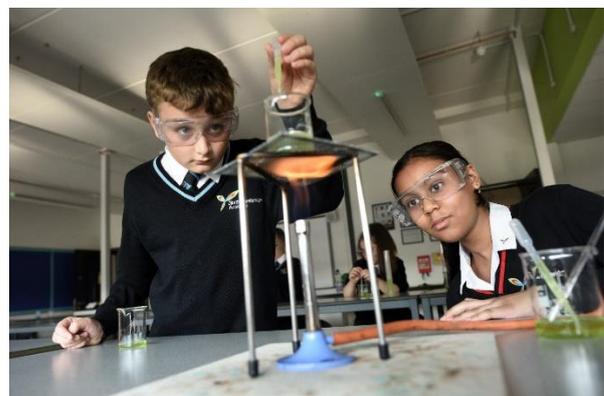
We are currently a family of 28 academies (including 14 primary, 2 special and 12 secondary schools). The secondary schools include a University Technology College, an Upper School, four 11-16 schools and six 11-18 schools. We also have 2 new secondary free schools in development. All within 20 miles 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. In addition to operating schools, we are the home of the Cambridgeshire and Peterborough Teaching School Hub, and train more than 150 new teachers each year through Meridian Trust ITT. 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. 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.

As a strong, regional multi-academy trust we currently operate schools across Bedfordshire, Cambridgeshire, Lincolnshire, Peterborough, and Northamptonshire. We are proud to have strong partnerships within all these communities.



## Trust Vision, Mission and Values

### Our values and who we are:

Meridian Trust is a successful multi-academy trust founded on its commitment to people and communities.

Our proven approach over more than a decade has elevated us to a respected and admired academy trust, a national leader in education and a source of great pride to the communities we serve.

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 Meridian Trust values, practices, curriculum approaches and operational systems.

### 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:

- Young people become successful learners and confident, empowered individuals;

- Young people are encouraged to think for themselves and act for others, equipping them with the values, attributes, knowledge and skills to make a rewarding contribution to society;
- 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 staff benefit from strong networks, excellent career opportunities and a human approach where they are equally valued and supported;
- Well-run schools retain and develop their distinct contextual identity while sharing and contributing to the Meridian Trust values, practices, curriculum approaches and operational systems.

### The enactment of our values for staff:

- |   |   |
|---|---|
| <br>Valuing People                       | Engaged, developed, supported, and consulted.   |
| <br>High Quality Learning Environment    | Experts who strive for continual development. Collaborative networks, trusted to deliver. |
| <br>Pursuit of Excellence                | Set ambitious goals and model what success looks like. Eager to improve.                  |
| <br>Extending the Boundaries of Learning | Make connections, provide opportunities. Generous and sharing of knowledge and expertise. |
| <br>Achievement for all                  | Are accountable for the outcomes we contribute towards and strive for the very best.      |

## 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
- Reduced staff membership to the facilities at Academy Leisure, Sawtry
- 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:

10am 6<sup>th</sup> April 2023

### Interviews:

Week commencing 17<sup>th</sup> April 2023

### Applying:

For any questions about the application process please contact:

Catherine Sutton

[csutton@elycollege.co.uk](mailto:csutton@elycollege.co.uk)

*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.*



Valuing People



High Quality Learning Environment



Pursuit of Excellence



Extending the Boundaries of Learning



Achievement for all

## Job Description and Person Specification

<b>Job Title:</b>	HR Assistant
<b>JD Reference:</b>	JD 062 Meridian Trust
<b>School/Academy:</b>	Ely College
<b>Weeks:</b>	39 Weeks per year (Term Time plus 1 week)
<b>Hours of work:</b>	12 Hours
<b>Salary:</b>	Grade 5
<b>Responsible to:</b>	HR Officer

<b>Role:</b>	HR Assistant
<b>Purpose of job:</b>	<p>To support designated personnel duties within the school environment with particular focus on:</p> <ul style="list-style-type: none"> <li>• Recruitment and appointment of new staff in line with Safer Recruitment practice.</li> <li>• Administrative support for the full employee lifecycle including the maintenance of files and HR systems, i.e. SIMS.</li> </ul>

### Responsibilities and Accountabilities:

#### Recruitment:

- To undertake recruitment activities within the school, under the instruction of the HR Officer. To ensure safer recruitment practice are observed in all aspects of recruitment and the appointment of new staff members, under direction of the HR Officer.
- To provide administrative support to the HR Officer, supporting with the full recruitment process. Updating job descriptions and drafting adverts for approval by the Principal and/or SLT. Circulating adverts internally and externally using TES, Indeed, Local Government publications and other agreed locations.
- To share candidate applications with shortlisting panel and subsequently invite shortlisted candidates to interview. To liaise with the interview panel to produce the interview schedules for the day and ensure interviewers have full interview packs available.
- To request references via the TES portal or directly as required, providing them in the interview packs and highlighting any concerns to the HR Officer.
- To support the smooth running of selection days, welcoming candidates, carrying out ID checks and completing school tours as required.

- To ensure all those involved in the recruitment process are aware of their responsibilities under the school and safer recruitment processes and policies, by making these documents available a and when needed.

### **General HR Administration/Employee life cycle support:**

#### **New Starters:**

- To draft offer paperwork, for checking by the HR Officer, and send out to successful candidates.
- To set up and maintain personnel files for new starters, ensuring that the starter checklist and single central record (SCR) is updated as paperwork/checks are received.
- To support the HR Officer with DBS checks as needed, setting up applications on the system and completing ID checks.
- To carry out Social Media checks in accordance with Trust guidelines and share findings, with the HR Officer, as needed.
- To assist in updating the SCR under the direction of the HR Officer.

#### **General:**

- To scan and copy documentation as required and keep personnel files up to date.
- To draft contract variation letters for checking by the HR Officer and then distribute accordingly.
- To update SIMS with staff changes i.e. personal details and contractual/role changes and adding new starters.
- To update the probation tracker and send out probation paperwork for completion by line managers. Chasing where appropriate and raising any issues with the HR Officer.
- To send out annual reminders to all staff to read mandatory policies and complete mandatory training. Update the training records on the SCR accordingly.
- To issue and chase return of salary statements on a monthly basis.

#### **Absence**

- To log sickness absence for all support staff on SIMS when received from the Cover Manager. To scan copies of self-certificates and Fit Notes received to personnel files.
- To send out self-certificates and return to work paperwork and chase as required to ensure compliance with the sickness management policy.
- To add sickness absences and other unpaid leave to the payroll portal.



**Leavers:**

- To draft and send out leaver letters, for checking by the HR Officer, and exit forms.
- To download and post out P45's from the EPM portal.
- To provide all administration associated with leavers e.g. moving personnel files to 'leavers' area and update SIMS.

**Other:**

- To provide cover for the HR Officer when needed, seeking support from the Trust HR Manager as required to ensure that key HR and safeguarding responsibilities are maintained in School.
- To support with school HR projects as required.
- 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.

**Support for School/Academy/Place of work:**

- Participation 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 in accordance with legal provisions regulating confidentiality and security of data and information in accordance with GDPR regulations.

**Health and Safety:**

- All employees of the trust must be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions. Employers much co-operate with the trust on all issues to do with Health, Safety and Welfare.
- Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.
- Co-operate with the Trust on all issues to do with Health, Safety & Welfare.



- To work/operate all equipment within Health and Safety and other legal regulations, including risk assessments.
- Contribute to the maintenance of a safe and healthy environment.

### **Continuing Professional Development:**

- Maintain up to date knowledge by attending relevant HR updates provided by the Core HR team and external providers.
- 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.
- Participate in the annual appraisal system
- 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 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.***

**Updated: September 2022**



**Person Specification – HR Assistant**

Assessment Key:  
 A = Application Form  
 I = Interview

<b>Education and Qualification</b>		<b>Essential</b>	<b>Desirable</b>	<b>Assessment</b>
1	Good educational background with GCSE or equivalent in English Language.	✓		A
<b>Experience</b>		<b>Essential</b>	<b>Desirable</b>	<b>Assessment</b>
2	Experience of working in an administrative environment.	✓		A/I
3	Experience of working in an HR environment.		✓	A/I
<b>Knowledge and understanding</b>		<b>Essential</b>	<b>Desirable</b>	<b>Assessment</b>
4	Knowledge of the concept of confidentiality	✓		A/I
5	Working knowledge of MS Office Package to include Word and Excel at basic level	✓		A/I
6	Awareness of child protection issues.	✓		I
<b>Skills and abilities</b>		<b>Essential</b>	<b>Desirable</b>	<b>Assessment</b>
7	Maintaining confidentiality and discretion	✓		I
8	Good grasp of English Language and good written English	✓		I
9	Accuracy and attention to detail	✓		
10	Ability to contribute to team meetings and contribute ideas.	✓		I
<b>Personal Qualities</b>		<b>Essential</b>	<b>Desirable</b>	<b>Assessment</b>
11	Organised and methodical approach to work	✓		I
12	Positive and enthusiastic attitude	✓		I
13	Ability to work as part of a small team effectively	✓		I
14	Able to follow process and instructions and recognise when to escalate/ask for help.	✓		



Valuing People



High Quality Learning Environment



Pursuit of Excellence



Extending the Boundaries of Learning



Achievement for all

15	A desire to put the 'customer' first and be courteous and professional at all times	✓		I
16	Willingness to undergo further training and development in HR.		✓	
<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