



Meridian
Trust

Swavesey Village College

Trips Officer

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.

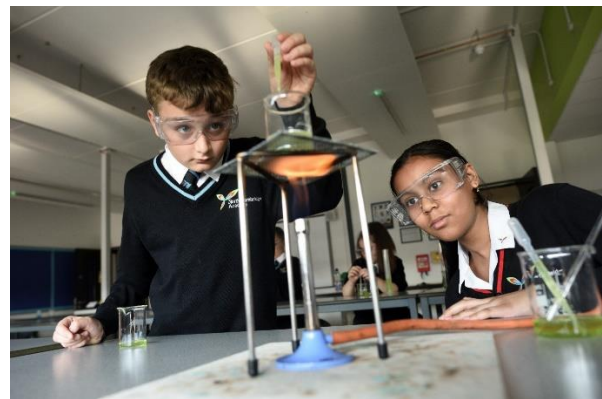
We are currently a family of 28 academies (including 14 primary, 2 special and 12 secondary schools). The secondary schools include a University Technology College, an Upper School, four 11-16 schools and six 11-18 schools. We also have 2 new secondary free schools in development. All within 20 miles 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:

- | | |
|---|---|
| 
Valuing People | Engaged, developed, supported, and consulted. |
| 
High Quality Learning Environment | Experts who strive for continual development. Collaborative networks, trusted to deliver. |
| 
Pursuit of Excellence | Set ambitious goals and model what success looks like. Eager to improve. |
| 
Extending the Boundaries of Learning | Make connections, provide opportunities. Generous and sharing of knowledge and expertise. |
| 
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:

9.00am Monday 17 April 2023

Interviews:

TBC

Applying:

For any questions about the application process please contact:

Claire Newman

cnewman@swaveseyvc.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.

Why work for Swavesey Village College?

Swavesey Village College is a highly successful academy which is always amongst the top schools in the league tables for secondary schools in Cambridgeshire. In 2011, Ofsted rated the school “outstanding” in every category, and in our most recent Ofsted in February 2020 we have kept our Outstanding designation. It has a well-balanced intake and over-subscribed pupil roll and enjoys excellent facilities in a rural community college context.

Swavesey is a Teaching School and therefore works closely with other schools locally and nationally to support achievement and pedagogy. This partnership working helps us to energise our own practice and provides staff with wide ranging development opportunities beyond, as well as within, the school. Swavesey Village College is part of Meridian Trust, which gives staff further opportunities for advancement. You may have the opportunity to work across all schools within the Trust.

Swavesey is an outward looking school, strongly committed to continuous development and improvement. All staff at Swavesey have high expectations of their students, colleagues and own practice. We are firmly committed to the development of all staff and ensure everyone is involved in the direction and success of the College now and in the future.

General Information

THE SCHOOL

Swavesey Village College was founded in 1958 and has grown in its 60 years from a small village college to a nationally recognised highly performing 11 – 16 non-selective school with an outstanding academic record and educational experience for its students.

EXAMINATION RESULTS

This year our GCSE results were amongst the best of all Cambridgeshire state schools, and once again well above national averages. Full exam results are [here](#) on our website.

Not only do we measure our success by these standards, but we are equally proud of the fact that all our students undertake a wide range of appropriate and



challenging courses and qualifications and we welcome the significant achievement of learners who are not recognised in Government league tables.

Our strong tutoring system ensured that every child achieves, and those at risk of underachievement are quickly identified and further supported.

	Summer 2022	2019
Attainment8	58.66	55.5
<i>Progress8</i>	<i>0.7</i>	+0.57
Grade 4+ in English and Maths	81%	77%
Grade 5+ in English and Maths	68%	56%
Grade 4+ in two Sciences	84%	80%
Ebacc	50%	51%
Total grade 4s achieved	88%	82%
Total grade 5s achieved	79%	69%
Total grade 7s achieved	40%	31%

RECOGNITION AND AWARDS

The school has Artsmark Gold, Sport Quality Mark Distinction, World Class Schools Award, and we are a Teaching School and a Leading Edge School.

THE LOCAL ENVIRONMENT

Swavesey is situated close to the A14 about 8 miles north-west of Cambridge in the village of Swavesey. A rural location but not far from the bustle of an internationally renowned city! The school receives children from seven local village Primary schools: Over, Swavesey, Bar Hill, , Papworth Everard, Fen Drayton, Fenstanton and Elsworth. Most children arrive at school using buses. We have excellent transport links to Cambridge and St Ives, and especially useful is the Guided Bus for those who do not drive, with a stop right in the village.



STUDENTS

The school's pupil admission number is 240 per year group. The school is held in very high regard in the local community and is always over-subscribed in all years. Attendance is high. Students are friendly, well-behaved and proud of their school. Many visitors compliment us on the quality of relationships in the school. Ofsted said 'the students get on very well with adults and each other. Their behaviour makes an outstanding contribution to their learning.'

CURRICULUM

We run a rigorous academic curriculum combined with a strong vocational option as students' progress through the school. We offer three Languages (German, French and Spanish), and most students study the three sciences separately. We operate a 3 year key stage 4. Students are guided with considerable support from form tutors and subject teachers onto the right course for each student, maximising the potential for success and onward progression to Further Education. About two thirds of Year 11 go on to Sixth Form Colleges to study A Levels, and a third follow apprenticeships or vocational courses at Cambridge Regional College.

SENIOR LEADERSHIP TEAM

The Senior Leadership Team (SLT) consists of Headteacher, Deputy Headteacher and six Assistant Headteachers.

For lots of further information on our school please visit our website :

www.swaveseyvc.co.uk



RECRUITMENT

Offers of Employment

All offers of appointment are subject to:

- at least two satisfactory references (usually requested prior to interview),
- a satisfactory Enhanced Disclosure and Barring Service (DBS) Disclosure and/or a Certificate of Good Conduct (if the candidate has lived or worked abroad in the last 5 years),
- proof of the candidate's identity and their right to live and work in the UK
- and verification of qualifications and professional status.

Contacting Us

A list of current vacancies, Swavesey Village College's Prospectus and newsletters showing recent school activities can be found on our website. All candidates are welcome to contact us at any time for further information about the posts advertised if they wish, or if candidates want to visit us in advance of an application.

www.swaveseyvc.co.uk

HR Officer: Claire Newman cnewman@swaveseyvc.co.uk on 01954 234461, or PA to the Headteacher Jo Gent jgent@swaveseyvc.co.uk on 01954 234438.



JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title:	Trips Officer
JD Reference:	Meridian Trust JD 076
School/Academy:	Swavesey Village College
Weeks:	Term Time PLUS one additional week (39 weeks)
Hours of work:	30 – 37 hours per week
Salary:	Grade 4 point 3-5
Responsible to:	Trust Financial Accountant

Role:	To assist the Trust Financial Accountant and the Finance Officer with the Trust’s financial operations to ensure that all Trips (day, residential and overseas) are co-ordinated effectively to enable the school to meet their responsibilities and goals.
Purpose of job:	To be responsible for the financial management and administration of all school trips ensuring that the correct procedures are followed and that detailed planning for all trips is in place.

Responsibilities and Accountabilities:

- Responsible for the financial management and administration of day, residential and overseas trips, working closely with the EVC, Trip Leader and Finance to ensure that trips are run in compliance with all aspects of school policy.
- Ensure procedures are followed for planning of all educational visits, ensuring staff use the correct forms and obtain correct authorisation and detailed planning is in place.
- To assess, with the EVC and Trip Leader, the financial viability of each trip and ensure they do not make a loss.
- Upload relevant trips to the LA Evolve system for their approval.
- Responsible for organising transport; correspondence; currency, if required; insurance; collecting passports; collective passports, risk assessments; and appropriate levels of supervision as required.
- Responsible for the financial management of school trips, including setting up, maintaining and monitoring accurate trips ledger within the schools accounting system PSF.
- Completion of venue and transport bookings and raising purchase orders for any costs relating to the trip.
- Prepare all the financial aspects of each trip, including allocating receipts from parents and chasing unpaid amounts.
- Responsible for setting trips up on the Trust’s on-line payments system, ensuring that all payments are accurately recorded.
- Ensure effective credit control procedures are in place via monitoring late payments informing the Trip Lead of balances outstanding.

- Ensure all trip costs and invoices are processed and suppliers are paid on a timely basis for each trip's costs, well in advance of the trip date and in accordance with the Trusts Finance Policy.
- Liaise with finance staff regarding payment of suppliers.
- Process financial assistance requests and record details.
- Liaising with trip leaders, parents and providers throughout
- Monitor income and expenditure to ensure each trip remains within budget.
- Proper and accurate recording of all information.
- Liaise with the Trust Financial Accountant regarding financial reports, payments and refunds.
- Collate and distribute medical and dietary information as appropriate. Collate student information for visit leaders with regard to emergency contact details together with consent forms and medical information.
- Maintain computerised and paper systems in an orderly way with structured filing systems.
- Comply with school policy on data security and GDPR legislation and maintain confidentiality at all times.
- Closure of trips on a timely basis.
- Produce financial analysis of all trips and report on any large variances.
- Prepare reconciliation of trip control accounts.
- 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.

Catering Systems Support

- Responsible for the accurate and effective operation of the cashless catering system, including enrolling new students and staff; cash handling; reconciliation and reporting on a daily basis.
- Handle staff and student queries regarding balances and records contained within the system.
- Ensure that the Trust's financial procedures are adhered to at all times, with particular reference to payment authorisations.
- Reconcile Parent pay receipts and post to relevant income codes.
- Undertake any other duties as deemed necessary by the Trust Financial Accountant.

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:

- 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 plant and machinery within Health and Safety and other legal regulations, including risk assessments.
- 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.
- Undertake First Aid training and provide First Aid cover when required

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.
- 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.
- To 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.



Valuing People



**High Quality
Learning
Environment**



**Pursuit of
Excellence**



**Extending the
Boundaries of
Learning**



**Achievement
for all**

Updated: January 2022

Person Specification	<p>Assessment Key: A = Application Form I = Interview</p>
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Education and Qualification		Essential	Desirable	Assessment
1	Good educational background with GCSE or equivalent in English Language	✓		A
2	Qualification in administration		✓	A
Experience		Essential	Desirable	Assessment
3	Experience of working in an administrative environment		✓	A/I
4	Experience of working in an educational setting		✓	A/I
5	Experience of working with external agencies		✓	A/I
Knowledge and understanding		Essential	Desirable	Assessment
6	Knowledge of office administrative processes		✓	A/I
7	A sound grasp of the concept of inclusive practice	✓		I
8	Knowledge of the concept of confidentiality	✓		I
9	Awareness of child protection issues	✓		I
Skills and abilities		Essential	Desirable	Assessment
10	Good organisation and prioritising skills	✓		I
11	Ability to use language and other communication skills that parents, and pupils and staff members can understand and relate to	✓		I
12	Excellent written and oral communication skills.	✓		I
13	Ability to contribute to team meetings and contribute ideas	✓		I
14	High attention to detail and computer literacy skills	✓		
Personal Qualities		Essential	Desirable	Assessment
15	Willingness to undergo further training and development	✓		I



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for all

16	Positive and enthusiastic approach towards work	✓		I
17	Ability to act on own initiative	✓		I
18	Kindness and empathy towards students and colleagues.	✓		I
19	Ability to work as part of a team effectively			I
Child Protection		Essential	Desirable	Assessment
20	Support the Academy policies on safeguarding and child protection.	✓		A/I
Other		Essential	Desirable	Assessment
21	Flexibility of working hours	✓		A/I