



Meridian Trust

HR Manager

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 30 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, 13 secondary schools and 3 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.

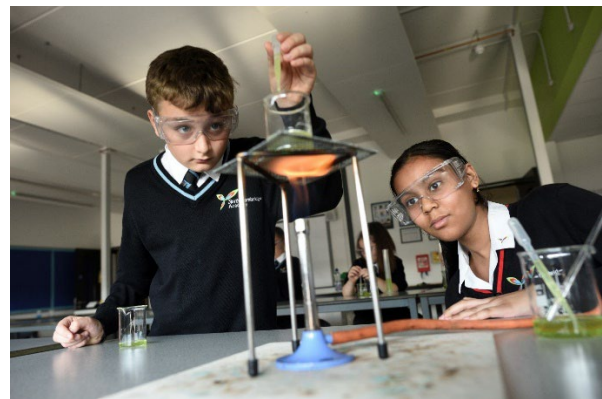
We are currently a family of 30 academies (including 14 primary, 3 special and 13 secondary schools). The secondary schools include a University Technology College, an Upper School, four 11-16 schools and six 11-18 schools. We also have 2 new secondary free schools in development. All within 20 miles 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.



Valuing People



High Quality Learning Environment



Pursuit of Excellence



Extending the Boundaries of Learning



Achievement for all

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:

Monday 18th March 2024 at 9:00am

Interviews:

Tuesday 26th March or Thursday 28th March 2024.

Applying:

For any questions about the application process please contact:

recruitment@meridiantrust.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.



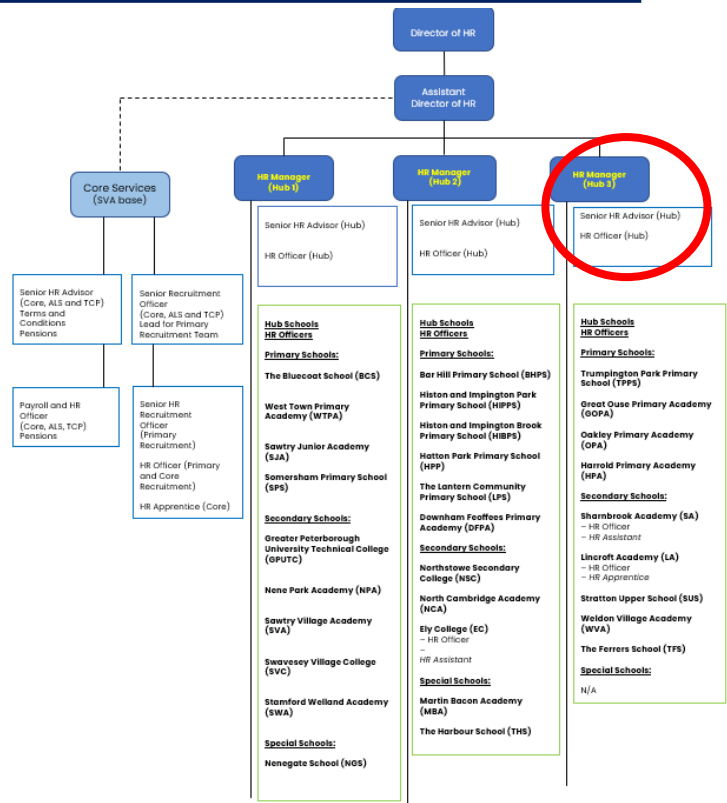
The Meridian Trust HR Function Explained

The structure of the Meridian Trust HR function can be found to the right.

Each school site has a minimum of one person in post responsible for the HR Administration. Depending on each site's circumstances these individuals may have other responsibilities, for example finance or office management. The HR Manager will have only a dotted line management for the HR Officers based within the schools.

Each of the hubs has a Senior HR Advisor and an HR Officer, all of whom are line managed by the HR Manager. These individuals are field based and support the schools within the hub with a multitude of tasks and provide professional advice. This includes covering schools as and when required.

The Core HR Team, based at our head office in Sawtry offer specialist support and advice in areas such as recruitment, pensions and terms and conditions.



JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title:	HR Manager
JD Reference:	Core ADM 28 - 29
School/Academy:	Core
Weeks:	52 Weeks
Hours of work:	37 Hours
Salary:	Grade 11
Responsible to:	Assistant Director of HR

Role:	Provide and promote a high quality, professional & efficient HR service across schools within the Trust. Working at both operational and strategic level considering the short, medium & long term business objectives.
Purpose of job:	Responsible for the correct implementation of all HR processes & procedures undertaken at school, being the primary contact for a designated hub of schools.

Responsibilities and Accountabilities:

- Provide an effective and efficient HR service as a key Business Partner within the Trust, being responsible for a designated hub of schools.
- Provide professional advice and guidance to school leaders to ensure that the HR service is compliant, reflects best practice and that HR policies and procedures are correctly interpreted.
- Develop effective relationships with a range of stakeholders including members of the Executive Team, School Principals, SLT and HR Officers. Developing trust and confidence.
- Support, coach and challenge school leaders on all HR matters to provide them with the tools to successfully manage all elements of people management activities.
- Provide expert HR support for complex and high-level employee relationship issues taking the lead on any casework to ensure that they are dealt with effectively, timely and gaining the best outcome for both employee and employer.
- Be aware of any potential HR risk to the Trust, consider how best to mitigate against it and provide the most appropriate advice to reduce the risk to an acceptable level seeking legal advice if required.
- Provide expert advice to senior leaders in respect of protected conversations with employees.
- Undertake negotiations with employee or relevant trade union for all Settlement Agreements, being mindful of the financial handbook and financial implications.

- Provide Support to the Assistant Director of HR with employment tribunals, liaising with the trust insurers and the trust / school. Ensuring all paperwork is accurate and timely.
- Contribute to HR Governance and Compliance across the trust.
- Lead on all restructures, redundancies, and employee relations liaising with legal advisors and unions as required.
- Provide expert knowledge on Teachers Pay & Conditions including The Burgundy Book.
- Provide expert knowledge on Pay Conditions for Support Staff including The Green Book.
- Ensure that the Hub HR Officer can support schools with the payroll process liaising with the Trust Accountant as needed and resolving any pay related issues.
- Provide support with job evaluations for the new Meridian Terms and Conditions for Support staff. Accountable for ensuring that job descriptions are accurate, fit for purpose and appropriately rewarded. Ensure that hub Senior HR Advisors are trained to undertake job evaluations.
- Support the school with the recruitment and appointment of any new HR Officers in schools. Ensure that the core HR officers and Hub HR Officer provide relevant onboarding training.
- Remain up to date with safer recruitment practice including the requirements of KCSIE and ensure that this is accurately reflected on the SCR in all schools.
- Responsible for dotted line management of HR Officers in school, providing professional support and coaching. Contribute to the probation and performance management process. In the short-term absence of an HR Officer ensure that additional support is provided by the hub HR Officer and Senior HR Advisor to the school as needed.
- Deliver training and regular updates to members of SLT and HR Officers in school on all HR policies and processes.
- Have knowledge of data systems used in schools including EPM, TES, SIMS, HEALES, DBS, DofE Teacher Services and TEAMS.
- Attend and contribute to any required LADO meetings to ensure the safeguarding of all students.
- Attend and contribute to Trust wide HR meetings, school termly meetings and Core HR meetings.
- Provide an effective and confidential communication channel between the Trust and schools.
- Contribute to the development and implementation of HR policies, procedures and guidance to support schools in the day-to-day management of all HR matters.
- Contribute to the effective communication between the Trust and recognised Trade Unions to support a positive working relationship.
- Support with the onboarding of new schools into the Trust by assisting or leading with the TUPE process including due diligence and consultation meetings. Identify potential issues and facilitate appropriate action.

- Support the Assistant Director of HR with due diligence for all possible Tupe transfers.
- Work to improve the employee experience making the Trust an attractive place to work.
- Support with the strategic HR development plan in both the short and long term.
- Championing and evolving the Trust's vision and values and support the delivery of the Trust's people strategy.
- Proactively look for best practice initiatives to share across all schools.

Line Management responsibilities

- Provide line management to the Senior HR Advisor and HR Officer within their hub.
- Ensure that regular supervision meetings are undertaken to support with pastoral care and professional development.
- Undertake probation and performance management for their staff.
- Support with identifying relevant training and CPD needs that will help increase knowledge and skills.
- Provide support to their staff if absent from work. This includes managing the Trust Sick absence Policy and Procedures.

Support for Core Trust :

- Participation in staff events.
- Contribute and participate in Trust events and activities where possible.
- Develop and maintain effective working relationships with other staff in core professional services and schools.
- Adhere to the Trust values.
- Follow Trust policies, practices and procedures.
- Respect school policies when visiting or working in schools across the Trust.

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 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:

- 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
- 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 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.

Updated: August 2023

Person Specification –

Assessment Key:
A = Application Form
I = Interview

Education and Qualification		Essential	Desirable	Assessment
1	Good educational background including GCSE or equivalent in English and Maths.	✓		A
2	CIPD Level 5 (minimum) or Level 7 or willingness to work towards it or highly relevant experience	✓		A
3	Evidence of continuing personal and professional development.	✓		A
Experience		Essential	Desirable	Assessment

4	Experience of managing complex employee relations issues in a unionised environment.	✓		A/I
5	Excellent and up-to-date knowledge of employment legislation and best HR practice.	✓		A/I
6	Knowledge of national and local terms and conditions of employment relating to schools including STPCD, Conditions of Service for School Teachers in England and Wales (Burgundy Book) and NJC Local Government Terms & Conditions.		✓	A/I
7	Experience of working within the educational system.		✓	A/I
Knowledge and understanding		Essential	Desirable	Assessment
8	Working knowledge of a range of software packages.	✓		A/I
9	Knowledge of HR MIS systems	✓		A/I
10	Knowledge of the concept of confidentiality	✓		I
11	Awareness of child protection issues.	✓		I
Skills and abilities		Essential	Desirable	Assessment
12	Excellent interpersonal skills to effectively influence those at a senior level and the ability to gain respect and confidence from staff at all levels.	✓		I
13	Resilience in challenging situations which may require diplomatic solutions.	✓		I
14	Excellent problem-solving skills with the ability to negotiate effectively and reach swift conclusions in the best interests of the Trust and employees whilst mitigating any associated risks.	✓		I
15	Ability to analyse situations and exercise independent judgement.	✓		I
16	High level of personal organisation skills.	✓		I
17	Ability to communicate clearly and confidently with a range of people with excellent written and oral communication skills.	✓		I

18	Ability to contribute to team meetings and contribute ideas	✓		I
Line Management Experience		Essential	Desirable	Assessment
19	Relevant Experience of direct line management of small teams.	✓		I
20	Can demonstrate where they positively encourage and foster a culture of support, openness and learning with their team.	✓		!
21	Experience of providing direction and improvement in a positive way to individuals within teams	✓		I
22	Experience of managing attendance and performance management.	✓		I
23	Can identify development and CPD needs of team.	✓		I
Personal Qualities		Essential	Desirable	Assessment
24	Ability to work effectively during intensive periods of pressure and being flexible in approach to work to ensure service levels and deadlines are met.	✓		I
25	High personal standards in terms of attendance, punctuality and organising workload.	✓		!
26	Willingness to undergo further training and development.	✓		I
27	Positive and enthusiastic approach towards work.	✓		I
28	Ability to act on own initiative.	✓		I
29	Professional approach when dealing with all issues and staff.	✓		I
30	Ability to work as part of a team effectively.	✓		I
Child Protection		Essential	Desirable	Assessment
31	Support the Academy policies on safeguarding and child protection.	✓		A/I
Other		Essential	Desirable	Assessment
32	Flexibility of working hours	✓		A/I



Meridian
Trust