



# Meridian Trust

## Site Assistant 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.

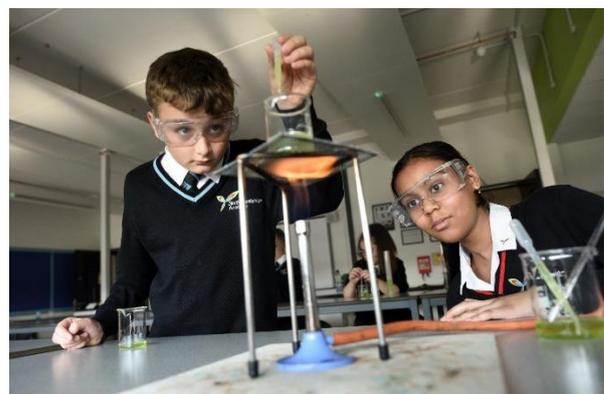
Meridian Trust was formed in 2011 to deliver more widely on that clear vision to provide high quality and dynamic education for all at the heart of the communities we serve. Our steady growth since then reflects our commitment to the communities we serve and our track record of success. The period since 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:

 <p><b>Achievement for all</b></p>	<p>We offer a curriculum that supports all our students. We provide you with the opportunities to maximise your potential in the Trust</p>
 <p><b>Valuing People</b></p>	<p>Staff benefit from strong networks, excellent career opportunities and a human approach where they are equally valued and supported</p>
 <p><b>High Quality Learning Environment</b></p>	<p>Students develop a lifelong love of learning. We offer you excellent targeted provision for professional development at each career stage</p>
 <p><b>Pursuit of Excellence</b></p>	<p>Our curriculum stretches and challenges students. You will be similarly encouraged to develop aspirational personal and professional goals</p>
 <p><b>Extending the Boundaries of Learning</b></p>	<p>We provide a breadth of experience through the curriculum and beyond. Staff can access a range of learning opportunities that go beyond traditional training</p>



## 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:

6<sup>th</sup> April 2023

### Interviews:

Shortly after closing.

### 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.*



## Job Description and Person Specification

<b>Job Title:</b>	Site Assistant
<b>JD Reference:</b>	Meridian Trust 005
<b>School/Academy:</b>	Ely College
<b>Weeks:</b>	52 Weeks
<b>Hours of work:</b>	37 Hours – shift pattern in place including early mornings and evenings
<b>Salary:</b>	Grade 5 Points 5 - 7
<b>Responsible to:</b>	Site Manager

<b>Role:</b>	To ensure the site and premises are safe, secure, and well-maintained
<b>Purpose of job:</b>	To work on site in line with the needs of the school including potential out of hours calls. To provide a “handyperson” service in response to smaller, in-house maintenance. To act as a key holder.

### Responsibilities and Accountabilities:

- Ensure that the site, buildings, their contents, and the grounds are opened each day and secured at the end of each day, including arming/disarming the security system. Provide access to the site in an emergency when needed. Prevent/deter any unauthorised access
- Maintain constant awareness of the condition of the buildings and assets. Carry out maintenance and first line repairs within the scope of a competent handyperson in a timely manner, reporting any repairs outside your capability so other arrangements can be made
- Ensure the sites, building and contents are secure, maintained, clean and compliant with Health & Safety legislation
- Undertake portage duties as required, including taking delivery of goods, storing, or moving items. Lay out furniture for assemblies, lunch, examinations, and other timetabled activities including any external lease arrangements outside of normal school hours
- Maintain good housekeeping around the site, ensuring areas are clear of litter, excess dirt, and rubbish. Empty litter bins and dispose of rubbish. Clear leaves & snow, gritting as needed. Take waste sacks to the skips when required and inform the Site Manager when the skips need to be emptied
- Ensure the servicing of school facilities, equipment and systems are maintained, organise, induct, and monitor external contractors in the provision of repairs/maintenance work as required to ensure they operate in a safe



manner. Take appropriate remedial action or report unsafe working practices or conditions that may contravene a safe working environment

- Operate all plant and machinery within Health and Safety and other legal regulations, including risk assessments
- Carry out Health & Safety compliance and maintenance checking and inspections as required. Electronically document all these controls and checks for auditing purposes
- Use email and other computer packages to read/send messages and to produce/keep work records
- Ensure that the lesson bells can be heard in all areas of the school and are turned off during the holidays
- Operation of the building management systems including CCTV, access control, security, and fire systems. To ensure that the fire system is maintained and tested on a weekly basis, including a fire alarm test and battery replacement, for which training will be given
- Be a nominated driver for the school minibus
- Where applicable, carry out emergency cleaning work as allocated and responding to spillages
- Ensure all drains and gullies are free flowing, clean and clearing blockages should they occur

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

- Participate in staff events by arrangement
- Attend Staff Meetings
- Contribute to the maintenance of a safe and healthy environment
- 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
- The normal working week will be as agreed and contracted with a maximum of 37 hours. These hours will be worked between 6.00am and 10.00pm Monday to Friday. All work within this period will be carried out as part of the normal week's work
- The periods of work within the time limit will be flexible and the normal hours of duty of the Site Assistant will be planned to cover the needs of the school, particularly weekday lettings. The hours of duty may vary from day to day
- Hours authorised by the Site Manager more than full-time hours will be paid at the overtime rate



**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
- 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

**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 safeguarding 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 the 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: January 2022**



<b>Person Specification Site Assistant</b>	Assessment Key: A = Application Form I = Interview		
<b>Education and Qualification</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessment</b>
Good educational background with GCSE or equivalent in English Language	✓		A/I
<b>Experience</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessment</b>
Experience of customer interface	✓		A/I
Experience of working in the education sector		✓	A/I
Experience of working with young people		✓	A/I
Experience of working as part of a team	✓		A/I
<b>Knowledge, Skills and Abilities</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessment</b>
Knowledge of using different IT software such as Microsoft Office, and Email. With training, use the school management information system		✓	A/I
The interpersonal skills to communicate effectively and professionally with staff, students, parents, and other outside agencies (by phone and in person)	✓		A/I
Ability to establish good working relationships with colleagues	✓		A/I
Ability to work as an individual, as well as part of a team	✓		A/I
Ability to work using own initiative	✓		A/I
Ability to always remain calm and professional	✓		A/I
<b>Personal Qualities</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessment</b>
Highly motivated and enthusiastic	✓		A/I
Committed and reliable	✓		A/I
High professional standards	✓		A/I
Excellent timekeeping	✓		A/I
<b>Child Protection</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessment</b>
Support the Academy policies on safeguarding and child protection	✓		A/I



Other	Essential	Desirable	Assessment
Flexibility of working hours	✓		A/I

