

Administrative 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 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:

15/05/2024 at 9:00am

Interviews:

W/C 20/05/2024

Applying:

For any questions about the application process please contact:

Kyla Murray

KMurray@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.

Job Description and Person Specification

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|-----------------|--------------------------|
| Job Title: | Administrative Assistant |
| JD Reference: | STD ADM 22 |
| School/Academy: | Harrold Primary Academy |
| Weeks: | 39 weeks per year |
| Hours of work: | 22.5 hours per week |
| Salary: | Grade 4 |
| Responsible to: | |

| | |
|---------------------|---|
| Role: | Provide efficient administrative support across the school |
| Purpose of the job: | To provide an efficient and effective general administrative service for the school |

Responsibilities and Accountabilities:

- Coordinating the day to day running of the school administration and reception.
- Ensure parental or staff enquiries or queries are dealt with and responded to promptly and appropriately.
- Control office email and school correspondence, deal with, liaise with, delegate and distribute as appropriate.
- Provide administrative support, including scanning, photocopying, filing, faxing, and emailing, as appropriate to staff as necessary
- Answer telephone calls, directing through to the relevant people and helping with queries where possible
- Prepare and edit correspondence, presentations, and other documents, as instructed this includes updating the school website.
- Assisting with appropriate administrative tasks and duties, utilising word, excel, outlook email and the use of local Management Information Systems (where training will be given)
- Maintain electronic and manual systems in an efficient and effective manner in line with the GDPR Retention Policy, as well as file and retrieve documents and reference materials
- Arrange, co-ordinate and communicate details for meetings, training, and events, including booking meeting rooms and providing refreshments.
- Distribute incoming mail, frank, and send outgoing mail.
- Receive, sort, and distribute all packages, deliveries, and mail.
- Ensure that the reception area is kept smart and tidy

- To assist with the ordering of stationery, materials and resources and ensuring that stock levels are maintained
- Maintaining and updating school information, records, and databases
- Assist with the input of new student data (incl. Year 6) on the Pupil Asset system and import all student photos
- Communicate to staff the photo permissions for students
- Assist with the production and distribution of the student learning profiles, including updating the MIS system
- Assist the Head Teacher with the reporting of student data to external bodies, for example, Student census
- Assist with preparing reports and statistical information as required – including school Dashboard
- Support with the organisation of annual school photographs.
- Support with parents' evenings, parents' forums, and other school open evenings/events
- Administer basic first aid to staff and students (1 day of first aid training will be provided)

Other possible duties:

- Provide administrative support for school trips, liaising with the EVC, finance and trip leader.
- Provide the administration for wider school events such as; clubs, intake meetings, school photographer, SATS breakfast and evening, performances and productions, Sports Day, Bikeability, Open days and parental consultation evenings.
- Maintain and manage attendance and absence reporting and monitoring through effective use of Pupil Asset and EPM wherever relevant. Visit families to encourage/develop strategies to increase attendance.
- Act as a channel of communication between families and the school for students whose attendance is poor or are 'at risk' of poor attendance.

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.
- Contribute and participate in Academy events and activities
- 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:

- Follow the 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
- 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
- Use training in first aid to manage emergency situations in school and liaise with emergency services. Coordinate staff to manage situation.
- Ensure where necessary, parents are contacted, and children are collected where it is deemed children need to go home due to accident or illness.
- Ensure required first aid training is up to date for all first aiders including specific training in order to manage any medical conditions in school.
- Complete Meridian Trust accident reporting where appropriate to ensure correct protocols are followed for reportable accidents.
- Maintain medical registers for new children to school, ensure allergies are reported to teachers and catering staff, arrange for any training (such as diabetes) needs for teaching and support staff, liaise with medical professional and parents to ensure effective delivery of medication requirements in school

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.
- 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

| | |
|---|---|
| Person Specification: Administration Assistant Grade 4 | Assessment Key: A = Application Form I = Interview |
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| Education and Qualification | | Essential | Desirable | Assessment |
|-----------------------------|---|-----------|-----------|------------|
| 1 | Good educational background with GCSE or equivalent in English Language and Maths | ✓ | | A |
| 2 | Qualification in business administration or similar | | ✓ | A |
| Experience | | Essential | Desirable | Assessment |
| 3 | Experience in working in an administrative environment | ✓ | | A/I |
| 4 | Experience of working in an educational setting | | ✓ | A/I |
| 5 | Experience in working with external agencies | | ✓ | A/I |
| Knowledge and understanding | | Essential | Desirable | Assessment |

| | | | | |
|-----------------------------|---|------------------|------------------|-------------------|
| 6 | Understanding of the education system | ✓ | | A/I |
| 7 | A sound grasp of the concept of inclusive practice | ✓ | | |
| 8 | Knowledge of the concept of confidentiality | ✓ | | I |
| 9 | Awareness of child protection issues | ✓ | | I |
| 10 | First aid certificate | | ✓ | A |
| Skills and abilities | | Essential | Desirable | Assessment |
| 11 | Ability to use IT systems including email, word and excel | ✓ | | I |
| 12 | Strong organisation skills | ✓ | | I |
| 13 | Excellent written and oral communication skills | ✓ | | I |
| 14 | Ability to contribute to team meetings and contribute ideas | ✓ | | I |
| Personal Qualities | | Essential | Desirable | Assessment |
| 15 | Willingness to undergo further training and development | ✓ | | I |
| 16 | Positive and enthusiastic approach toward 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 | The flexibility of working hours | ✓ | | A/I |

About Harrold Primary Academy.

Harrold Primary Academy is a one-form entry, community primary academy, situated in the village of Harrold in North Bedfordshire. The Academy lies in the heart of the community, believing that close cooperation between home and school is essential.

Harrold Primary Academy is a happy, caring, and supportive school. The Academy was formed on the site of Harrold Lower School and Harrold Priory Middle School, opening its doors to the pupils aged 4 - 11 years in September 2017. The Academy celebrates and values their learning community and encourages children to respect each other's cultures, faiths, and traditions.

As a school, we are extremely fortunate to have a spacious school site with a Library, Science lab, Food Technology room and a team of dedicated staff who work hard to deliver exciting, engaging, and enjoyable lessons for children at Harrold.

Our vision is that every child has the right to a high quality of learning, where they are treated with respect in a safe and stimulating learning environment. Children actively participate in learning by demonstrating a sense of readiness, where they take responsibility for themselves and the school environment. We help to build resilience in all our children by ensuring that the learning that they experience is a stepped approach with appropriate scaffolding and modelling in place to secure and build improved independent learning. When children leave Harrold, they are well-equipped to continue achieving throughout secondary school and beyond.

We look forward to welcoming you and your family to Harrold Primary Academy.

To find out more information about Harrold Primary Academy, please see our website:-

[Home - Harrold Primary Academy](#)

