



Senior Site 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 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.

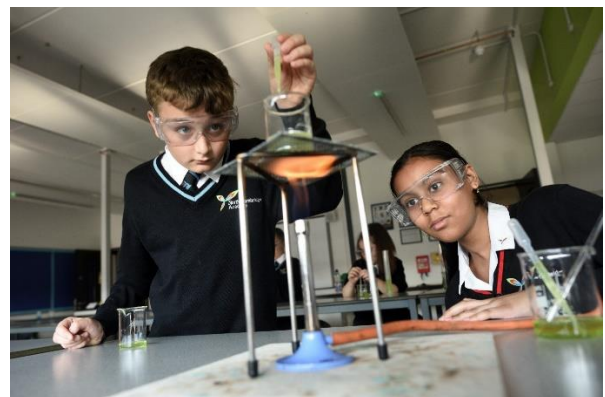
Meridian Trust was formed in 2011 to deliver more widely on that clear vision to provide high quality and dynamic education for all at the heart of the communities we serve. Our steady growth since then reflects our commitment to the communities we serve and our track record of success. The period since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



Achievement for all

We offer a curriculum that supports all our students. We provide you with the opportunities to maximise your potential in the Trust



Valuing People

Staff benefit from strong networks, excellent career opportunities and a human approach where they are equally valued and supported



High Quality Learning Environment

Students develop a lifelong love of learning. We offer you excellent targeted provision for professional development at each career stage



Pursuit of Excellence

Our curriculum stretches and challenges students. You will be similarly encouraged to develop aspirational personal and professional goals



Extending the Boundaries of Learning

We provide a breadth of experience through the curriculum and beyond. Staff can access a range of learning opportunities that go beyond traditional training



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
- 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 11th March 2024 (by 9am)

Interviews:

Week of Monday 11th March 2024

Applying:

For any questions about the application process please contact:

Caroline Day – Senior HR Officer (tel.

01223 491656) Please email:

cday@meridiantrust.co.uk or

primaryvacancies@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

Job Title:	Senior Site Officer
JD Reference:	STD SIT 07
School/Academy:	Trumpington Park Primary School
Weeks:	52 Weeks
Hours of work:	37 Hours – shift pattern in place including early mornings and evenings
Salary:	Grade 7 Points 12 – 19
Responsible to:	Site Manager

Role:	To ensure the smooth operation of the site support function within the school, leading and line management of the site team
Purpose of job:	To ensure the security, care and availability of the school building, furniture, fittings and equipment, maintain a safe physical environment with particular emphasis on the day-to-day management of the site, to promote the efficient use of the school's assets to support the educational objectives of the school, work across the sites within the Trust to support colleagues in other schools as the needs demand and act as a key holder out of hours.

Responsibilities and Accountabilities:

- Lead and manage the site team, resolving day to day line management issues and produce the weekly rota of work duties in agreement with the Site Manager. Monitor to ensure that delegated tasks are completed in a timely and appropriate way.
- Identify the training needs of members of the site team and ensure that they have completed all necessary training and induction.
- Record and maintain official records in line with the compliance needs of the school with the ability to use appropriate technology used across the Trust.
- Liaise with stakeholders regarding future issues concerning the requirements of the site to ensure that all needs are met.



- Monitor daily the quality of site works through spot checks, and proactively seek feedback from team leaders in the school.
- Ensure the site is available and prepared for all community users and external hirers of the school, providing such assistance as required and ensuring that the premises are returned in an acceptable state of tidiness and repair. Directing the site assistants, as required.
- Responsible for ensuring the building and contents are secured.
- Undertake basic quotations from potential suppliers with the responsibility for a small consumables budget for the site, complying with trust financial regulations .
- Ensure contractors carry out work in accordance with regulations. Follow up where work or service level agreements have not met the standards required.
- Carry out all Health & Safety related works in connection with the site operations, ensuring all risk assessments, workplace inspections and other checks are completed in a timely and competent fashion, being a focal point for the teams in respect of health and safety and compliance.
- Review Fire Risk Assessment with external health and safety consultant
- Provision of access to the building (and grounds) to authorised persons at all reasonable times.
- Maintaining constant awareness of the physical condition of the building, furniture and equipment and taking appropriate steps to ensure maintenance and repairs when necessary.
- Carrying out maintenance and repairs to the building, furniture, and equipment within the scope of a competent handyperson, including the cleaning of drains and gullies, replacing light bulbs, and directing contractors on site.
- Ensure site paths and walkways are kept clear and accessible during the winter months.
- Operation of the heating and lighting systems: monitoring usage and promoting energy conservation in the school.
- Undertake portage duties as required and particularly the laying out of furniture and other equipment for timetabled activities without direct instruction.

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



- The normal working week will be as agreed and contracted with a maximum of 37 hours. These hours will be worked between the core hours of 6.00am and 10pm, 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 Senior Site Officer 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
- 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: January 2022



Person Specification Senior Site Officer	Assessment Key: A = Application Form I = Interview		
Education and Qualification	Essential	Desirable	Assessment
Good educational background with GCSE or equivalent in English Language	✓		A/I
Experience	Essential	Desirable	Assessment
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
Knowledge, Skills and Abilities	Essential	Desirable	Assessment
Knowledge of using different IT software such as Microsoft Office, 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
Personal Qualities	Essential	Desirable	Assessment
Highly motivated and enthusiastic	✓		A/I
Committed and reliable	✓		A/I
High professional standards	✓		A/I
Excellent timekeeping	✓		A/I
Child Protection	Essential	Desirable	Assessment
Support the Academy policies on safeguarding and child protection	✓		A/I
Other	Essential	Desirable	Assessment
Flexibility of working hours	✓		A/I



Welcome to Trumpington Park Primary School

A modern school with excellent facilities serving a new community and creating a wealth of exciting and inspiring opportunities.

At Trumpington Park Primary School all our staff work together to provide a friendly, caring and safe community enabling children to flourish in their learning as well as supporting their physical, social and health development and education. We believe that all children have the right to an outstanding educational experience and, focusing on this ideal, we aim high and work together to ensure children make significant personal achievements in their own unique ways.

We want children and their families to be excited about school and the different opportunities it can offer. We are passionate about working together and recognise that building positive and lasting relationships with parents, carers and the wider community will enhance learning and extend it beyond the school gates.



Our goal is to provide a nurturing environment which enables children to understand a sense of community, citizenship and belonging and to create individuals who are inspired to make a difference. We strive to ensure our children can articulate their views and ideas confidently, to enable them to actively be heard as well as respecting and valuing the views and opinions of others.

Building strong partnerships between home and school effectively encourages children to become independent, engaged learners. We look forward to building a positive and rewarding partnership between home and school. Celebrating the success of a child is something we should all share in and feel equally proud of.



For more information about Trumpington Park Primary School, please visit :

[Home | Trumpington Park Primary School](#)

