



Meridian
Trust

Programme Administrator 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.

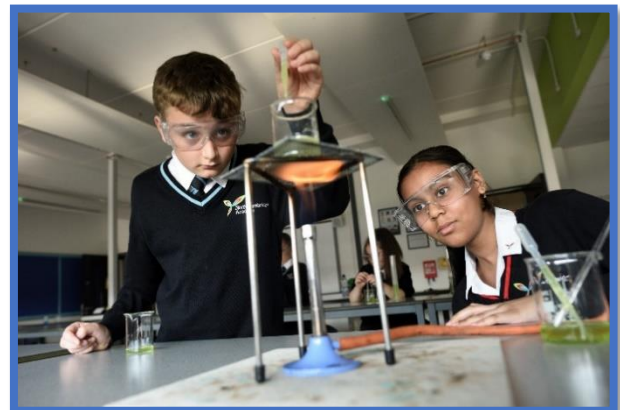
We are currently a family of 30 academies (including 14 primary, 3 special and 13 secondary schools). The secondary schools include a University Technology College, an Upper School, four 11-16 schools and six 11-18 schools. We also have 2 new secondary free schools in development. All within 20 miles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

- | | |
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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:

As a multi-academy trust of 30 schools, Meridian Trust can provide a wide network of opportunities for collaboration and career development for both teaching and support staff. With an initial teaching training facility and a teaching hub network within our Trust, there are ample opportunities to both, get into teaching, and develop within the profession.

- As well as the above we also offer:
- Unlimited access to CPD via Meridian Learning
- Free annual eye tests
- Access to a free Employee Assistance Programme, offering mental health and wellbeing support



- Unlimited value cycle to work scheme

To see the full range of benefits available, please visit [Employee Benefits - Meridian Trust](#)

How to apply

To apply please complete the online form on MyNewTerm . Your supporting statement should address and evidence the selection criteria detailed in the Person Specification.

Closing Date: 06 Jan 2025.

Interviews : 13th January 2025

Applying:

For any questions about the application process please contact:

Email: 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

JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title:	Programme Administrator
JD Reference:	
School/Academy:	The Cambridge Partnership
Weeks:	40 Weeks (TT+2)
Hours of work:	18 Hours
Salary:	MT Support Grade 6. Points 7-12 (Actual £10,964.69 - £11,901.98)
Responsible to:	Senior Administrator

Role:	<ul style="list-style-type: none"> • This role is part of the administration function for TCP. • This role ensures an efficient service for trainees applying for placements via TCP and for continuous monitoring of DFE requirements and updates.
Purpose of job:	To support the Director and Senior Administrator in the administration of all the programmes run by The Partnership. To provide an efficient administration service and work with partner schools and The Director to gather data on places required for the following academic year

Responsibilities and Accountabilities:

- Responsible for arranging and verifying identification for DBS applications for fee-paying trainees.
- Responsible for loading all courses onto the DFE systems and set to run, publish and open vacancies for applications, add and amend as necessary during the cycle for TCP/TPP, associated Lead Schools and other appropriate and relevant bodies and organisations
- Responsible for converting requests into bids via the DfE systems for TCP, associated Lead Partners. Ratify requests for bids from lead schools confirming our acceptance as Provider and ensure that any changes or amendments are approved.
- Responsible for ensuring details of allocations are made available to the Partnership to advice on recruitment by subject, phase and course.
- Responsible for maintaining accurate personal records & DBS numbers for all Partnership consultants and colleagues, ensuring that the Single Central Register is up to date and accurate and, ongoing, includes all new required information
- Responsible for maintaining the cohort tracker ensuring accurate information is entered.

- Responsible for liaising with DFE regarding offer information from TCP as the training provider.
- Responsible for liaising with candidates to organise interviews, issue rejections or offers as necessary and regularly check DFE for notification of acceptances, withdrawals and decline of offers via DFE
- Responsible for, once the training year has commenced and if trainees have fulfilled their conditions, converting their place via DFE . Delaying or, in some cases deferring, trainees who have not yet met the entrance criteria
- Responsible for, once DFE opens, retrieving applications from the central DFE system for TCP and forwarding these to the relevant personnel within TCP or to schools if the application is for a salaried training place applicant for their review for interview
- Accountable for confirming the DBS status and details to schools for all tuition fees trainees
- To ensure entry profiles, course offer codes and abbreviations are up to date for each training cycle.
- Accountable for ensuring trainees are issued with accurate information in order for them to obtain their QTS certificates.
- Accountable for updating all interview documentation at the start of each cycle, monitoring completed documents to ensure the relevant criteria has been completed according to DfE, Ofsted and TCP criteria.
- Accountable for ensuring all relevant document is collated, reviewed, stored and data transferred to relevant systems.

Expectations of the role:

- Ensure the SLA is met for all general enquiries into TCP via email, telephone or other service.
- Provide a welcoming service for visitors, booking rooms, organising venues, ensuring guests are greeted and observing safeguarding measures.
- Provide an office administration service including ordering stationary.
- Attend induction days, presentation ceremonies, termly meetings and assist with the organisation of these days.
- Produce recruitment figures and updates for the director as requested.
- Continue ongoing follow up with trainees for outstanding documentation so that their required documentation is complete and they can be registered for the course and continue to communicate with candidates once the course has started during any individual grace period allowed by The Partnership or the DfE.

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 equipment 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 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: April 2022

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	Driving licence	✓		A
3	Evidence of continuing personal and professional development.	✓		A
Experience		Essential	Desirable	Assessment
4	Previous experience of working in an administrative role	✓		A/I
5	Previous experience working with training providers		✓	A/I
6	Experience of working within the educational system.		✓	A/I
Knowledge and understanding		Essential	Desirable	Assessment
7	Good knowledge of MS Office Package including word processing and excel	✓		A/I
8	Has an understanding of GDPR and its implications	✓		A/I
9	Knowledge of the concept of confidentiality	✓		I
10	Awareness of child protection issues.	✓		I
Skills and abilities		Essential	Desirable	Assessment
11	Communicate effectively through use of telephone, written, email or face to face	✓		I
12	Obtain / give information in a courteous, succinct and accurate way	✓		I

13	Solution focussed outlook	✓		I
14	High level of personal organisation skills.	✓		I
15	Ability to contribute to team meetings and contribute ideas	✓		I
Personal Qualities		Essential	Desirable	Assessment
16	Own transport with business use	✓		I
17	High personal standards in terms of attendance, punctuality and organising workload.	✓		!
18	Willingness to undergo further training and development.	✓		I
19	Positive and enthusiastic approach towards work.	✓		I
20	Ability to act on own initiative.	✓		I
21	Professional approach when dealing with all issues and staff.	✓		I
22	Ability to work as part of a team effectively.	✓		I
Child Protection		Essential	Desirable	Assessment
23	Support the Academy policies on safeguarding and child protection.	✓		A/I
Other		Essential	Desirable	Assessment
24	Flexibility of working hours	✓		A/I