



**Meridian  
Trust**

**Recruitment Pack  
Reception Administrator  
Maternity Cover**



**Thank you for taking an interest in the above vacancy.**

**We hope this pack will encourage you to apply.**

June 2024

Dear Applicant,

Thank you for responding to our advertisement for the post of Reception Administrator (maternity cover). We are looking to appoint a committed, enthusiastic and motivated individual to join our school and wider Trust community. Stratton is a vibrant Upper School with around 800 students on roll. Due to considerable housing development within and around Biggleswade, the school is set to grow significantly. From September 2024 the school will become a full secondary school admitting years 7 & 8, with a change of name to Stratton School. The school has a capacity for up to 1650 students.

We are proud of our successful Sixth Form and the breadth of curriculum we are able to offer our post-16 students. In every respect we are a truly comprehensive school with a full ability range. As the only provider of Key Stage 4 and 5 education in the town, our challenge is to move effortlessly between preparing Year 13 students for top universities to working with students who, without our support, would have rejected the concept of education. Our students are our best advertisement, although closely followed by our dedicated, creative and passionate staff.

Stratton Upper School joined the Meridian Trust in October 2020. The successful applicant will not only join a strong and growing team at Stratton School but also be part of a wider network across our family of schools. Please contact Justine McCarthy PA to Principal and line manager for this role on [principalspa@stratton.school](mailto:principalspa@stratton.school) if you would like to visit the school before applying,




If you think you can make a contribution to our community of staff and students and would like to work and learn in a continuously improving school and as part of a wider trust, then we would be delighted to receive your application.




The closing date for applications: 03/07/2024 (midday)

We hope you will want to work with us and look forward to hearing from you. Whatever your decision, we wish you good fortune in your search for the right post.



Mr Sam Farmer  
Principal

 Eagle Farm Road, Biggleswade, Beds, SG18 8JB  
 01767 220000  
 [office@stratton.school](mailto:office@stratton.school)

 [www.stratton.school](http://www.stratton.school)  
 [strattonupperschool](https://www.facebook.com/strattonupperschool)  
 [strattonupper](https://twitter.com/strattonupper)

Principal: Mr Sam Farmer, Executive Principal: Mr Andy Daly

Stratton Upper School is part of Meridian Trust, a Charitable Company limited by guarantee.

Registered in England & Wales. No.7552498. Registered Office: Gibraltar Lane, Swavesey, Cambs, CB24 4RS





## 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.







## Welcome from our Principal, Sam Farmer



My journey to Stratton has taken me to many exciting schools and differing roles over my 20 years in education. I am an English teacher at heart but

have also enjoyed opportunities to teach a variety of subjects over the years.

I challenge every child at Stratton to be the best they can be, and we promote a 'can do' culture in which everyone is encouraged to strive for excellence. We work in partnership with parents and carers to uphold the traditional values of respect and tolerance, resulting in harmony within our community, where the contribution of every individual is valued.

Stratton Upper School is proud to be at the heart of its community and we have a long history of supporting our students in achieving their goals.

We are committed to nurturing the abilities of every student in order to equip them with the qualifications and personal skills they need to become confident, independent adults and successful citizens of tomorrow.

At Stratton, we set the highest expectations in terms of learning and behaviour, and follow a broadly academic curriculum that includes English, mathematics, science, humanities and languages supplemented with strong provision in the arts and technology. Most students join our thriving Sixth Form, with many progressing to university. However, recognising that some individuals' abilities lie in other areas, we provide a wealth of opportunities and courses that allow every student to develop and showcase his or her unique talents.

I warmly invite you to visit the school to experience for yourself its positive atmosphere and the excellent opportunities it offers students.



A brilliant view of the new 3G Muga (opened in October 2023) and surrounding school buildings. We are very fortunate to have such an amazing school site and phenomenal resources.



## A Brief History

Meridian Trust, formerly known as (CMAT) Cambridge Meridian Academies Trust 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

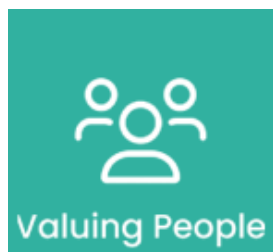
### Meridian Trust Vision



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

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 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 Trusts academies.



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



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

### **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 that:

- Every child is a successful learner, confident individual and a 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 curriculum stretches and challenges students. You will be similarly encouraged to develop aspirational personal and professional goals.



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



## Stratton Upper School

Stratton Upper is currently a 13 to 19 school with a roll of around 800 students. This includes approximately 100 students in our Sixth Form. We are the only upper school serving Biggleswade and the surrounding villages. This has both advantages and responsibilities. Our unequivocal responsibility, however, is to ensure that we support the needs of all students within our catchment. It follows that we accommodate students from across the full spectrum of ability and that we are truly inclusive.

A consultation has recently been undertaken by Central Bedfordshire to move schools in Biggleswade from three tier to two tier and as part of this consultation MAT and Stratton Upper School have developed plans for Stratton Upper School to admit students in Year 7 and 8 and continue to provide an excellent sixth form offer for the whole of Biggleswade. From September 2024 the school will be known as Stratton School and will be a full secondary school admitting students from year 7 through to year 11.

We are continuing an ambitious programme to raise standards, transform our curriculum and help our students realise what they are truly capable of achieving. Our ambition for school improvement continues with even more purpose, driven by our commitment to open as many opportunities for our students as we can.

To achieve our vision, we guide our students to be self-motivated,

enthusiastic learners who are equipped and inspired to love learning throughout life as much as we do.

In practice, our approach is based on high expectations, high aspirations and high levels of trust. Our starting point is our working assumption that staff and students alike are committed to personal fulfilment and expect to work in an environment of success and respect.

We recruit professionals who share our vision, knowing that schools thrive on quality relationships between staff and students.

The holistic experience of being a Stratton student is of vital importance to us. Our staff are incredibly giving of their time, which means, we can offer a vibrant, extracurricular range of activities. A successful ski trip to Austria in February, and a day trip to Poland in March. Our latest humanitarian visit is due this July to Costa Rica.

Performing and visual arts are a strength with regular multimedia exhibitions, drama, music and dance productions. Our sports facilities are excellent and support a full range of individual and team sports and we have recently partnered with the Norwich City FC Regional Development Programme to offer a football programme to our post16 students.

We also have an ambition and drive to become a centre of STEM excellence within the local authority.







## General Information

Our Stratton catchment area incorporates the town of Biggleswade and a number of small villages in the Bedfordshire and Cambridgeshire countryside. Biggleswade lies on the A1 and mainline railway, making it an ideal town for commuting into London (35 min to King's Cross). Other centres of employment include Cambridge, Bedford, Stevenage, Milton Keynes and Peterborough. Each of these towns and cities are accessible within 45 min travel time from Biggleswade. Employment in Biggleswade has traditionally been in market gardening and engineering. Both these industries still have a presence in the area but are no longer the significant employers they once were.

Biggleswade has expanded over the years. Population has increased and is expected to continue to rise by at least 25%. We are already seeing significant economic investment in the town. Biggleswade has been featured in a number of national newspapers as *the* place to live, combining with its strong communication links, reasonable house prices and of course, good schools!

Our new science centre opened in September 2017 and has provided an amazing learning space for our students. The welfare and well-being of all members of our community is of central importance and we expect staff, pupils and students to give high priority to the needs of others and their development. The school is known for its strong pastoral

care and support for students with special educational needs and disabilities.

We aspire to be a school where learning is fun and fosters the joy of learning within the boundaries of good order and discipline.

## Staff Development

Stratton Upper School places a great deal of emphasis on the continual development of its colleagues. We are an outward facing school and play a significant role in the following organisations that are beyond the comprehensive support and professional development delivered through our Trust which can be seen on the MAT website, <https://www.meridiantrust.co.uk>

The Biggleswade Community Union of Schools (BCUS) an association of all education providers in our area dedicated to developing seamless education provision from ages 0 to 19.

- Central Bedfordshire Upper Schools Heads Group
- Central Bedfordshire Teaching School
- The Academy of Central Bedfordshire, an alternative provision free school established by the Central Bedfordshire Upper Schools
- Cambridge University Department of Education

Colleagues expect to engage in professional development through a mixture of school-based training, addressing holistic priorities and an individual assessment of needs.





## Final Comments

We are fastidious in our recruitment of new colleagues. Potential applicants must share our vision and commitment to providing the absolute best education to our students and can promote our ethos. Applicants must be team players who are able to see how their contribution fits into the bigger picture. They must be dedicated, skilled, highly professional individuals who are passionate about their work and enjoy working with others that share these values.

Choosing to apply for a job is potentially life changing. It is important that we assist you as much as we can in assessing whether we are the right environment for you, as much as we assess whether you have the right skill set and attitude for us. Please do not hesitate to contact us if you require additional information or would like to visit us as part of your application process.

## 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 My New Term and your supporting statement should address and evidence the selection criteria as detailed in the Person Specification.

**Closing Date:** Wednesday 3<sup>rd</sup> July (by Midday)

**Interviews:** Thursday 11<sup>th</sup> July

### Applying:

For any questions about the application process please contact: Ann Hunt HR Officer on [AHunt@stratton.school](mailto:AHunt@stratton.school)

*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>	Administration Assistant
<b>JD Reference:</b>	STD ADM 21
<b>School/Academy:</b>	Stratton School
<b>Weeks:</b>	39 weeks
<b>Hours of work:</b>	37 hours
<b>Salary:</b>	Grade 3
<b>Responsible to:</b>	PA to Principal

<b>Role:</b>	Provide efficient administrative support on Reception.
<b>Purpose of the job:</b>	Support the smooth running of the school Reception by providing efficient and effective administrative service.

### Responsibilities and Accountabilities:

- Ensure an efficient reception service by dealing with all visitors in a prompt and friendly manner, recording the visit in line with safeguarding and security procedures
- Ensure that students who are late or leave the school site during the day are recorded, informing staff and parents as necessary
- Provide clerical and administrative support, including scanning, photocopying, filing, faxing, and emailing, as appropriate to staff as necessary
- Answer telephone calls, directing through to the relevant staff and helping with queries where possible
- Prepare and edit correspondence, bulletins and other documents, as instructed
- Assisting with various 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 efficiently and effectively 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

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

- Participation in staff events by arrangement
- Attend Staff Meetings when required
- 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:**

- 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

### **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
- Participate in the annual appraisal system
- 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: June 2024



Page



13 of 15



<b>Person Specification: Administrative Assistant Grade 3</b>	<p style="text-align: center;">Assessment Key: A = Application Form I = Interview</p>
---	---

Education and Qualification		Essential	Desirable	Assessment
1	Good educational background with GCSE or equivalent in English Language and Maths	✓		A
Experience		Essential	Desirable	Assessment
2	Experience in working in an administrative environment	✓		A/I
3	Experience of working in an educational setting		✓	A/I
4	Experience in working with external agencies		✓	A/I
Knowledge and understanding		Essential	Desirable	Assessment
5	Understanding of the education system	✓		A/I
6	A sound grasp of the concept of inclusive practice	✓		I
7	Knowledge of the concept of confidentiality	✓		I
8	Awareness of child protection issues	✓		I
9	First Aid certificate		✓	A
Skills and abilities		Essential	Desirable	Assessment
10	Ability to use IT systems including email, word and excel	✓		I
11	Excellent written and oral communication skills.	✓		I
12	Ability to contribute to team meetings and contribute ideas		✓	I
Personal Qualities		Essential	Desirable	Assessment
13	Willingness to undergo further training and development	✓		I
14	Positive and enthusiastic approach toward work	✓		I





15	Ability to act on own initiative	✓		I
16	Kindness and empathy towards students and colleagues.	✓		I
17	Ability to work as part of a team effectively	✓		I
<b>Child Protection</b>		<b>Essential</b>	<b>Desirable</b>	<b>Assessment</b>
18	Support the Academy policies on safeguarding and child protection.	✓		A/I
<b>Other</b>		<b>Essential</b>	<b>Desirable</b>	<b>Assessment</b>
19	The flexibility of working hours	✓		A/I

