



# Sharnbrook Academy

## Recruitment Pack

### Medical and Admin Assistant



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## About Sharnbrook Academy

Sharnbrook Academy is a successful 11-18 comprehensive school located in North Bedfordshire, with a longstanding reputation for high student achievement.

We pride ourselves on our rigorous academic standards, good behaviour, and excellent teaching and learning, and we very much look forward to welcoming you to join us.

As a member of Meridian Trust, Sharnbrook Academy is part of a successful family of regional schools with shared values, a track record of achievement, and a wide network of support and expertise.

We believe that all students can achieve, and we encourage them to become lifelong learners, challenging and supporting them to realise their potential. At Sharnbrook, we believe there is much more to school life than just examination grades. As a large school, we are privileged to have great facilities. Sharnbrook offers a large and impressively equipped campus that enables our students to enjoy opportunities and experiences that are not available elsewhere.

Our curriculum is broad and rich, and extensive extracurricular opportunities are available. We believe in the value of extending the boundaries of learning by providing positive memorable experiences inside and outside of the classroom; providing a diversity of experiences to all; opening up the world to all students; and securing the very best future educational and vocational experiences for our students. In addition, students are encouraged to participate and collaborate with one another during academy-wide events, competitions, and challenges through the house system.

As a member of Meridian Trust, our school is guided and supported by their core values and beliefs. Their philosophy centres around:

- Achievement for All
- Valuing People
- A High-Quality Learning Environment
- The Pursuit of Excellence
- Extending the Boundaries of Learning

We want our students to feel safe, happy, and enjoy school, and this aim is reflected in everything we do.

Our ambition is that our students leave school having fulfilled their academic potential and, just as importantly, that they have developed into thoughtful, responsible citizens who are ready to make a positive difference to the world around them. We are looking forward to you joining us at Sharnbrook.

Dr Clare Keating-Roberts

Interim Principal



Valuing People



High Quality Learning Environment



Pursuit of Excellence



Extending the Boundaries of Learning



Achievement for all

## 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.

Our Trust currently consists of 36 schools, 19 primary schools, 13 secondary schools, 3 special schools and 1 all-through. 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.



Valuing People



High Quality Learning Environment



Pursuit of Excellence



Extending the Boundaries of Learning



Achievement for all

## 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:

As a multi-academy trust of 36 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

### Applying:

For any questions about the application process please contact:  
hr@sharnbrook.academy

*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:	School Medical and Administrative Assistant
JD Reference:	STD ADMIN 43
School/Academy:	Sharnbrook
Weeks:	39 weeks per year
Hours of work:	37 hours per week
Salary:	Grade 5
Responsible to:	Vice Principal

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

This job description is not exhaustive and may include other administration duties of the same grade.

### Responsibilities and Accountabilities:

#### Medical:

- Attend to all medical needs i.e. cleaning wounds, tending to minor cuts and grazes, care of unwell children, administering of oral medicine and telephoning parents to collect the child from the Medical Room.
- Administer prescribed medication safely under parental guidance and school policy
- Maintain accurate student medical records, including allergies, conditions, medication, and immunisations.
- Record the details of all persons who have come to the Medical Room together with reason, time etc.
- Completing relevant documentation e.g. accident forms, recording medicine administration
- Administer care in accordance with the school’s health and safety and related policies.
- Maintain records of staff training for first aid and medical
- Monitor and report any ongoing medical concerns to relevant staff. Liaising with House teams /departments within the school with regards to students with medical needs in their area.
- Support with organising vaccinations and health checks, with outside agencies.
- Maintain all medical supplies, ordering as necessary.



**Administrative:**

- 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 people and helping with queries where possible
- Cover of front desk and receptionist duties.
- May include responsibility for all tasks related to Admissions. This includes year end procedures.
- May include all tasks related to attendance.
- Updating and utilising Bromcom as directed by the headteacher.
- May include procedure for when a child leaves school.
- Undertake pupil census
- Prepare and edit correspondence, presentations, 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 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 the Examinations Officer and Data Manager with the day to day running of the office, including the set-up of examination rooms, exam boxes and materials as required
- Assist with the administration of all internal and external examinations, ensuring that JCQ rules and regulations are always adhered to
- Assist with the input of new student data on the MIS system and import all student photos
- Using SIMS, produce and distribute student timetables
- 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 Data Manager with the reporting of student data to external bodies, for example, Student census
- Assist with preparing reports and statistical information as required – including school Dashboards
- Oversee the organisation of annual school photographs
- Coordinate the annual school careers evening. Ensuring appropriate staff are informed of all procedures/plans
- Administer the parents' evening process, either virtual or face-to-face
- Coordinate parents' evenings, parents' forums, and other school open evenings/events. Ensuring appropriate staff are informed of all procedures/plans
- Support other team members to cover the effective day to day operation of the office and in the event of sickness/emergency

**Other possible duties:**

- Manage 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 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.
- Monitor and review CCC portal, advise Principal of pending applications, deal with parental enquiries, liaise with admissions.
- Set up, create and maintain the MIS for the new academic year including set up of classes and allocate pupils to houses, liaising with SLT where appropriate.
- Chase offered places that have not accepted.
- Administration for arrivals and leavers to new schools including secure file transfer and liaison with previous and destination schools.
- Maintain media permissions and other consent for each class and ensure teaching and support staff are aware.

**Health and safety – optional**

- Liaise with site staff, area managers and Meridian Trust health and safety officer with regard to daily maintenance, planned maintenance and compliance.
- Ensure weekly fire safety checks when site officer is unable to do so.

- Use training in first aid to manage emergency situations in school and liaise with emergency services.
- Ensure where necessary, parents are contacted, and children are collected where it is deemed children need to go home due to accident or illness.
- 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.

**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

**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.***

<b>Person Specification: Administration Assistant Grade 5</b>	<p style="text-align: center;">Assessment Key: A = Application Form I = Interview</p>
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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
<b>Knowledge and understanding</b>		<b>Essential</b>	<b>Desirable</b>	<b>Assessment</b>
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
<b>Skills and abilities</b>		<b>Essential</b>	<b>Desirable</b>	<b>Assessment</b>
11	Ability to use IT systems including email, word and excel	✓		I
12	Ability to give direction with strong organisation skills	✓		I
13	Excellent written and oral communication skills	✓		I
14	Ability to contribute to team meetings and contribute ideas	✓		I
<b>Personal Qualities</b>		<b>Essential</b>	<b>Desirable</b>	<b>Assessment</b>
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
<b>Child Protection</b>		<b>Essential</b>	<b>Desirable</b>	<b>Assessment</b>
20	Support the Academy policies on safeguarding and child protection	✓		A/I
<b>Other</b>		<b>Essential</b>	<b>Desirable</b>	<b>Assessment</b>
21	The flexibility of working hours	✓		A/I