



**Meridian  
Trust**

# **Meridian Trust**

## **Deputy Director of Operational Services**

### **Recruitment Pack**



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Valuing People



High Quality  
Learning  
Environment



Pursuit of  
Excellence



Extending the  
Boundaries of  
Learning



Achievement  
for all



## 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 35 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 19 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.



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## 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.

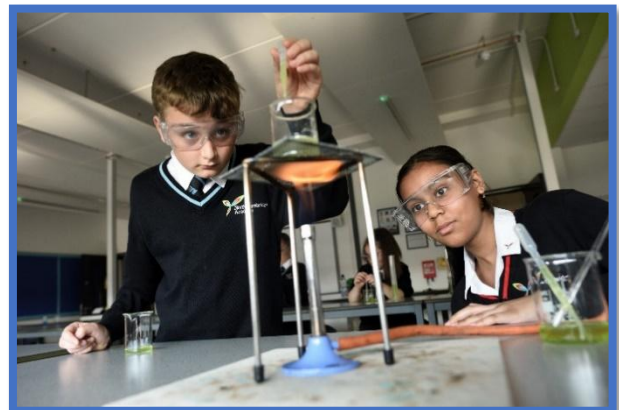
We are currently a family of 35 academies (including 19 primary, 3 special and 13 secondary schools). The secondary schools include a University Technology College, an Upper School, four 11-16 schools and six 11-18 schools. We also have 2 new secondary free schools in development. All within 20 miles 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.



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## 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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Engaged, developed, supported, and consulted.



High Quality  
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Environment

Experts who strive for continual development. Collaborative networks, trusted to deliver.



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Set ambitious goals and model what success looks like. Eager to improve.



Extending the  
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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.



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## 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 35 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:** 9am, Wednesday 10<sup>th</sup> December 2025.

**Interviews:** 17<sup>th</sup> & 18<sup>th</sup> December 2025

### Applying:

For any questions about the application process please contact:

**Email:** [Recruitment@meridiantrust.co.uk](mailto: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



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and the health and wellbeing of our students.

### **JOB DESCRIPTION AND PERSON SPECIFICATION**

<b>Job Title:</b>	Deputy Director of Operational Services
<b>JD Reference:</b>	Core ADM 35 Deputy Director of Operational Services
<b>Location:</b>	Meridian Trust HQ and travel to trust academy sites.
<b>Weeks:</b>	52 Weeks
<b>Hours of work:</b>	37 Hours
<b>Salary:</b>	D03 (11-15)
<b>Responsible to:</b>	Director of Operations

<b>Purpose of job:</b>	<p>To support the Director of Operational Services with strategic and operational leadership of non-academic functions across the organisation.</p> <p>To play a critical role in managing and developing key operational areas, with particular responsibility for procurement, contract management, insurance support and trading activities in our Academies, ensuring best value and efficiency in all services. The Deputy will also deputise for the Director of Operational Services should the need arise.</p>
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### **Responsibilities and Accountabilities:**

#### **Procurement & Contract Management**

- Manage tender procurements at trust level, including planning and monitoring post implementation.
- Ensure the trust is up to date and manages its procurements in line with public sector regulations (e.g., Procurement Act 2023, Public Contracts Regulations 2015 or relevant frameworks).
- Oversee tendering, supplier evaluations, contract awards, and ongoing contract performance management.
- Ensure compliance with internal policies and external legislative requirements.
- Build strong relationships with suppliers to drive value for money, innovation, and sustainability.
- Provide guidance and support to Academies and other departments on procurement best practices.
- Maintain a central record of all trust contracts within the trust, their expiry dates and review for best value



- Monitor large contracts against delivery targets reporting to the Director of Operational Services and assisting with reports to the Finance and Resources Committee as required
- Plan and monitor the calendar of contracts due for renewal or approaching renewal to ensure no automatic renewals without review or a process to ensure they are still best value and required.
- Challenge contractors who are not meeting the performance standards expected as part of existing contracts, following the processes for improvement or contract default where necessary.
- Review and centralise contracts and SLA's where appropriate and cost effective to drive efficiency in procurement where possible.

**Insurance Support**

- Act as the main point of contact for academies regarding insurance queries and claims.
- Liaise with the trust's insurance providers on all matters in particular arranging annual renewal of cover
- Provide the Office Administrator with support in administering insurance queries and claims
- Act as liaison on behalf of the trust and the insurance provider when legal claims are received requiring trust insurance cover.

**Trading Services**

- Assist academies with advice and guidance on trading activities such as lettings, sports and leisure operating services
- Act as liaison between external providers and the trust/academies for services provided in schools e.g. sports and leisure fitness centres
- Assist with finding grants and funding on behalf of schools e.g. Football Foundation, Sport England
- Guide and advise on other income generating activities which require a contract or SLA

**Operational Management**

- Support the Director of Operational Services in procuring efficient and effective operational services contracts, including catering, cleaning, energy and other educational services academies require.
- Assist the Director of Operational Services to lead and manage projects aimed at improving service delivery and operational efficiency.
- Develop and monitor service-level agreements (SLAs) and performance indicators to drive continuous improvement.



- Deputise for the Director of Operations as required, including participation in senior leadership meetings or academy visits.
- Assist with due diligence for any new schools who may join the trust
- Lead cross trust operational projects under the direction of the Director of Operational Services

**Compliance and reporting**

- Regularly review contracts to ensure compliance with the term's set, best value and meeting key performance targets.
- Review and report on contract pipelines, plans for renewals and contract procurement plans for upcoming contracts
- Ensure all procurement and operational activities adhere to relevant legislative and regulatory requirements, ensuring all notices are posted in line with procurement regulations
- Support audits and reporting as required, particularly in relation to procurement and contract management evaluation.
- Assist the Director of Operational Services in the development and maintenance of policies and procedures relating to operational functions.

**Mobility**

- Attend site visits across all schools and operational locations as required.
- Maintain a visible presence across the organisation to support local implementation of operational initiatives.

**Key Relationships:**

- CEO, COO and Executive Leadership Team
- School Leaders and Business Managers, Senior Finance Staff
- Governance Professionals and Trustees
- External suppliers and partners
- Local and National Education Bodies

**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 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: November 2025**

<b>Person Specification –</b>	Assessment Key: A = Application Form I = Interview
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<b>Education and Qualification</b>		<b>Essential</b>	<b>Desirable</b>	<b>Assessment</b>
1	Good educational background including GCSE or equivalent in English and Maths.	✓		A
2	Professional procurement qualification (e.g. CIPS or working towards it).		✓	A
3	Evidence of continuing personal and professional development.	✓		A
<b>Experience</b>		<b>Essential</b>	<b>Desirable</b>	<b>Assessment</b>
4	Proven experience in a senior operational or procurement role, ideally within the public or education sector.	✓		A/I
5	Demonstrable experience in contract negotiation, management, and performance monitoring.	✓		A/I
6	Experience of working in a school, college, or university environment.		✓	A/I
<b>Knowledge and understanding</b>		<b>Essential</b>	<b>Desirable</b>	<b>Assessment</b>
7	Strong knowledge of public sector procurement regulations and frameworks (e.g., Procurement Act 2023, PCR 2015, Crown Commercial Services).	✓		

8	Knowledge of compliance and governance frameworks in an educational context.		✓	
9	Working knowledge of a range of software packages.	✓		A/I
10	Knowledge of the concept of confidentiality	✓		I
11	Awareness of child protection issues.	✓		I
<b>Skills and abilities</b>		<b>Essential</b>	<b>Desirable</b>	<b>Assessment</b>
12	High level of personal organisation and ability to manage competing priorities.	✓		I
13	Strong leadership and project management skills	✓		I
14	Excellent communication, stakeholder engagement, and influencing skills.	✓		
<b>Personal Qualities</b>		<b>Essential</b>	<b>Desirable</b>	<b>Assessment</b>
15	High personal standards in terms of attendance, punctuality and organising workload.	✓		I
16	Willingness to undergo further training and development.	✓		I
17	Positive and enthusiastic approach towards work.	✓		I
18	Ability to act on own initiative.	✓		I
19	Professional approach when dealing with all issues and staff.	✓		I
20	Ability to work as part of a team effectively.	✓		I
<b>Child Protection</b>		<b>Essential</b>	<b>Desirable</b>	<b>Assessment</b>
21	Support the Academy policies on safeguarding and child protection.	✓		A/I
<b>Other</b>		<b>Essential</b>	<b>Desirable</b>	<b>Assessment</b>
22	Flexibility of working hours	✓		A/I
23	Be able to travel independently between sites at short notice.	✓		