



Ely College

Site Assistant

Recruitment Pack



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Valuing People



High Quality
Learning
Environment



Pursuit of
Excellence



Extending the
Boundaries of
Learning



Achievement
for all

About Ely College

We are delighted to welcome you to Ely College, where our shared vision is to be a truly great college. We aim to be a beacon of excellence, of which our whole community can be proud, and we look forward to you participating in this journey with us.

Ely College was recently inspected in March 2025 under the ungraded (section 8) framework. Already recognised as “Good” with “Outstanding” features, Ofsted has praised Ely College for continuing to make significant progress since its last inspection.

“Highly skilled” teachers, pupils with “exemplary” behaviour, and an “ambitious and challenging curriculum” which means that “pupils achieve exceptionally well” are just some of Ofsted’s recent findings, as Ely College builds on its position as an exceptional college for an exceptional community.

In July 2016 Ely College joined Meridian Trust. Over the years we have taken their unchanging core values as the foundations for our growing success. These values are:

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

You will see the embodiment of these values throughout our college.

We encourage our staff to provide the highest challenge and support to all students to demonstrate their understanding and confidence. Aligned with Meridian Trust’s core values, our



PLEDGES, (Participation, Leadership, Excellence, Diversity, Giving, Environment and Service) award system is a means of supporting students to develop confidence, life skills, leadership and volunteering experience that is so highly valued by employers and is critical in becoming successful adults.

We take immense pride in our college community and are committed to ensuring that everyone shares in the pride of our achievements. We look forward to welcoming you as an integral part of our school.

Simon Warburton – Principal



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: 23rd March, 9am

Interviews: Shortly after closing

Applying:

For any questions about the application process please contact:

Erin Muscillo

Email: emuscillo@elycollege.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:	Site Assistant
JD Reference:	STD SIT 05
School/Academy:	Ely College
Weeks:	52 Weeks
Hours of work:	37 Hours – shift pattern in place including early mornings and evenings
Salary:	Grade 5
Responsible to:	Site Manager

Role:	To ensure the site and premises are safe, secure, and well-maintained
Purpose of job:	To work on site in line with the needs of the school including potential out of hours calls. To provide a “handyperson” service in response to smaller, in-house maintenance. To act as a key holder.

Responsibilities and Accountabilities:

- Ensure that the site, buildings, their contents, and the grounds are opened each day and secured at the end of each day, including arming/disarming the security system. Provide access to the site in an emergency when needed. Prevent/deter any unauthorised access
- Maintain constant awareness of the condition of the buildings and assets. Carry out maintenance and first line repairs within the scope of a competent handyperson in a timely manner, reporting any repairs outside your capability so other arrangements can be made
- Ensure the sites, building and contents are secure, maintained, clean and compliant with Health & Safety legislation
- Undertake portage duties as required, including taking delivery of goods, storing, or moving items. Lay out furniture for assemblies, lunch, examinations, and other timetabled activities including any external lease arrangements outside of normal school hours
- Maintain good housekeeping around the site, ensuring areas are clear of litter, excess dirt, and rubbish. Empty litter bins and dispose of rubbish. Clear leaves & snow, gritting as needed. Take waste sacks to the skips when required and inform the Site Manager when the skips need to be emptied
- Ensure the servicing of school facilities, equipment and systems are maintained, organise, induct, and monitor external contractors in the provision of repairs/maintenance work as required to ensure they operate in

a safe manner. Take appropriate remedial action or report unsafe working practices or conditions that may contravene a safe working environment

- Operate all plant and machinery within Health and Safety and other legal regulations, including risk assessments
- Carry out Health & Safety compliance and maintenance checking and inspections as required. Electronically document all these controls and checks for auditing purposes
- Use email and other computer packages to read/send messages and to produce/keep work records
- Ensure that the lesson bells can be heard in all areas of the school and are turned off during the holidays
- Operation of the building management systems including CCTV, access control, security, and fire systems. To ensure that the fire system is maintained and tested on a weekly basis, including a fire alarm test and battery replacement, for which training will be given
- Be a nominated driver for the school minibus
- Where applicable, carry out emergency cleaning work as allocated and responding to spillages
- Ensure all drains and gullies are free flowing, clean and clearing blockages should they occur

Support for School/Academy/Place of work:

- Participate in staff events by arrangement
- Attend Staff Meetings
- Contribute to the maintenance of a safe and healthy environment
- 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 6.00am and 10.00pm 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 Site Assistant 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
- 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: January 2022

Person Specification Site Assistant	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, and 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