



Meridian Trust

HR Officer

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 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 36 schools, 19 primary schools, 13 secondary schools, 3 special schools and 1 all-through.

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.

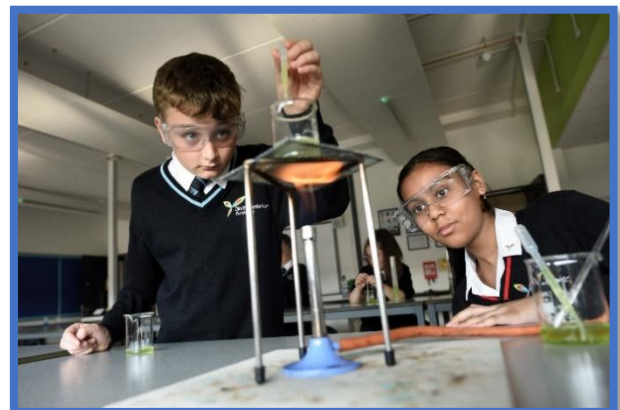
We are currently a family of 36 academies (including 19 primary, 3 special and 13 secondary schools and one all through school). The secondary schools include a University Technology College, an Upper School, four 11-16 schools and six 11-18 schools. We also have 2 new secondary free schools in development. 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:



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.

Closing Date: Midnight 5th April 2026

Interviews: Date to be confirmed

Applying:

For any questions about the application process please contact:

Sophie Laycock – HR Officer

Email: slaycock@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

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|------------------------|--|
| Job Title: | HR Officer (Core Trust) |
| JD Reference: | Core ADM 23 Field Based |
| School/Academy: | Trust Hubs |
| Weeks: | 40 Weeks per year (Term Time plus 2 weeks) |
| Hours of work: | 37 Hours |
| Salary: | Grade 7 |
| Responsible to: | HR Manager |

| | |
|------------------------|--|
| Role: | Field based HR Officer providing advice and support to an agreed hub of schools within a geographical area. |
| Purpose of job: | To be responsible for assisting with all personnel duties within the allocated hub of schools. This will include supporting HR colleagues with basic training, supporting with recruitment where needed, and general support with HR transactional work. The post holder will support HR colleagues in schools in carrying out their day-to-day HR tasks. The post holder will provide HR cover to schools where there is a vacancy or long-term sick absence. |

Responsibilities and Accountabilities:

- The role will be directed by the HR Manager as to which schools require support or where there is project work for the HR Officer to undertake. The HR Officer and the hub Senior HR Advisor will work closely together and identify areas where support is required to the HR Manager.
- Field HR officers will be proficient in all areas of transactional HR and will provide support to schools when there is a vacancy or long-term absence.

Duties may include supporting schools with:

Recruitment:

- To be fully conversant with the statutory guidance for schools, Keeping Children Safe in Education.



- To assist and advise the schools in maintenance of orderly and appropriate recruitment paperwork, advising on recruitment and exit process for all staff in line with trust policies systems and guidance, including ensuring the legal and safeguarding requirements of recruitment are met. This includes staff safeguarding checks and risk assessments where necessary, maintaining safer recruitment processes and retaining a clear paper trail for the interview process and delivering staff induction procedures.
- To support, within the hub, schools that require help with recruitment campaigns. This will be at the direction of the HR Manager.
- Ensure that schools within the hub maintain accurate personnel files and payroll records and ensuring effective security of both manual and computerised data.
- Ensure that Personnel files meet GDPR guidelines and are maintained in accordance with Meridian Trust requirements.
- Support the hub where required with queries relating to the issuing of contracts and calculation of correct rates of pay.
- Advise on the processes related to payroll services, contracts, new starters, variations, and leavers.
- Ensure that school-based HR Officers update relevant areas of MIS to do with HR including staff absence and contract changes.
- Ensure that salary confirmation documents are issued by schools as necessary
- Be the first point of contact for the school-based HR Officer in relation to pay and contract related matters, liaising with Trust HR and payroll providers as necessary.

Employee life cycle:

- Act as the main contact for the school-based HR Officer, offering advice and guidance in respect of all aspects of the employee contract and terms and conditions (e.g., pay, contract, working hours).

Absence Management:

- Provide advice to HR in schools as to how the sick absence management process works. Help with queries as to how to log absences on to HR & Payroll systems and local spreadsheets.
- Provide training as to how sick absence is calculated and trigger warnings applied.

Payroll:

- Ensure that HR in school are trained in payroll management. Supporting with advice and queries that colleagues may have or signposting to the core team.

Single Central Record:

- Train HR in schools in maintaining the SCR referring to HR core when needed. Support schools in ensuring that they understand the importance of the SCR and that audit checks are undertaken.
- Support schools in understanding the KCSIE document and how it applies.

Other HR Responsibilities:

- To support HR colleagues in maintaining and checking personnel files to ensure that all documents are filed in an auditable way.
- Contribute to trust HR meetings and training as required
- Ensure that all school HR know where to find HR guidance on SharePoint and the Teams environment.
- Workforce census: supporting schools with the completion of this and providing training to schools.
- Attend HR training days twice a year.
- Ensuring schools are timely with the download of salary statements.
- The post holder will undertake any other duties commensurate with the grade of the post, in consultation with the HR 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.

Other:

- Attend core HR Staff Meetings.
- Develop and maintain effective working relationships with school HR and Core HR team.
- Work in partnership with the Senior HR Officer and other HR officers across the field.
- Adhere to the Trust values.
- Follow core trust 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:

- All employees of the trust must be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions. Employers must co-operate with the trust on all issues to do with Health, Safety and Welfare.
- 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:

- Maintain up to date knowledge by attending relevant HR updates provided by the Core HR team and external providers.
- 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 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.
- Inform the Child Protection Officer of any issues relating to the safety and well-being of students.

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: February 2026

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| Person Specification – HR Officer | <p>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. Or equivalent office experience | ✓ | | A |
| Experience | | Essential | Desirable | Assessment |
| 2 | Experience of working in an administrative environment. | ✓ | | A/I |
| 3 | Experience of working in an HR environment. | | ✓ | A/I |
| 4 | Experience of working with external agencies. | | ✓ | A/I |
| Knowledge and understanding | | Essential | Desirable | Assessment |
| 6 | Understanding of the education system. | | ✓ | A/I |
| 7 | A good knowledge of HR procedures. | | ✓ | A/I |
| 8 | Knowledge of the concept of confidentiality. | ✓ | | I |
| 9 | Awareness of child protection issues. | ✓ | | I |
| Skills and abilities | | Essential | Desirable | Assessment |
| 10 | Skilled at making and sustaining positive relationships. | ✓ | | 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 towards 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 |
| Child Protection | | Essential | Desirable | Assessment |
| 32 | Support the Academy policies on safeguarding and child protection. | ✓ | | A/I |
| Other | | Essential | Desirable | Assessment |
| 33 | Flexibility of working hours | ✓ | | A/I |
| 34 | Valid Driving License and reliable access to a vehicle | ✓ | | A |