Meridian Trust

IT Apprentice

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: 10/09/2026
Interviews: W/C 14/09/2026
Applying: For any questions about the application process please contact: 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 and the health and wellbeing of our students.

JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title:	IT Apprentice
JD Reference:	Core IT 02
School/Academy:	Core
Weeks:	52 Weeks
Hours of work:	37 Hours
Salary:	Apprenticeship
Responsible to:	IT Area Manager

Role:	Working as part of a dedicated team within a group of our Academy sites. You will learn from your IT colleagues to develop your IT skills in an accredited apprenticeship program. You will be primarily working with 1st line IT support issues within your group of academies.
Purpose of job:	You will make a major contribution to the successful support of the IT systems managed by the Trust's IT services team, ensuring the smooth running of the systems and strive to assist all users to operate at optimum efficiency in the delivery of ICT. This is an investigative and customer facing role, which requires good communication skills, problem solving techniques and a pro-active attitude to work.

Responsibilities and Accountabilities:

- Learn from your IT colleagues and developing your IT skills in line with your apprenticeship program.
- Receive training from your apprenticeship provider, undertake apprenticeship coursework and other work required by your apprenticeship provider.
- Provide 1st line IT support to staff & students at your group of academy sites.
- Provide IT support to users and customers contacting our helpdesk. Ensure all jobs are logged within the Helpdesk and to provide remote support to telephone users.
- Ensure that the IT equipment is fully functioning and perform regular maintenance on IT equipment as directed. Setting up new machines, swapping faulty devices, carry out fault-finding, repair equipment where possible and organise external repairs where necessary.
- Escalate IT support issues to an appropriate colleague.
- Help to ensure the smooth running of all computer equipment within the Trust and responding to urgent IT issues.
- Assist in supporting the school audio visual systems and solving projector, interactive televisions and whiteboard issues, including all school events such as open and parent evenings.
- Support project roll-out across the Trust and customers supported by the Trust.

- Travel to our partner schools for IT patch visits and to assist our other Academy teams where required.
- Ensuring that systems and software are implemented in line with the Trust's IT policy and be aware of and advise your line manager on all Health and Safety matters relating to IT.
- Any other duties commensurate with the post, as agreed with the Trust's IT Director.

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 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 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: April 2022

Person Specification –	Assessment Key: A = Application Form I = Interview

Education and Qualification		**Essential**	**Desirable**	**Assessment**
1	Good educational background including GCSE or equivalent in English and Maths.	✓		A
2	An IT based subject, or an IT related subject at A-Level	✓		A
3	Evidence of continuing personal and professional development.	✓		A
Experience		**Essential**	**Desirable**	**Assessment**
4	Knowledge of PC hardware	✓		A/I
5	Knowledge of Microsoft Windows	✓		A/I
6	Knowledge of Microsoft Suite		✓	A/I
7	Experience of working within the educational system.		✓	A/I
Knowledge and understanding		**Essential**	**Desirable**	**Assessment**
8	Working knowledge of a range of software packages.	✓		A/I
9		✓		A/I

10	Knowledge of the concept of confidentiality	✓		I
11	Awareness of child protection issues.	✓		I
Skills and abilities		**Essential**	**Desirable**	**Assessment**
12	Professional conduct with colleagues and customers	✓		I
13	Effective communication skills	✓		I
14	Ability to work through problems using own initiative	✓		I
15	Flexible and pro-active approach to work	✓		I
16	High level of personal organisation skills.	✓		I
17		✓		I
18	Ability to contribute to team meetings and contribute ideas	✓		I
Personal Qualities		**Essential**	**Desirable**	**Assessment**
19	A passion for IT and supporting users	✓		I
20	High personal standards in terms of attendance, punctuality and organising workload.	✓		!
21	Willingness to undergo further training and development.	✓		I
22	Positive and enthusiastic approach towards work.	✓		I
23	Ability to act on own initiative.	✓		I
24	Professional approach when dealing with all issues and staff.	✓		I
25	Ability to work as part of a team effectively.	✓		I
Child Protection		**Essential**	**Desirable**	**Assessment**
26	Support the Academy policies on safeguarding and child protection.	✓		A/I
Other		**Essential**	**Desirable**	**Assessment**
27	Flexibility of working hours	✓		A/I