



Sawtry Village  
Academy

Helping Young Minds Grow

Pushing students to their full potential



# Sawtry Village Academy

## PA to Principal

## Recruitment Pack



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## About Sawtry Village Academy

I have spent all of my working life in education, with the majority of this time spent in Sawtry, and I am delighted to welcome you to our team. Sawtry is committed to providing a high quality educational experience in a school that puts learning and individual achievement at the heart of everything it does. It has been an exciting period of rapid improvement and development for both staff and students at the Academy, since joining Meridian Trust in April 2015.

Sawtry Village Academy has high expectations of all its students and in return offers a high-quality education at the heart of its local community. We develop our students into successful, confident, responsible and employable citizens whilst providing a nurturing and supportive hub for students, their families and the wider community.

Following the most recent Ofsted inspection, in October 2023, it is evident that students at Sawtry Village Academy benefit from good teaching by staff who have good subject knowledge and who continuously enhance their teaching skills to ensure the best possible progress and attainment outcomes for all students.

There is an excellent standard of student care provided across the Academy by all staff and this ensures high aspiration for student attainment can be realised. Students benefit from following a broad and balanced curriculum which facilitates the development of the important skills of leadership, teamwork and co-operation through participation in a broad range of opportunities beyond the classroom such as sport, music and community involvement. In addition we expect students to engage in the completion of PLEDGES.

We expect students to work hard, developing resilience when the going gets tough and together we will celebrate their progress and achievements, whatever their level of success. We know that learning is at its best when staff, students and parents work closely together, and it is a privilege to be sharing the responsibility of educating the young people in our care with you.

The academy is underpinned and supported by the ethos and values of Meridian Trust. The core of this philosophy is:

- Achievement for all
- Valuing People
- A high-quality learning environment
- The pursuit of excellence
- Extending the boundaries of learning

I look forward to collaborating with you in the future and hope that you will join us in achieving the aim of knowing and supporting every student to achieve and enjoy their school experience.

Simon Parsons

Principal of Sawtry Village Academy



## 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.

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



High Quality Learning Environment



Pursuit of Excellence



Extending the Boundaries of Learning



Achievement for all

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

Make connections, provide opportunities. Generous and sharing of knowledge and expertise.

Are accountable for the outcomes we contribute towards and strive for the very best.

- 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



## 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:

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: 1<sup>st</sup> June 2026, 9.00 am**

**Interviews: 4<sup>th</sup> or 5<sup>th</sup> June 2026 - TBC**

### Applying:

For any questions about the application process please contact:

**Maria Taylor, HR Officer via**

**email: [recruitment@sawtryva.org](mailto:recruitment@sawtryva.org)**

*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.*



Valuing People



High Quality Learning Environment



Pursuit of Excellence



Extending the Boundaries of Learning



Achievement for all

*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.*



Valuing People



High Quality  
Learning  
Environment



Pursuit of  
Excellence



Extending the  
Boundaries of  
Learning



Achievement  
for all

## JOB DESCRIPTION AND PERSON SPECIFICATION

<b>Job Title:</b>	PA to Principal
<b>JD Reference:</b>	STD ADM 26
<b>School/Academy:</b>	Sawtry Village Academy
<b>Weeks:</b>	40 Weeks
<b>Hours of work:</b>	37 Hours
<b>Salary:</b>	Grade 7 or 8 / To be confirmed, depending on experience
<b>Responsible to:</b>	Principal

<b>Role:</b>	Provide a high-quality support service to the Principal and the Academy as a whole.
<b>Purpose of the job:</b>	To provide a full and comprehensive administrative service to the principal whilst also supporting and encouraging the Academy's ethos, objectives, policies, and procedures. Through effective PR, ensure that both parents and the local community have confidence in the Academy and that a positive image is portrayed, both through the local press and as demonstrated by the high-quality material that is provided by the Academy

### **Responsibilities and Accountabilities:**

- Manage Principals' diary, making decisions on appointment management
- Provide the Principal with confidential administrative support on all matters
- Act as a confidential channel of communication with staff/parents and outside agencies and maintain good relationships with all students, parents/carers, colleagues, and external agencies
- Deal with correspondence as required (both incoming and outgoing).
- Divert calls through the right channels
- Filter emails for the principal as required, forwarding, and dealing with them as necessary
- Assist in any arrangements for visitors
- Attend and take minutes at meetings as required
- Act as a point of contact for any complaints received log details and refer matters to appropriate members of staff as required, support with the complaints process as needed
- Assist the Principal in maintaining the ethos and high standards of the academy through quality assurance of display and décor throughout the academy, particularly in high traffic areas and Reception areas, main reception rooms, Hall, Conference Room, Boardroom etc

**Public Relations and Communications**

- Work with PR staff to maintain the Academy's positive presence on social media
- Maintain the information on the Academy website and ensure it is in line with Ofsted / DfE requirements
- Ensure that Academy publications (Prospectus, Post 16 Prospectus and Brochures) are effectively drafted and edited, positively presenting the academy. Liaise with staff and designers/publishers to ensure the timely delivery of publications
- Ensure the academy publications (prospectus and other school booklets) are prepared to the highest standards, ensuring that the academy's ethos and values are portrayed throughout
- Manage the production of the termly publication, ensuring that it reflects an overview of the successful activities that the academy, its staff, and its students have undertaken during each term and thereby reinforcing the positive image to current parents, whilst also acting as an excellent marketing tool for our prospective new parents
- Liaise with Athene communications and other external companies as appropriate to promote the academy's 'good news stories in and around the local community to maintain the positive image of the Academy
- Act as the point of contact for communications with parents and the public including checking correspondence with parents, developing electronic communications (email, social media, websites etc)
- Maintain the academy's website by editing and uploading content, liaising with the website provider to regularly update the website layout. Communicate with people throughout the academy and Trust to ensure the website is kept up to date and meets compliance requirements
- Ensure weekly newsletters are written/collated and sent to both staff and parents/carers

**Administration**

- Provide full administration support to the academy ensuring administration staff are organised, trained, developed, and apprised to support and facilitate the delivery of the curriculum
- Operate relevant equipment and computing software, including MS Office, SIMS, Outlook Explorer, and Google Chrome
- Assist the HR Officer with the recruitment of administration staff
- Complete procedures for coordination of different demands and uses of the academy site and facilities including promoting facilities and costing of lettings

- Liaise and manage with sensitivity, empathy and respect the interface between and with the Executive Principal / Principal and all members of the academy community (including Academy Counsellors, Staff, Parents, the Trust, Local Authority, external agencies and especially the students) to optimise the user experience
- Provide agendas and minute/record SLT and other meetings as directed by the Executive Principal / Principal. This will include confidential meetings and regular working times beyond the school day including occasional evening work (hours to be agreed upon in advance)
- Take notes at Morning Staff Briefings, ensuring these are issued to all academy staff
- Work with SLT to create the annual School Calendar, making amendments as required
- Liaise with House Offices to ensure production of exclusion letters as required.
- Ensure daily maintenance of administrative technology including the telephone system, reporting any problems promptly
- Maintain responsibility for the main staff room environment and daily provision of free tea, coffee, milk etc for staff use
- Provide support to HR Officer with recruitment days and other HR administration as required
- Provide administration support to the Executive Principal as required
- Ensure Staff Voice is collated and acted upon
- Ensure any feedback from Staff / Parent or Student Voice is shared as appropriate

### **Finance**

- Place orders on the academy's finance system as requested
- Manage the First Aid, Advertising / PR, Publications, General Admin and Postage budgets, ensuring any orders or expenditure is undertaken in line with financial procedures and protocol
- Safeguard and maintain stationery stock levels for the office and some areas of the school such as the photocopiers
- Successfully seek external funding through the writing of bids and liaison with local benefactors

### **Line Management**

- Line manage the Academy Receptionists and Administrators
- Ensure the Academy Reception runs smoothly, that safeguarding standards are always upheld, and that efficient reception service is offered to callers and visitors to the academy

- Ensure appropriate safeguarding procedures and documentation are in place and implemented when welcoming visitors to the Academy via Reception.
- Work with the HR Officer to organise the recruitment, induction, and training of administrative staff
- Undertake the annual performance management process with all direct reports (Receptionists and Administration staff)

**Other:**

- Undertake First Aid training and provide First Aid cover when required
- Manage First Aid across the Academy, including training requirements, policies, and incident reporting
- Organise Staff Association and Events as required
- Act as Marshall in the event of a fire evacuation or Academy Lockdown
- Work with the Cover Manager to understand the cover system and provide support for the Cover Manager as required

**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:**

- 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
- 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 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: April 2022**

<b>Person Specification: PA to the Principal</b>	Assessment Key: A = Application Form I = Interview
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Education and Qualification		Essential	Desirable	Assessment
1	Good educational background including GCSE or equivalent in English and Maths	✓		A
2	NVQ qualification in Business Administration or other relevant subject		✓	A
3	Evidence of continuing personal and professional development	✓		A
Experience		Essential	Desirable	Assessment
4	Experience in successful administration to support the day-to-day operation of an organisation/establishment	✓		A/I
5	Experience in managing confidential data and maintaining accurate records and filing systems to comply with GDPR legislation	✓		A/I
6	Experience in working with external agencies		✓	A/I
7	Experience in effective supervision/line management of staff		✓	A/I
Knowledge and understanding		Essential	Desirable	Assessment
8	Understanding of the education system and appropriate education legislation and requirements (safer recruitment/school administration/exclusions)		✓	A/I
9	Ability to build and form good working relationships with colleagues, students, and other professionals	✓		A/I
10	Ability to lead, develop and motivate a team of staff, delegating duties as required	✓		I
11	Awareness of child protection issues	✓		I

<b>Skills and abilities</b>		<b>Essential</b>	<b>Desirable</b>	<b>Assessment</b>
12	Excellent interpersonal skills with the ability to maintain strict confidentiality	✓		I
13	Diplomatic and patient approach	✓		I
14	Initiative and ability to prioritise own work and that of others to meet deadlines	✓		I
15	Efficient and meticulous organisation and attention to detail	✓		I
16	High level of personal organisation skills	✓		I
17	Excellent written and oral communication skills	✓		I
18	Ability to contribute to team meetings and contribute ideas	✓		I
<b>Personal Qualities</b>		<b>Essential</b>	<b>Desirable</b>	<b>Assessment</b>
19	Commitment to the academy's ethos aims and community	✓		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 toward 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
<b>Child Protection</b>		<b>Essential</b>	<b>Desirable</b>	<b>Assessment</b>
26	Support the Academy policies on safeguarding and child protection	✓		A/I
<b>Other</b>		<b>Essential</b>	<b>Desirable</b>	<b>Assessment</b>
27	The flexibility of working hours	✓		A/I