



Meridian  
Trust

# Meridian Trust

## Senior Payroll Advisor

### Recruitment Pack



Meridian  
Trust

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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.

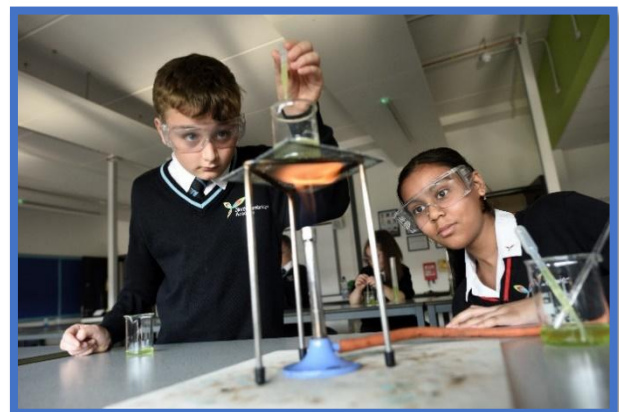
We are currently a family of 36 academies (including 19 primary, 3 special and 13 secondary schools). The secondary schools include a University Technology College, an Upper School, four 11-16 schools and six 11-18 schools. We also have 2 new secondary free schools in development. All within 20 miles 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:** 27/04/2026

**Interviews:** TBC

### Applying:

For any questions about the application process please contact:

Sophie Laycock – HR Officer

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

<b>Job Title:</b>	Senior Payroll Advisor
<b>JD Reference:</b>	Core ADM 47
<b>School/Academy:</b>	Core
<b>Weeks:</b>	52 Weeks
<b>Hours of work:</b>	37 Hours
<b>Salary:</b>	Grade 9
<b>Responsible to:</b>	Payroll & pensions manager

<b>Role:</b>	Payroll advisor providing support on payroll and pensions for the Trust
<b>Purpose of job:</b>	Provide expert advice and guidance to school HR Officers to assist them in delivering an accurate payroll and pensions service for their staff.

### Responsibilities and Accountabilities:

#### Payroll- General

- Be first point of contact for payroll and pensions queries for the school HR & Finance Officers, managing the payroll system in-box and acting as a super-user for our electronic HR & Payroll system.
- Supervise the payroll / pensions officer to ensure Core Trust payroll is managed in a timely manner
- Ensure that all pension data on manual and computerised payroll and the pension systems are accurate and up to date. That confidentiality is maintained.
- Ensure auditable payroll and pensions records are maintained on Teams.
- Support schools to ensure payroll trackers are up to date and accurate.
- Ensure an efficient procedure is in place to ensure that payroll deadlines are not missed.
- To maintain the salary calculator for use by all our schools.



- To be able to identify, extract and utilise payroll data to support projects for example harmonisation or new terms and conditions.
- Each year produce accurate pay tables that reflect pay increases in teachers' pay and conditions and support staff terms and conditions.
- Be an expert on the payroll portal to be able to provide data for HR metrics.
- Respond to payroll queries quickly and accurately.
- Correctly input absence data including sick absence and special leave. To support schools in calculating sick pay as required
- To calculate redundancy for restructures as and when required.
- Ensure maternity leave calculations are accurate.
- To understand complex payroll calculations e.g. KIT days, family leave, SSP, unpaid leave
- To maintain a good understanding of HMRC rules and regulations and provide support and advice where necessary
- Ensure payroll calculation methodology remains aligned with any changes to the terms and conditions of employment
- Ensure national minimum wage is applied appropriately
- Ensure casual staff across the Trust are paid correctly, including holiday pay.
- Be responsible for keeping payroll and pensions guidance documents up to date and user friendly
- Challenge discrepancies and inaccuracies in the payroll system to ensure integrity of payroll and protect the Trust from dispute

### **Specific**

- To carry out regular checks across the schools to ensure payroll processes are accurate.
- To carry out checks each month, working with the HR Managers, to ensure that pay deadlines are being met.
- To keep up to date with changes to terms and conditions that may affect pay.
- To be responsible for providing payroll administration training to new HR Officers who join our Trust
- Input monthly payroll for those schools who may temporarily be without a HR Officer in conjunction with the HR Hub team.
- To work with the HR hubs to ensure that 'super users' for the HR & Payroll system are supporting schools appropriately and managing issues that arise.
- Support the pensions team in responding to pensions queries and pension submissions.

**Team**

- To contribute to and ensure that all processes undertaken by schools supported by the internal team, are legally compliant, easy to use and regularly reviewed.
- Ensure that payroll and pensions information is maintained on the core team shared drive and is kept in line with GDPR.
- Work with HR colleagues to ensure that working systems within the office are efficient. That information stored on TEAMS is up to date, easy to obtain and compliant.
- Collaborate with IT team to provide expert payroll knowledge to support the operation of the payroll system.

**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 payroll and pensions updates provided by internal 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.
- 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.***

**Person Specification – Senior Payroll  
Advisor**

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	Hold a recognised CIPP Payroll management qualification or equivalent experience		✓	A
3	Evidence of continuing personal and professional development.	✓		A/I
Experience		Essential	Desirable	Assessment
4	Demonstrable payroll experience gained in an education setting.	✓		A/I
5	Knowledge of HR processes and integrated HR/Payroll systems. Working knowledge of iTrent pay portal or a similar external payroll portal.	✓		A/I
6	Experience of managing a large payroll	✓		A/I
7	Knowledge of payroll and pension legislation	✓		A/I
8	Working experience of school staff terms and conditions:	✓		A/I
9	An understanding of support staff and teachers' terms and conditions (Green and Burgundy Books).	✓		A/I
10	Excellent Word, Excel and PowerPoint skills to include the creation of spreadsheets and minutes.		✓	A/I



11	Experience of leading/ being involved in the implementation of a new payroll system		✓	A/I
<b>Knowledge and understanding</b>		<b>Essential</b>	<b>Desirable</b>	<b>Assessment</b>
12	Ability to understand technical payroll queries	✓		A/I
13	Excellent communication skills and can work effectively in a team	✓		A/I
14	Able to take the lead in their area of expertise (payroll)	✓		A/I
15	Able to confidently manipulate payroll data to provide meaningful reports such as gender pay.	✓		A/I
16	Excellent organisational skills and working to tight deadlines.	✓		A/I
17	Must be able to work independently and at times with minimal supervision.	✓		A/I
18	Discreet, confidential, and reliable. Manage and embrace changing environments. Demonstrates a high level of resilience.	✓		A/I
19	Project management skills		✓	A/I
<b>Skills and abilities</b>		<b>Essential</b>	<b>Desirable</b>	<b>Assessment</b>
20	A high level of personal integrity, who displays respect and empathy for others and is consistent, open and honest.	✓		A/I
21	Professional in their approach to dealing with issues and employees.	✓		A/I
22	Ability to work effectively during intensive periods of pressure and being flexible in approach to work to ensure service levels and deadlines are met.	✓		A/I
23	A willingness to be flexible on working hours and location across the Trust.	✓		A/I



Personal Qualities		Essential	Desirable	Assessment
24	Embraces change	✓		A/I
25	Applies consequential thinking to work and expected outcomes	✓		A/I
26	Excellent relationship builder and influencer with all stakeholders	✓		A/I
27	Confident, optimistic, positive and has a 'can do' attitude	✓		A/I
28	Able to prioritise effectively and manage conflicting demands, 'keeping the plate spinning'	✓		A/I
Child Protection		Essential	Desirable	Assessment
29	Support the Academy policies on safeguarding and child protection	✓		A/I
Other		Essential	Desirable	Assessment
30	Flexibility of working hours	✓		A/I
31	Travel is a requirement of this post. A full driving licence and access to a car is a requirement. Business travel must be included on car insurance	✓		I