



# Somersham Primary School

## HR Officer

### Recruitment Pack



# Content

<a href="#"><u>About Somersham Primary School</u></a>	3
<a href="#"><u>A brief history of our Trust</u></a>	4
<a href="#"><u>Our Vision, Mission and Values</u></a>	5
<a href="#"><u>Why work for us?</u></a>	6
<a href="#"><u>How to apply</u></a>	6
<a href="#"><u>Job Description and Person Specification</u></a>	7



Valuing People



High Quality  
Learning  
Environment



Pursuit of  
Excellence



Extending the  
Boundaries of  
Learning



Achievement  
for all

## About Somersham Primary School

Welcome to Somersham Primary School! We are thrilled to welcome you to our team and look forward to the positive impact you'll make on our children.

Somersham Primary School serves the villages of Somersham and Pidley in Cambridgeshire. We are a proud member of Meridian Trust (formerly Cambridge Primary Education Trust), a family of like-minded schools who share training, CPD and staff expertise to develop the best possible outcomes for children. We aim for Somersham to be a school that the village can be proud of, and where children come to learn, grow and develop, regardless of their age, gender, ethnicity, socio-economic background or attainment level.

In September 2023 we were thrilled to receive an Ofsted rating of Outstanding, which reflects the hard work of staff throughout the school. It was noted that "Staff work together to continually improve the quality of their teaching. Teachers have excellent knowledge of the subjects they teach. They plan activities, provide clear explanations and question pupils skilfully. This helps pupils gain a secure understanding of the subjects they study."

Our school motto is 'Inspiring children to achieve more than they think is possible.' We aim to give children opportunities and learning experiences to inspire them to achieve whatever they put their mind to.

Our values are derived from Meridian Trust's ethos and values, and they underpin all that we do:

- Children learn best when they are happy, secure, respected and valued as individuals

- Learning should be positive, enjoyable and rooted in life experiences
- Through a shared language and approach, we aim to nurture a child's emotional and social development
- The learning environment needs to be inspiring and interactive
- We want our children to become increasingly independent learners, reflect on their learning and identify their next steps
- We encourage children to develop respect for themselves, for others and for their environment
- Children should become aware of their community, both local and global
- We encourage children to have high expectations of themselves and high aspirations for the future
- Children should be encouraged to develop creativity through every aspect of the curriculum
- Everyone working in or visiting our schools should feel special and valued for the contributions that they are able to make
- We have a commitment to provide an environment where the safety and wellbeing of children is paramount

We want to provide our children with the opportunities to become talented writers, mathematicians, sportspeople, artists, musicians, scientists and citizens of our local, national and global communities, and we are delighted to welcome you to our school. Your passion for education will be a wonderful addition to our team.

Jonathan Clarke

Headteacher



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## 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.



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## 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:** 13<sup>th</sup> April 2026

**Interviews:** 16<sup>th</sup> or 17<sup>th</sup> April 2026

### Applying:

For any questions about the application process please contact: Kyla Murray, HR Officer at [kmurray@meridiantrust.co.uk](mailto:kmurray@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.*



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### **JOB DESCRIPTION AND PERSON SPECIFICATION**

<b>Job Title:</b>	HR Officer (Primary)
<b>JD Reference:</b>	JD STD 38
<b>School/Academy:</b>	Somersham Primary School
<b>Weeks:</b>	40 (term time + 10 days)
<b>Hours of work:</b>	15 hours per week
<b>Salary:</b>	Grade 6
<b>Responsible to:</b>	Headteacher

<b>Role:</b>	To undertake HR Administration for the school.
<b>Purpose of the job:</b>	<p>To maintain and manage all HR related functions, documents, and processes.</p> <p>To engage in the smooth running of general school management, communication, and organisation.</p> <p>To ensure effective communication between Meridian HR, Finance, ICT and Site teams and the school.</p> <p>To deliver relevant support to the Headteacher, senior leadership and staff team where required.</p>

#### **Responsibilities and Accountabilities:**

##### **HR – Payroll:**

- Process payroll services, contracts, new starters, variations, and leavers in liaison with the Trust’s payroll provider.
- Maintain accurate personnel files and payroll records via the payroll portal and ensure effective security of both manual and computerised data.
- Update relevant areas of MIS and the Trust’s payroll provider to do with HR including staff absence and contract changes.
- Use the agreed trust systems and ensure effective school systems are in place for the timely submission of supply time sheets, overtime and mileage claims and contract changes. Use the trust agreed systems to ensure information is centrally held where required.
- Be the first point of contact for all staff on pay and contract related matters, liaising with Trust HR and the Trust’s payroll provider as necessary.

##### **HR – Employee Lifecycle:**

- Maintain and manage sickness and staff absence reporting by effective monitoring and recording. Breaches or concerns should be raised with the Headteacher and the HR HUB Senior HR Advisor on a regular basis.

- Support with return-to-work procedures, meetings, and paperwork in line with Meridian Trust policy, maintaining up to date records on the academy and the trust systems.
- May be required to support HR HUB with note taking and letter formatting for Employment relation issues.
- Responsible for processing flexible working requests, maternity leave and all family friendly applications. Seeking support and advice from the HR HUB when needed.

### **HR - Recruitment and Onboarding**

- Undertake the necessary arrangements relating to the recruitment of school-based posts, under the direction of the principal, observing safer recruitment regulations, including preparation of relevant paperwork recruitment materials, arranging advertisements, ensuring the administrative tasks associated with interviews are completed for example copying application forms for shortlisting and interviewing panels, informing candidates of interview arrangements, in line with Trust policies and procedures.
- Follow 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, including staff safeguarding checks and risk assessments where necessary, delivering safer recruitment processes and maintaining a clear paper trail for the interview process and delivering staff induction procedures.

### **HR – Compliance:**

- Organise and maintain all required safeguarding checks, paperwork and procedures for staff and volunteers, List 99 checks and risk assessments where needed.
- Maintain a full detailed and compliant Single Central Record and remain up to date with new requirements in liaison with Core HR Team and Central Primary Recruitment Team.
- Monitor the way HR policies and procedures are actioned and provide support where necessary. Log on to relevant MIS systems where required.
- Log mandatory training for staff and chase where required.
- Complete and submit the annual workforce census, ensuring accurate recording of staff and their roles, teacher qualifications, staff ethnicity and all sickness absences.
- Contribute to trust HR meetings and training as required.
- Seek and make use of HR HUB expertise concerning HR issues.

**Communications:**

- Maintain good relationships with staff, parents, governors, contractors' representatives, and external agencies to promote the objectives of the academy.
- Ensure or staff enquiries or queries are dealt with effectively and responded to promptly and appropriately.
- Communicate all Trust recruitment, appraisal, staff development, grievance, disciplinary and redundancy policies, and procedures to staff utilising trust systems and ensuring that reading or awareness is recorded.
- Liaise with IT team when needed to inform of issues beyond the helpdesk or on behalf of teachers.

**Support for School/Academy/Place of work:**

- Admin support for the front school office in busy periods.
- 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:**

- Ensure that fire marshals and first aiders are trained and known to staff.
- Manage the risk assessment schedule and update where necessary including those for visitors and HR issues.
- Use training in first aid to manage emergency situations in school and liaise with emergency services. Coordinate staff to manage situation.
- Ensure required first aid training is up to date for all first aiders including specific training in order to manage any medical conditions in school.
- Complete Meridian Trust accident reporting where appropriate to ensure correct protocols are followed for reportable accidents.

**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.
- 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 2023**

<b>Person Specification: HR Officer</b>	<b>Assessment Key:</b> A = Application Form I = Interview
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Education and Qualification		Essential	Desirable	Assessment
1	Good educational background with GCSE or equivalent in the English Language	✓		A
2	HR Qualification		✓	A
3	Health and Safety Qualification		✓	A
Experience		Essential	Desirable	Assessment
4	Experience in working with external agencies		✓	A/I
5	Experience of working in a similar role	✓		A/I
6	Experience working in the education sector		✓	A/I
7	Experience in using HR software		✓	A/I
Knowledge and understanding		Essential	Desirable	Assessment
8	Knowledge of working with IT particularly Office suite (Excel, Word & Outlook)	✓		A/I
9	Understanding of absence recording and management	✓		A/I
10	A good knowledge recruitment process	✓		A/I
11	Understanding of safer recruitment practices		✓	I
12	A good knowledge of general HR processes		✓	I
Skills and abilities		Essential	Desirable	Assessment
13	Skilled at making and sustaining positive relationships with staff and stakeholders	✓		I

14	Ability to prioritise workload effectively	✓		I
15	Excellent written and oral communication skills	✓		I
16	Ability to contribute to team meetings and contribute ideas	✓		I
17	High level of accuracy when working with data	✓		I
<b>Personal Qualities</b>		<b>Essential</b>	<b>Desirable</b>	<b>Assessment</b>
18	Willingness to undergo further training and development	✓		I
19	Positive, highly motivated with an enthusiastic approach to work	✓		I
20	Kindness and empathy towards students and colleagues	✓		I
21	Committed and reliable	✓		A/I
22	High professional standards	✓		A/I
23	Excellent timekeeping	✓		A/I
<b>Child Protection</b>		<b>Essential</b>	<b>Desirable</b>	<b>Assessment</b>
24	Support the Academy policies on safeguarding and child protection	✓		A/I
<b>Other</b>		<b>Essential</b>	<b>Desirable</b>	<b>Assessment</b>
25	Flexibility of working hours	✓		A/I