



West Town  
Primary Academy



# West Town Primary Academy

## Office Administrator

### Recruitment Pack



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Valuing People



High Quality  
Learning  
Environment



Pursuit of  
Excellence



Extending the  
Boundaries of  
Learning



Achievement  
for all

## About West Town Primary Academy

Welcome to West Town Primary Academy where we hope you will experience a wealth of enthusiasm for learning and for supporting and helping each other. We are sure you will quickly feel the friendly and positive ethos in the academy from both the staff and the children who would love to share their latest pieces of work and activities with you.

Located in the heart of Peterborough, we are a culturally rich city school with high aspirations for all of our children. We are delighted to continue to be rated a 'Good' School since 2017, and it most recently highlighted, 'The school is well-led and managed. The trust provides effective additional capacity to both challenge and support school leaders. This includes practical support, such as trust subject specialists working with school leaders to refine and redevelop curriculum plans.'

Our vision is to empower every pupil, regardless of their starting point, to unlock their full potential. Through a nurturing, inclusive environment and a rich, engaging curriculum, we strive to cultivate curious, creative, and compassionate learners who are equipped to thrive socially, emotionally, ethically and academically.

Our commitment to our core values of curiosity, creativity, responsibility, courage, compassion, and respect will guide us in our goal to develop well-rounded individuals who are prepared to make a positive impact on their community and the world beyond. We will foster a vibrant,

diverse learning community where every pupil is inspired to become a confident, lifelong learner and an active, engaged citizen.

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

We look forward to you joining the team at West Town Primary Academy and look forward to your innovative ideas and positive energy that will inspire our students to achieve their full potential.

Thank you

Mrs Quinn

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.

We are currently a family of 35 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.



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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 35 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:** 12/04/2026

**Interviews:** 16/04/2026

### 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.*

## JOB DESCRIPTION AND PERSON SPECIFICATION

|                 |                           |
|-----------------|---------------------------|
| Job Title:      | Office Administrator      |
| JD Reference:   |                           |
| School/Academy: | West Town Primary Academy |
| Weeks:          | 40 weeks per year         |
| Hours of work:  | 37 hours per week         |
| Salary:         | Grade 5                   |
| Responsible to: | Office Manager            |

|                     |  |
|---------------------|--|
| Role:               | Provide efficient administrative support across the school                           |
| Purpose of the job: | To provide an efficient and effective general administrative service for the school. |

### **Responsibilities and Accountabilities:**

- Provide clerical and administrative support, including scanning, photocopying, filing, and emailing, as appropriate to staff as necessary
- Answer telephone calls, directing through to the relevant people and helping with queries where possible
- Prepare and edit correspondence, presentations, and other documents, as instructed
- Assist with various administrative tasks and duties, utilising word, excel, outlook email and the use of local Management Information Systems (where training will be given)
- Maintain electronic and manual systems in an efficient and effective manner in line with the GDPR Retention Policy, as well as file and retrieve documents and reference materials
- Arrange, co-ordinate and communicate details for meetings, training, and events, including booking meeting rooms and providing refreshments
- Receive, sort, and distribute all packages, deliveries, and mail
- Ensure that the reception area and meeting rooms are kept smart and tidy
- To assist with the ordering of stationery, materials and resources and ensuring that stock levels are maintained
- Maintaining and updating school information, records, and databases
- Assist with the input of new student data (incl. Year 6) on the MIS system and importing student photos
- Assist the Office Manager with the reporting of student data to external bodies, for example, Student census
- Assist the Office Manager with preparing reports and statistical information as required – including school Dashboards

- Administer the parents' evening process, either virtual or face-to-face
- Support other team members to cover the effective day to day operation of the office and in the event of sickness/emergency
- Provide the administration for wider school events such as; clubs, intake meetings, school photographer, SATS breakfast and evening, performances and productions, Sports Day, Bikeability, Open days and parental consultation evenings.
- Operate reprographic equipment across the Academy in order to provide a timely and efficient service in accordance with standards required by the Academy
- Provide the Administration of the Academy free milk and free fruit
- Provide administrative support for school trips, liaising with the EVC, finance and trip leader.
- Maintain media permissions and other consents for students for each class and ensure teaching and support staff are aware.
- Ensure parental or staff enquiries or queries are dealt with and responded to promptly and appropriately.

**Finance:**

- Ensure the safe collection, accounting and banking of all monies received.
- Monitor and chase outstanding debts on the Academy cashless database, ensuring that all debts are kept to a minimum.
- Liaise with Academy kitchen daily with school meals numbers and allergy lists.
- Administer free meal applications and meal vouchers from Cambridgeshire County Council.
- Provide administrative support for school trips, liaising with trip leader and finance.
- Support the Office Manager in the ordering and administration of resources for the Academy.

**Public Relations and Communications:**

- Work with PR staff to maintain the Academy's positive presence on social media
- Assist with the maintenance of the information on the Academy website and ensure it is in line with Ofsted / DfE requirements
- Assist with ensuring that the Academy publications are effectively drafted and edited to the highest standards, ensuring that the Academy's ethos and values are portrayed throughout, positively presenting the academy. Liaise

with staff and designers/publishers to ensure the timely delivery of publications

- Assist with communications with Athene 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
- Assist with the communications with parents and the public including checking correspondence with parents, developing electronic communications (email, social media, websites etc)
- Ensure Academy newsletters are written/collated and sent to both staff and parents/carers

### **Health and Safety:**

- Use training in first aid to manage emergency situations in school and liaise with emergency services.
- Ensure where necessary, parents are contacted, and children are collected where it is deemed children need to go home due to accident or illness.
- 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

### **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
- Contribute and participate in Academy events and activities
- 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

### **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.

|   |  |
|---|--|
| <b>Person Specification:<br/>Administration Assistant Grade 5</b> | Assessment Key:<br>A = Application Form<br>I = Interview |
|---|--|

| Education and Qualification |   | Essential | Desirable | Assessment |
|-----------------------------|---|-----------|-----------|------------|
| 1                           | Good educational background with GCSE or equivalent in English Language and Maths | ✓         |           | A          |
| 2                           | Qualification in business administration or similar                               |           | ✓         | A          |
| Experience                  |   | Essential | Desirable | Assessment |
| 3                           | Experience in working in an administrative environment                            | ✓         |           | A/I        |
| 4                           | Experience of working in an educational setting                                   |           | ✓         | A/I        |
| 5                           | Experience in working with external agencies                                      |           | ✓         | A/I        |

| <b>Knowledge and understanding</b> |   | <b>Essential</b> | <b>Desirable</b> | <b>Assessment</b> |
|------------------------------------|---|------------------|------------------|-------------------|
| 6                                  | Understanding of the education system                             | ✓                |                  | A/I               |
| 7                                  | A sound grasp of the concept of inclusive practice                | ✓                |                  |                   |
| 8                                  | Knowledge of the concept of confidentiality                       | ✓                |                  | I                 |
| 9                                  | Awareness of child protection issues                              | ✓                |                  | I                 |
| 10                                 | First aid certificate   |                  | ✓                | A                 |
| <b>Skills and abilities</b>        |   | <b>Essential</b> | <b>Desirable</b> | <b>Assessment</b> |
| 11                                 | Ability to use IT systems including email, word and excel         | ✓                |                  | I                 |
| 12                                 | Ability to give direction with strong organisation skills         | ✓                |                  | I                 |
| 13                                 | Excellent written and oral communication skills                   | ✓                |                  | I                 |
| 14                                 | Ability to contribute to team meetings and contribute ideas       | ✓                |                  | I                 |
| <b>Personal Qualities</b>          |   | <b>Essential</b> | <b>Desirable</b> | <b>Assessment</b> |
| 15                                 | Willingness to undergo further training and development           | ✓                |                  | I                 |
| 16                                 | Positive and enthusiastic approach toward work                    | ✓                |                  | I                 |
| 17                                 | Ability to act on own initiative                                  | ✓                |                  | I                 |
| 18                                 | Kindness and empathy towards students and colleagues              | ✓                |                  | I                 |
| 19                                 | Ability to work as part of a team effectively                     | ✓                |                  | I                 |
| <b>Child Protection</b>            |   | <b>Essential</b> | <b>Desirable</b> | <b>Assessment</b> |
| 20                                 | Support the Academy policies on safeguarding and child protection | ✓                |                  | A/I               |
| <b>Other</b>                       |   | <b>Essential</b> | <b>Desirable</b> | <b>Assessment</b> |
| 21                                 | The flexibility of working hours                                  | ✓                |                  | A/I               |