



Recruitment Pack



Content

<u>Welcome from our Chief Executive Officer</u>	3
<u>A brief history of our Trust</u>	4
<u>Our vision, mission and values</u>	5
<u>Why work for us</u>	6
<u>How to apply</u>	6
<u>Job description and person specification</u>	7



Valuing People



High Quality
Learning
Environment



Pursuit of
Excellence



Extending the
Boundaries of
Learning



Achievement
for all

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.



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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.

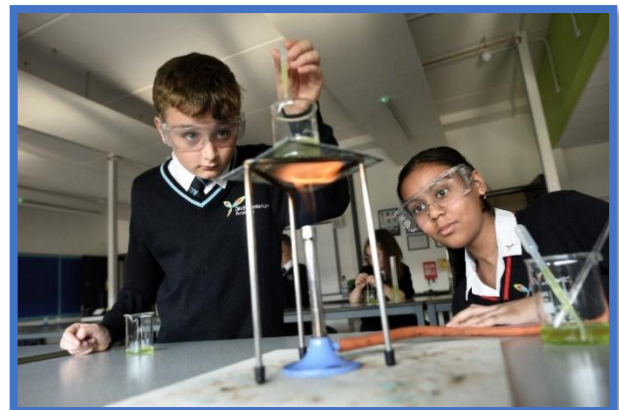
We are currently a family of 36 academies (including 19 primary, 3 special and 13 secondary schools and one all through school). The secondary schools include a University Technology College, an Upper School, four 11-16 schools and six 11-18 schools. We also have 2 new secondary free schools in development. 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.



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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: 15/09/2026

Interviews: TBC

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:	Head of HR Operations
JD Reference:	
School/Academy:	Core Trust HR
Grade:	D2
Responsible to:	Director of HR

Purpose of job:	This is a key role, providing strategic oversight and leadership on all HR Operational matters, with a primary remit of delivering operational excellence within the HR Administration functions across the Trust through process improvements and consistency of practice. The postholder is also responsible for legislative compliance across HR policies and procedures. The post holder will be a member of the HR Senior Leadership team and may be required to deputise for the Director of HR in their absence. They will support the Director of HR in implementation of HR Strategy across the Trust.
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Responsibilities

This position will take ownership of the HR operations function, ensuring HR systems, processes and practices run smoothly, efficiently and in line with compliance requirements.

The post holder will lead on driving HR operational excellence, improving data accuracy, and embedding automation to streamline workflows and enhance manager and employee self-service across the Trust. The role also plays a key part in maintaining robust governance and ensuring service delivery meets organisational and regulatory standards.

Lead HR Administration functions

- Provide leadership on all aspects of HR Administration, ensuring consistency, professionalism and the delivery of a high-quality HR administrative service across the Trust.
- Line manage and support the leads for central recruitment, Meridian Learning, the Core HR Officer and Payroll and Pensions to deliver a high-quality service to the Trust.
- Work collaboratively with colleagues to identify areas for action and deliver process improvements in HR administration.
- Work with the HR Hub teams in their support of school HR Officers to deliver consistency of practice in all areas of HR administration.

- Identify staff training needs for ensuring high standards of service delivery and deliver training where necessary.
- Ensure cost-effective and high-quality service delivery of HR contracts for recruitment, L&D, payroll and pensions through participation in the tendering and selection process, relationship management and SLA monitoring.

HR Compliance

- Responsible for ensuring HR policies are reviewed in line with the agreed review cycle, updated in line with legislative changes and reflect the culture of the Trust, whilst remaining legally compliant ACAS codes of practice.
- Lead on the policy consultation process with JCNC, ensuring the Trust's interests are protected.
- Support the Director of HR to embed a culture of data-informed HR practice; ensuring timely, high-quality data and metrics are readily available, fit for purpose and contributing to effective decision making.
- Support the CEO to review leadership pay scales annually and ensure increments for senior leaders are applied consistently and fairly.
- Responsible for maintaining the HR Governance document that sets out levels of delegated HR authority across the Trust.

Contribute to People Strategy

- Support the Director of HR in the creation and implementation of the Trust's People Strategy and related HR Plan.
- Participate in or provide leadership for working parties on specific projects as part of the people strategy implementation plan.

Line Management responsibilities

- Provide line management to the Recruitment Lead, Meridian Learning Co-ordinator, Core HR Officer and Payroll and Pensions Manager. The team will be directed as to best practice but also encouraged to be autonomous and confident in their abilities. This will be achieved by coaching and mentoring from the post holder
- Ensure that regular supervision meetings are undertaken to support with pastoral care and professional development. PM will be timely and consistent.
- Undertake probation and performance management for their staff.
- Support with identifying relevant training and CPD needs that will help increase knowledge and skills.

Support for the Trust :

- Develop and maintain effective working relationships with other staff at all levels across the Trust, working in collaboration to support the achievement of the Trust's strategic objectives.
- Contribute and participate in Trust events and activities where possible. Attend and contribute to Trust wide HR meetings and Core HR meetings
- Adhere to the Trust values.
- Follow Trust policies, practices and procedures.
- Respect school policies when visiting or working in schools across the Trust.

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.
- 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
- 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.

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: Aug 2026

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	CIPD Level 7 or equivalent senior HR experience	✓		A
3	Evidence of continuing personal and professional development.	✓		A
Experience		Essential	Desirable	Assessment
4	significant experience of leading HR Operations or HR Administrative functions in a complex organisation	✓		A/I
5	experience of improving systems, processes and workflows, including automation and employee self-service	✓		A/I
6	Experience of managing HR compliance, policy review cycles and consultation processes.	✓		

7	Experience of supplier/contract management, SLA monitoring or tendering for HR services.		✓	
8	Experience of using HR data and metrics to support decision-making.	✓		
9	Experience of line managing, coaching and developing staff.	✓		
10	good working knowledge of iTrent		✓	
11	experience of contributing to, developing or implementing a People Strategy/HR strategic plan		✓	
12	Experience of working in a school, multi academy trust or public sector organisation		✓	A/I
Knowledge and understanding		Essential	Desirable	Assessment
13	strong knowledge of employment legislation, HR policy development and ACAS guidance	✓		
14	good understanding of HR governance and compliance	✓		
15	knowledge of education sector terms and conditions such as STPCD, Burgundy Book & Green Book		✓	A/I
16	knowledge of safer recruitment, KCSIE and Single Central Record compliance		✓	
17	Knowledge of Job evaluation schemes and their application		✓	
18	Knowledge of the concept of confidentiality	✓		I
19	Awareness of child protection issues.	✓		I
Skills and abilities		Essential	Desirable	Assessment
20	Ability to lead change, manage projects and deliver consistent practice across a distributed organisation.	✓		I
21	Ability to influence and build relationships with senior leaders, managers, HR colleagues and external providers.	✓		I
22	Strong organisational, planning and prioritisation skills with the ability to deliver work to tight deadlines whilst managing multiple priorities.	✓		I

23	Excellent written communication, including policy writing and report writing.	✓		A/I
24	Confident decision-maker, able to work independently while knowing when to escalate.	✓		I
25	Strong analytical skills, with the ability to interpret data and identify improvement priorities.	✓		I
26	Strong IT and HR systems skills.	✓		I
Personal Qualities		Essential	Desirable	Assessment
27	Professional, credible and calm under pressure.	✓		!
28	Collaborative and approachable, with a service-focused mindset.	✓		I
29	High levels of integrity, confidentiality and discretion.	✓		I
30	Pragmatic, solutions-focused and committed to continuous improvement.	✓		I
31	Able to model Trust values and promote a positive HR culture	✓		I
32	Ability to act on own initiative.	✓		I
33	Professional approach when dealing with all issues and staff.	✓		I
34	Ability to work as part of a team effectively.	✓		I
Child Protection		Essential	Desirable	Assessment
35	Support the Academy policies on safeguarding and child protection.	✓		A/I
Other		Essential	Desirable	Assessment
36	Flexibility of working hours	✓		A/I