



Meridian
Trust

Meridian Trust

Senior HR Adviser

Recruitment Pack



Meridian
Trust

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.



Valuing People



High Quality
Learning
Environment



Pursuit of
Excellence



Extending the
Boundaries of
Learning



Achievement
for all

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.

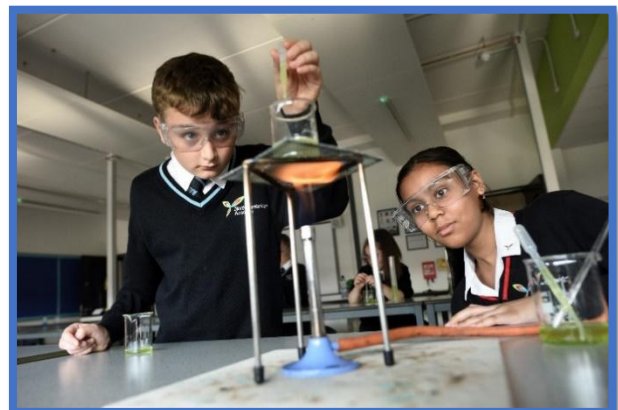
We are currently a family of 36 academies (including 19 primary, 3 special and 13 secondary schools and one all through school). The secondary schools include a University Technology College, an Upper School, four 11-16 schools and six 11-18 schools. We also have 2 new secondary free schools in development.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



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:

	Engaged, developed, supported, and consulted.
Valuing People	
	Experts who strive for continual development. Collaborative networks, trusted to deliver.
High Quality Learning Environment	
	Set ambitious goals and model what success looks like. Eager to improve.
Pursuit of Excellence	
	Make connections, provide opportunities. Generous and sharing of knowledge and expertise.
Extending the Boundaries of Learning	
	Are accountable for the outcomes we contribute towards and strive for the very best.
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: 02/09/2026

Interviews:

Applying:

For any questions about the application process please contact:

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



Valuing People



High Quality
Learning
Environment



Pursuit of
Excellence



Extending the
Boundaries of
Learning



Achievement
for all

and the health and wellbeing of our students.

JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title:	Senior HR Adviser
JD Reference:	Core ADM 25
School/Academy:	Core Trust – Cambridge Hub
Weeks:	52
Hours of work:	37 Hours
Salary:	Grade 9
Responsible to:	HR Manager
Responsible for:	Small Team of School based HR Officers for Hub Schools

Role:	Field based HR advisor providing advice and support across the Trust schools
Purpose of job:	Provide and promote a high quality, professional & efficient HR service across schools within the Trust. Adhering to employment legislation and best practice. Working at operational level to ensure correct implementation of policies and procedures

Responsibilities and Accountabilities:

- Offer advice and guidance to managers in respect of all aspects of HR work e.g. recruitment, terms and conditions, pay, maternity, paternity, sickness absence, HR administration, single central record, etc
- Develop effective relationships with Principals/Headteachers and HR Officers in schools that build trust and confidence, including regular meetings as agreed
- Line manage a small team of school-based HR Officers: probation, 1 to 1s, performance management.
- Support headteacher's line management of HR Officers in shared roles (e.g. HR & Finance Officer)
- Work closely with HR Manager, escalating issues as appropriate
- Act as case owner for Employee Relation casework, providing high quality advice and guidance to managers and employees
- Ensure that the HR Manager is alerted to all complex ER cases immediately and cases relating to staff safeguarding concerns

- To support the HR Manager with complex cases: prepare paperwork (letters), set up files, act as note taker at formal disciplinary meetings, producing clear and accurate notes and advising on policy/procedure
- To be conversant with the statutory guidance for schools, Keeping Children Safe in Education and safer recruitment practices and provide support and advice where necessary
- Ensure that HR work adheres to GDPR guidelines and documents are maintained in accordance with Meridian Trust requirements.
- Monitor the application of HR policies and procedures to ensure consistency and compliance with Trust standards, best practice and legislative requirements. Providing support where necessary
- Support Informal and formal audits of HR practices in schools, offering advice to HR Officers in the completion of accurate files and records
- Complete SCR half termly audit.
- Assist with the preparation and analysis of HR data
- Contribute to policy review and development
- Evaluate and moderate job descriptions
- Complete OH referrals and support with follow up actions
- Actively participate in Trust HR meetings
- In conjunction with the HR Manager, develop and deliver training
- Responsibility for projects as directed by the HR Manager.
- 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.
- Adhere to the Trust values.

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 HR updates provided by the Core HR team 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.
- Inform the Child Protection Officer of any issues relating to the safety and well-being of students.

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: July 2026

Person Specification – Senior HR Advisor

Assessment Key:
A = Application Form
I = Interview

Education and Qualification		Essential	Desirable	Assessment
1	GCSE Level 4 or above, or equivalent, in English Language and Maths, or equivalent work-based experience.	✓		A
2	Level 5 or above qualification in Human Resources or equivalent work-based experience.	✓		A
Experience		Essential	Desirable	Assessment
3	Experience of working in an administrative environment.	✓		A/I
4	Experience of working in a school HR environment.		✓	A/I
5	Experience managing ER casework and advising managers and employees	✓		A/I
6	Experience managing a small team		✓	A/I
7	Experience of working with external stakeholders.		✓	A/I
8	Experience of developing and delivering training for employees and managers		✓	A/I
Knowledge and understanding		Essential	Desirable	Assessment
9	Understanding of the education system.		✓	A/I
10	A good knowledge of HR procedures.	✓		A/I

11	Good knowledge of Employment Legislation	✓		A/I
12	Knowledge of the concept of confidentiality.	✓		I
13	Awareness of child protection issues.	✓		I
Skills and abilities		Essential	Desirable	Assessment
14	Skilled at making and sustaining positive relationships.	✓		I
15	Excellent written and oral communication skills.	✓		I
16	Ability to contribute to team meetings and contribute ideas.	✓		I
Personal Qualities		Essential	Desirable	Assessment
17	Willingness to undergo further training and development.	✓		I
18	Ability to act on own initiative.	✓		I
19	Kindness and empathy towards students and colleagues.	✓		I
20	Ability to work as part of a team effectively.	✓		I
Child Protection		Essential	Desirable	Assessment
21	Support the Academy policies on safeguarding and child protection.	✓		A/I
Other		Essential	Desirable	Assessment
22	Flexibility of working hours	✓		A/I
23	Full driving licence with insurance for business use	✓		A