



Ely College

Admin Assistant

Recruitment Pack



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Valuing People



High Quality
Learning
Environment



Pursuit of
Excellence



Extending the
Boundaries of
Learning



Achievement
for all

About Ely College

We are delighted to welcome you to Ely College, where our shared vision is to be a truly great college. We aim to be a beacon of excellence, of which our whole community can be proud, and we look forward to you participating in this journey with us.

Ely College, in the heart of Ely, Cambridgeshire, was awarded a 'Good' rating by Ofsted inspectors in June 2019. It was highlighted that "leaders have transformed the school by successfully establishing a culture of high expectations of both staff and pupils. As a result, the quality of education has improved rapidly."

In July 2016 Ely College joined Meridian Trust. Over the years we have taken their unchanging core values as the foundations for our growing success. These values are:

- Achievement For All
- Valuing People
- A High Quality Learning Environment
- The Pursuit Of Excellence
- Extending The Boundaries of Learning

You will see the embodiment of these values throughout our college.

We encourage our staff to provide the highest challenge and support to all students to demonstrate their understanding and confidence. Aligned with Meridian Trust's core values, our PLEDGES, (Participation, Leadership, Excellence, Diversity, Giving, Environment and Service) award system is a means of supporting students to develop confidence, life skills, leadership and volunteering experience that is so highly valued by

employers and is critical in becoming successful adults.

We take immense pride in our college community and are committed to ensuring that everyone shares in the pride of our achievements. We look forward to welcoming you as an integral part of our school.

Simon Warburton – Principal



ELY EXPECTS

Our shared teaching values

PRIDE

- We are **enthusiastic advocates** for our students, our subjects, and Ely College
- The learning environment is **inspiring** and supports student progress
- We foster a culture where **learning is valued** and students are proud of their achievements
- Praise is given **generously, frequently and genuinely**

CHALLENGE

- **High expectations** for all students are shared and relentlessly applied
- Our curriculum is **ambitious**, inspiring and carefully sequenced
- Explicit instruction and clear modelling are key elements of **quality-first teaching**
- We carefully tailor the **support and stretch** for each student to ensure equity

KNOWLEDGE

- **Mistakes and misconceptions** are welcomed and used to deepen understanding
- Student responses lead to reflective and **adaptive teaching**
- Reading and **key vocabulary** are actively taught and embedded in our subjects
- We pursue **mastery** through reflection, professional learning and collaboration

DIALOGUE

- Student **oracy** is actively developed through planned **high-quality talk**
- **Explanations and questioning** are clear, considered and strategically applied
- **Feedback** provides precise and specific guidance to **close the gap**
- We ensure **students** understand their curriculum, progress and outcomes

STANDARDS

- Lessons and homework are **planned** to ensure progress against clear **learning outcomes**
- **Routines and expectations** are explicit, clear and consistently applied
- **Seating and grouping** are utilised as tools to support learning
- Interactions with students and colleagues demonstrate **mutual respect, care and kindness**








ELY COLLEGE

Meridian Trust

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.



Valuing People



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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.

Why work for us

Meridian Trust aims to be the employer of choice for the communities we serve. Since



Valuing People



High Quality Learning Environment



Pursuit of Excellence



Extending the Boundaries of Learning



Achievement for all

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: 9th January 2026

Interviews: W/C 12th January 2026

Applying:

For any questions about the application process please contact: Erin Muscillo, HR Officer

Email: emuscillo@elycollege.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

| | |
|-----------------|--------------------------|
| Job Title: | Administration Assistant |
| JD Reference: | STD ADM 21 |
| School/Academy: | Ely College |
| Weeks: | 39 weeks |
| Hours of work: | 22.5 hours |
| Salary: | Grade 3 |
| Responsible to: | |

| | |
|---------------------|---|
| Role: | Provide efficient administrative support across the school. |
| Purpose of the job: | Support the smooth running of the school by providing efficient and effective administrative service. |

Responsibilities and Accountabilities:

- Provide clerical and administrative support, including scanning, photocopying, filing, faxing, and emailing, as appropriate to staff as necessary
- Answer telephone calls, directing through to the relevant people and helping with queries where possible
- Provide cover for the Academy Receptionist if required
- Prepare and edit correspondence, presentations, and other documents, as instructed
- Assisting 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 efficiently and effectively 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
- Distribute incoming mail, frank, and send outgoing mail
- Receive, sort, and distribute all packages, deliveries, and mail
- Ensure that the reception area is 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

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
- 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:

- 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
- 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 safeguarding 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 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 2022



| | |
|---|---|
| Person Specification: Administrative Assistant Grade 3 | Assessment Key: A = Application Form I = Interview |
|---|---|

| Education and Qualification | | Essential | Desirable | Assessment |
|------------------------------------|---|------------------|------------------|-------------------|
| 1 | Good educational background with GCSE or equivalent in English Language and Maths | ✓ | | A |
| Experience | | Essential | Desirable | Assessment |
| 2 | Experience in working in an administrative environment | | ✓ | A/I |
| 3 | Experience of working in an educational setting | | ✓ | A/I |
| 4 | Experience in working with external agencies | | ✓ | A/I |
| Knowledge and understanding | | Essential | Desirable | Assessment |
| 5 | Understanding of the education system | ✓ | | A/I |
| 6 | A sound grasp of the concept of inclusive practice | ✓ | | I |
| 7 | Knowledge of the concept of confidentiality | ✓ | | I |
| 8 | Awareness of child protection issues | ✓ | | I |
| 9 | First Aid certificate | | ✓ | A |
| Skills and abilities | | Essential | Desirable | Assessment |
| 10 | Ability to use IT systems including email, word and excel | ✓ | | I |
| 11 | Excellent written and oral communication skills. | ✓ | | I |
| 12 | Ability to contribute to team meetings and contribute ideas | ✓ | | I |
| Personal Qualities | | Essential | Desirable | Assessment |
| 13 | Willingness to undergo further training and development | ✓ | | I |
| 14 | Positive and enthusiastic approach toward work | ✓ | | I |
| 15 | Ability to act on own initiative | ✓ | | I |



| | | | | |
|-------------------------|--|------------------|------------------|-------------------|
| 16 | Kindness and empathy towards students and colleagues. | ✓ | | I |
| 17 | Ability to work as part of a team effectively | ✓ | | I |
| Child Protection | | Essential | Desirable | Assessment |
| 18 | Support the Academy policies on safeguarding and child protection. | ✓ | | A/I |
| Other | | Essential | Desirable | Assessment |
| 19 | The flexibility of working hours | ✓ | | A/I |

