



OSSETT ACADEMY

Recruitment Pack



Welcome to Applicants

Thank you for your interest in Ossett Academy and Ossett Sixth Form College. We hope that the information contained within this pack will help you decide if you have the right qualities, skills and experience to apply for our vacancy.

The academy has gained a reputation for excellence that is best evidenced in the outcomes that pupils achieve across all aspects of academy life. Our strong tradition of success is built on a firm foundation of personalised pastoral care, ensuring a climate for learning that is calm, well ordered and secure. We recognise the hard work and efforts of pupils in their lessons and their learning, and positive recognition of both staff and pupils is at the heart of our approach.

Academic success is only one part of our story. Whilst we are incredibly proud of our excellent track record of high levels of pupil achievement in the context of a broad and balanced curriculum, we also offer and actively encourage our pupils to engage in a wide range of enrichment activities. There really is an extensive variety of extra-curricular opportunities at the academy.

Whilst supporting our pupils and students to be the very best learners is our primary focus, the development of our community is also an extremely important feature of our work. It is Ossett Academy's key priority to ensure that we have very positive relationships with parents and carers in order to fully support the learning of all young people.

We understand that partnership and collaboration is an important aspect to the ongoing development of schools and academies and with this in mind, we work collaboratively alongside our primary pyramid, striving to provide world-class opportunities for the community of Ossett, and supporting young people aged 3-18 to develop a lifelong passion for learning, across a range of experiences.

Further to this partnership approach, we work alongside academies in West and South Yorkshire as part of Place Partnership. The vision of Place Partnership is to enhance both our practice and knowledge of learning across primary and secondary education, whilst also providing access for pupils and staff to an even better range of opportunities in order to achieve excellence.

I am extremely proud to lead Ossett Academy and to work alongside such a talented body of pupils and staff, who are fully committed to working as a team. If you feel that you have the vision, drive and energy to support and contribute to the academy's further continued improvement, then we would love to hear from you.

Yours sincerely,

Alex Lunn
Head of Academy



About Place Partnership



1. Ossett Academy and Sixth Form College
2. South Ossett Infants Academy
3. Horbury Academy
4. Horbury Primary Academy
5. Middlestown Primary Academy
6. Wath Academy and Sixth Form
7. Sir Thomas Wharton Academy and The Sixth Form Partnership
8. Ravenfield Primary Academy
9. Maltby Redwood Academy
10. Maltby Manor Academy
11. Maltby Lilly Hall Academy
12. Maltby Academy and The Sixth Form Partnership

Place Partnership, established in 2026, comprises 12 academies, supporting children and young people from early years through to Post 16 across South and West Yorkshire. At the heart of our organisation is a commitment to building a culture where people feel valued, take pride in their place, and hold high expectations because everyone matters. We are dedicated to providing a high-quality education which ensures that every child is given the opportunity to achieve their full potential.

As an employer, we invest in our people through extensive professional learning and development opportunities, a comprehensive wellbeing offer, and a wide range of generous employee benefits.

Our Vision

People belong, place matters, purpose lasts.

Our Mission

We commit to building a culture where people feel valued, take pride in their place, and hold high expectations because everyone matters.

Our Values



Value Our People

We commit to building a culture where people feel valued, take pride in their place, and hold high expectations because everyone matters.



Take Pride in Our Place

We care for our communities and work in partnership, so that people feel connected, supported and part of something to be proud of.



Act with Enduring Purpose

We focus on what matters most, our young people, making decisions that stand the test of time.



Staff Benefits

We recognise that our people are our greatest strength. Creating an environment where every colleague feels valued, supported, and able to thrive is one of our core values.

As part of our commitment to staff wellbeing and professional growth, we offer a comprehensive suite of benefits designed to support you at every stage of your career:



Generous annual leave entitlement for full-time colleagues, rising with length of service.



A Corporate Paid Healthcare Cash Plan through Westfield Health, with the ability to claim money back for essential healthcare and access a GP 24/7 through Doctorline.



A competitive salary, incremental progression, and an enhanced pension scheme through either the Teachers' Pension Scheme or the Local Government Pension Scheme.



An extensive professional learning and development offer, with regular training and development tailored to your role, ambitions, and career stage.



Apprenticeship pathways which support colleagues to progress into new roles and qualifications while working.



Family friendly policies, including enhanced maternity, paternity, adoption, and parental leave.



A collaborative working culture, enabling you to learn from colleagues across the Trust and share best practice.



Staff recognition programmes celebrating excellence, dedication, and positive impact.



Supportive, inclusive environments where wellbeing and belonging are prioritised.

Access to Reward Gateway which offers:

- A SmartSpending App, allowing for instant savings on everyday high street brands, including supermarkets.
- Cashback schemes.
- Employee Assistance Programme with 24/7 confidential access to trained counsellors.
- Salary sacrifice schemes including Cycle2Work and SmartTech.
- A wellbeing centre, offering workout videos, healthy recipes, guided meditations, and articles focused on mental, emotional, financial, and physical health.



About Ossett Academy

- Ossett Academy is a mixed 11–18 academy, located on the outskirts of Wakefield. Ossett Sixth Form College, our standalone Post 16 provision, is situated onsite.
- Ossett Academy was founded in 1735 as Ossett Grammar School, originally located in the centre of Ossett where the Town Hall now stands.
- Our school site is diverse and firmly rooted around 'Park House', the Grade II listed building built in 1867. The building was purchased and became Ossett Grammar School in 1906.
- We are immensely proud of our academy, staff and pupils. We strongly believe that all pupils are entitled to experience the full breadth of education, reflected through our curriculum model which encourages learners to study a broad range of subjects.
- Alongside our extensive academic and extra-curricular offer, we provide excellent pastoral care for our pupils, tailored to their individual needs.
- New colleagues have access to an extensive onboarding programme, which walks staff through our collective Trust and academy values. All new staff can utilise their first working day to meet colleagues and complete their induction/transition, before entering the classroom and/or workstation for the first time.
- Our Trust promotes a one-Trust culture, in which our colleagues work as part of a wider team which spans all our academies.
- As a Trust we provide extensive opportunities and resources for career development, and encourage colleagues to take responsibility in leading their own progression.



Staff Testimonials

After starting as an NQT at Ossett Academy I have taken part in a range of CPD which has given me the opportunity to develop not only my classroom practice but also my leadership experience. This started by acting as an ITT and ECT mentor, joining the Trust's Aspiring Middle Leaders programme and then last year completing an NPQ in Leading Teaching. All this experience has helped prepare me for my current role as Head of Biology.

Anna
Head of Biology



I've been involved with staff wellbeing for a number of years. I lead the Academy's Workload Group; its aim being to give staff a voice on matters relating to workload and a forum within which the academy can consider and respond to matters raised. I also lead a fantastic weekly running club, and have worked with departments to run after school fun staff workshops, Christmas crafts, staff and students' choir, and secondhand swap shops to name a few!

Lyndele
Curriculum Team Leader of Art,
Design & Technology



Administration Assistant

Location: Ossett Academy

Salary: Band D, £11,200 to £11,378 per annum (actual salary)

Contract: 18.5 Hours Per Week, Term Time + 2 Insets Days

Start date: To Start As Soon As Possible

About the Role

Ossett Academy & Sixth Form are seeking to appoint a highly organised, proactive, and detail-oriented Administration Assistant to join our dedicated team. This is a varied and rewarding role that will play a key part in supporting the Academy's administrative services, helping to deliver an efficient, professional, and customer-focused administration function across the Academy and Sixth Form.

The successful candidate will undertake a wide range of administrative responsibilities, providing flexible support across departments, including the Post 16 provision as required. They will adapt effectively to changing priorities and operational needs, ensuring the smooth and efficient delivery of administrative services. Key responsibilities will include managing correspondence, maintaining accurate records and databases, supporting Academy events and activities, and providing high-quality administrative support to the Academy Leadership Team.

The postholder will possess excellent organisational and communication skills, a positive and professional approach, and the ability to build and maintain effective working relationships with pupils, colleagues and stakeholders. They will have significant experience in an administrative role, with strong ICT skills and proficiency in Microsoft Office applications. The ability to quickly learn and adapt to new systems is essential.

This is an exciting opportunity for a motivated and enthusiastic individual who thrives in a busy environment, enjoys working as part of a supportive team, and takes pride in delivering excellent administrative support that contributes to the smooth running of the Academy.

The working pattern is negotiable and will be agreed with the successful candidate following discussion at interview.

About You

The successful candidate will be...

- Qualified to GCSE level (or equivalent) in English and Mathematics.
- Qualified to RSA or Level 2 standard in typing skills.
- Experienced in using Microsoft Office applications, with a recognised ICT qualification.
- An excellent communicator with outstanding customer service and interpersonal skills.
- Highly organised, accurate, and able to manage competing priorities effectively.
- Professional, adaptable, and committed to delivering an efficient and responsive administrative service.

About Place Partnership

This is an exciting opportunity to join a forward-thinking and ambitious organisation, driven by a genuine passion for the wellbeing, care, and education of young people.

Place Partnership was formed in September 2026 following the voluntary merger of two strong and successful Trusts in South and West Yorkshire: Maltby Learning Trust, established in 2014, and Accord Multi Academy Trust, founded in 2016. At the heart of Place Partnership is a commitment to building a culture where people feel valued, take pride in their place, and hold high expectations because everyone matters. At Place Partnership we are dedicated to providing high-quality education which ensures that every child is given the opportunity to achieve their full potential.

We invest in our people through extensive professional learning and development opportunities, and we recognise that our people are our greatest strength. As such, we offer a comprehensive suite of benefits as part of our commitment to wellbeing and professional growth. Here are a few examples of employee benefits that focus on our employees Financial, Physical and Mental Wellbeing:

- Membership to either the Teachers' Pension Scheme or the Local Government Pension Scheme
- Technology scheme via SmartTech*
- Access to an extensive discounts platform via 'Place Plus'
- Access to an industry leading Employee Assistance Programme (EAP)
- 24/7 access to an online GP or Advanced Nurse Practitioner through Corporate Paid Healthcare Cash Plans
- Access to health and wellbeing services, with the ability to claim money back for essential healthcare such as prescriptions, optical and dental care through Corporate Paid Healthcare Cash Plans.
- Cycle to Work Scheme*
- Free, on-site parking at every site
- Trained Mental Health First Aiders in all our settings

**restrictions apply*

For full details of our employee benefit package, please see our recruitment pack.

Further Information

Visits are warmly welcomed and can be arranged. For further details regarding this opportunity, for an informal discussion regarding the role or to arrange a visit, please do not hesitate to contact hr@placepartnership.com.

Closing Date: Monday 09 November 2026 at 9.00am

Interviews are expected to take place: week commencing 09 November 2026

To apply for the position, please visit <https://placepartnership.com/current-vacancies>

Place Partnership is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The post is subject to an Enhanced Disclosure and Barring Service (DBS) check and checks of the relevant barred list / prohibition lists.

Place Partnership is committed to providing a culture of inclusion, respect and equity of opportunity that attracts, supports, and retains high-quality colleagues from all backgrounds and across all job roles.

Candidates will always be shortlisted based on the content of application against the job description and essential criteria without access to the personal details information.

Based on the quality and quantity of applications received, Place Partnership reserves the right to interview sooner than the specified dates above. Applicants will be notified of this where possible. Therefore, early applications are encouraged.

Role Description

Administration Assistant

NJC Pay Range:	Band D
Responsible For:	N/A
Responsible To:	PA to Principal / Office Manager

Main Purpose of the Post

- Support the Academy's core administration services function, ensuring provision of an efficient administration service across the Academy.
- Provide direct support on Reception and provision of administration support as part of the Administration Team.
- Provide administrative support to other teams at the Academy as required.
- To uphold and promote the Academy's child protection and safeguarding policies and procedures and ensure they are adhered to by all staff.
- To promote the safety and wellbeing of all pupils.

Key Areas of Responsibility

General

- Provide administrative support to other teams at the Academy as required.
- To undertake such other duties and responsibilities of an equivalent nature, as may be determined by the Principal/Head of Academy from time to time, in consultation with the post-holder and post-holders Line Manager.
- Take reasonable care of the health and safety of self, other persons and resources whilst at work.
- The post-holder's duties must be carried out in accordance with the Academy's Equal Opportunities Policy and other policies designed to protect employees or pupils from harassment.

Administration Team / Academy Wide

- To undertake word processing to a high standard as required for colleagues across the Academy.
- To take minutes at meetings, type up onto required template and distribute accordingly.
- To send and receive computerised mail.
- Preparation and acquirement of refreshments for meetings, setting up and cleaning down.
- Respond to requests for room bookings and add to system accordingly.
- Assist with routine orders e.g. hospitality and staff gifts for events and leavers.
- Monitor stationery for all Academy colleagues, include stock taking and draft of orders.
- To liaise with staff and pupils within the purpose of the role.
- Update Academy Databases and run reports, as and when required.

- Provision of an administrative support service to departmental teams including photocopying, printing, and word processing upon request.
- Support administration colleagues in maintaining a high level, professional administration service throughout the Academy.
- Assist in the preparation of reports and circulars for distribution to parents, staff and outside bodies as directed.
- Undertake filing and/or scanning for colleagues as directed.

Reception

- Provision of a professional telephone answering service for all incoming calls.
- Ensure provision of a high level of customer service when dealing with all nature of enquiries.
- Provide a professional reception service to all visitors (e.g. welcoming visitors, maintaining signing-in/out procedures and liaison with relevant staff).
- Respond to gate enquiries appropriately.
- Assist in the monitoring of pupils signing out ensuring relevant authority has been given (e.g. illness, hospital appointment.)
- Ensure the dispatch of all outgoing mail on a daily basis.
- Receive all incoming post, stamp as receipted and distribute accordingly.
- Receive, log and distribute all parcels and deliveries from external couriers.

PA to Principal / Head of Academy (As may be required)

- Assist the PA to the Principal/Head of Academy in providing a high level, professional, pro-active PA service to the Principal/Head of Academy and SLT.
- Assist with sorting incoming post for the Principal/Head of Academy and SLT.
- Support the PA to the Principal/Head of Academy in administrative tasks such as drafting letters, communications, minutes and reports.
- Assist with collation of information and liaise with members of the Senior Leadership Team, Learning Leaders and Curriculum Team Leaders as appropriate.
- Support the PA to the Principal/Head of Academy with organisation and planning for Staff Meetings and events as may be required.

Other Considerations Relevant to the Role

- To work from an identified Place Partnership Office location.
- To work with flexibility, travelling to and from Academies and other locations in the course of undertaking work duties.

The aim of the Role Description is to indicate the general purpose and level of responsibility of the post. Duties may vary from time to time without changing the character of the post or general level of responsibility.

This is an outline Role Description only and the post holder will be expected to undertake duties commensurate within the range and grade of the post or any lesser duties as directed.

Role Description

Supplementary Information

NJC Pay Range:	Band D
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Standards and Expectations

- Be an excellent role model, exemplifying high personal and professional standards and promoting high expectations for all members of the Trust.
- Take responsibility for promoting and safeguarding the welfare of children, young people and adults within the organisation.
- Demonstrate optimistic personal behaviour, positive relationships and attitudes towards young people, professionals, parents/carers, governors and members of the local community.
- Regularly review own practice, set personal targets and take responsibility for own personal development.

Securing Policies and Compliance

- To apply Academy and Trust wide policy and procedures.
- To promote and safeguard the welfare of students and other adults within the Learning Trust by adhering to all statutory and associated workplace policies.
- To ensure compliance through quality assurance and evaluation.
- To report and advise on any matter that may place the brand and reputation at risk.

Engagement with Stakeholders

- To build and maintain effective professional relationships with relevant external stakeholders and service user groups.
- To provide reports and updates to Leaders in relation to area of responsibility.
- To set clear standards for and expectations of communication with parents/carers and other key stakeholders ensuring follow up is timely, effective and appropriate.
- To work collaboratively with others to deliver added value to the Academy and Trust.
- To understand the changing community and ensure stakeholder satisfaction.

Other considerations

- A Disclosure and Barring Service (DBS) check at Enhanced Level is required.
- To undertake any duties and reasonable requests that are in keeping within the requirements of this post.

Place Partnership is committed to safeguarding the welfare of children and expect all staff to share this commitment.

This supplementary information forms part of the role description and should be used alongside the role specific information.

Person Specification

Administration Assistant

	Essential	Desirable
Qualifications and Training	- Educated to GCSE Grade C or above in English and Mathematics (or equivalent) - RSA or equivalent Level 2 Typing. - Recognised ICT qualification. (e.g. ECDL or RSA)	NVQ Level 3 in Business Administration.
Experience, Knowledge and Understanding	- Excellent knowledge of Microsoft Office software – Excel, Word and Outlook, and computer-based management information systems. - Experience working within an office environment, and reception/administrative team. - Experience of providing a high level of administrative support to a variety of people. - Experience of working to deadlines. - Experience of using Microsoft Excel, Word and Outlook. - Understanding of the Data Protection and Freedom of Information Acts. - Understanding of the importance of Equal Opportunities and Health and Safety at Work. - Sound understanding of the issues surrounding the safeguarding of children and commitment to child safety and welfare. - Awareness of child protection procedures.	- Working within an educational setting. - Experience of designing and/or creating displays.
Skills and Attitude	- Excellent organisational and time management skills. - Excellent communication skills and the ability to relate to people at all levels. - Excellent customer service skills.	
Personal Qualities and Attributes	Self-motivated and ability to work on own initiative.	

	• Working effectively as a team member. • Ability to take a pro-active approach to strict deadlines. • Ability to carry out all tasks with accuracy and attention to detail. • Ability to remain calm under pressure. • Appreciation of the need to maintain the strictest confidence. • Willingness to work flexibly, particularly during busy periods.	
Commitment	• Commitment to ongoing personal training and development. • Commitment to the Safeguarding and well-being of colleagues and peoples.	

**The postholder is required to ensure they have the appropriate business insurance to meet the requirements of the post.*

Signed:.....

Date:.....



OSSETT ACADEMY



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