



HORBURY ACADEMY

# RECRUITMENT PACK



# DEAR APPLICANT

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Thank you for your interest in Horbury Academy. 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.

I have enormous pleasure in inviting you to consider joining Horbury Academy and join a team of staff committed to the pursuit of excellence.

We are keen to appoint individuals who have vision and creativity but above all else an unrelenting commitment to high expectations and inclusivity.

We believe that outstanding staff, not only teaching staff but support staff as well, are the key to our success. We see all staff, as key members of our team. We are looking to appoint someone who recognises the importance of their contribution to our learning community.

We understand that partnership and collaboration is an important aspect to the on-going development of schools and academies and with this in mind, we work alongside Ossett Academy & Accord Sixth Form, Horbury Primary Academy and Middlestown Primary Academy as part of the Accord Multi Academy Trust. We feel this is both exciting and enriching for the Academy and all staff and pupils.

The vision of our partnership is that the Accord Multi Academy Trust will 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.

Horbury is a happy Academy and we are keen to appoint like minded individuals who have a positive outlook, a “can do” attitude to all aspects of their role; and colleagues who enrich the lives of learners and ensure they are always at the centre of their thinking.

I am extremely proud to lead Horbury Academy and to work alongside such a talented body of students 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 be delighted to hear from you.

Your sincerely,



**Nicola Walker**  
Principal

# ABOUT THE TRUST

The Accord Multi Academy Trust is an educational charity established in September 2016 that is currently made up of four academies who were the founding members of the Trust. In September 2016 Horbury Academy and Ossett Academy & Sixth Form College came together, moving away from their stand-alone Trust status and were joined in December 2016 by Horbury Primary Academy and Middlestown Primary Academy.



The overarching vision for the Trust is to work in one

*‘Accord – celebrating the differences of each academy through strong collaboration in order to inspire all members of our learning community to be the best that they can be.’*

Our academies work on the following key principles:



Ambitious for our young people and staff;



Creating a positive climate and an ethos for learning and success;



Collaborative to secure the best possible learning experiences for young people and staff;



Opening doors for parents, carers and the community and being fully inclusive;



Resilient in order to develop in young people and staff a mind-set for success;



Dynamic and reflective learning communities

Our vision and key principles are underpinned by the highest expectations on what every child can achieve regardless of their context or starting point.

Having consolidated our position as a Multi Academy Trust, we are now at a point where we are looking to build on our existing central structures to sustain our improvement to date, but also to ensure that we have the strong educational capacity necessary to welcome more academies to join the Trust. This particular post is therefore a very important feature of our planned growth and development and aspiration to provide a world class education for all young people within our community.





# WHY WORK FOR THE TRUST?

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The Accord Multi Academy Trust is a Wakefield based Trust; all four academies in the Trust are closely located to one another which lends itself to many opportunities to work closely and collaboratively. All academies are within a three mile radius of one another and can be found a short drive off junction 40 of the M1.

At Accord we are committed to providing world class education for all young people within our community and as such we recognise the pivotal role that our staff play in this respect.

The Trust places at the heart of its development a commitment to high quality professional development for all staff who join the Trust. We understand that by investing in our staff we will create an organisation with a shared vision and values that will transform education for young people.

The Trust is strongly committed to fostering a positive and healthy working environment with wellbeing and workload management at the forefront of all decision making.

Across the Trust there are a number of opportunities for staff to come together outside of their normal working day in a social or other activity capacity. The Trust and individual academies organise regular staff social events, craft workshops, sporting groups currently include a running club and weekly staff football matches.



“Joining Accord this academic year has given me a great opportunity to advance my career in a direction I am truly passionate about. Leaders are given the freedom to innovate and trusted to make decisions that will have a positive impact on pupils. I am certain joining Accord was the right choice for me and my career.”

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**Dan**

Director of Mathematics



Working for Accord provides opportunities to work closely with the wider Trust to develop your skills and knowledge and build positive working relationships. I was a School Business Manager at Middlestown Primary when the school joined the Trust in 2016; the support and development opportunities available to me since then have enabled me to progress to a managerial role in the central team alongside completing professional qualifications.”

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**Jules**

Finance Manager



As a Trust we are committed to providing a suite of benefits for employees, as part of our People Pledge and Accord Rewards scheme.

Exclusive for all colleagues across the Trust, our Accord Rewards initiative grants access to Reward Gateway and its SmartSpending App; allowing for instant savings on everyday high street brands.

Other Reward Gateway benefits include:

- Cashback Schemes
- Employee Assistance Programme
- Salary Sacrifice Schemes (eligibility restrictions may apply)
- Healthcare Cash Plans

In addition to the above, employees are also automatically entitled to a comprehensive range of nationally agreed terms and conditions in relation to pay and conditions for teaching and associate staff. All employees have the opportunity to access a pension scheme.

Furthermore, we actively promote a collaborative culture amongst colleagues, which affords the opportunity for sharing best practice and enhancing pre-existing strategies.

More information about working for the Accord Multi Academy Trust can be found here:

<https://accordmat.org/working-for-our-trust/>



#### Employee Engagement Platform - Accord Rewards

We partner with Reward Gateway, who provide our employees with a central employee engagement App with access to a range of retailer discounts, a cashback scheme, 24/7 access to support, salary sacrifice schemes and healthcare cash plans.



#### Accord Multi Academy Trust Benefits

Our own in-house rewards offer encompasses a whole host of essential, everyday options, to support with day-to-day life.

From an eye care scheme to free flu vaccinations and gym discounts to professional learning and development sessions, we aim to underpin multiple facets of our staff's lives.



#### Accord Multi Academy Trust Contractual Benefits

Incorporated within our employees' terms and conditions are benefits such as pay progression, alignment with the local living wage and generous annual leave and pay in times of absence due to illness or maternity.



#### Other Discounts & Benefits

Besides all the above perks, staff can also make use of several further benefits, whether that be in relation to mobile phones with O2 or further discounts, courtesy of Discount for Teachers, for example.



## As a Trust we are committed to provide the following benefits for employees:

- An opportunity to collaborate with colleagues across our academies, within the central Trust teams, and where appropriate with other schools or Multi Academy Trust's on a local or regional basis.
- Formal opportunities arising from collaboration provide:
  - Structured and informal opportunities to share best practice that affords colleagues the opportunity to develop their own skills;
  - Efficiencies of scale and a joint up approach to working and developing initiatives, agendas and changes to practise.
  - Opportunities to lead on developments as a stepping stone to further career opportunities.
  - The opportunity to work in a forward thinking and fast paced environment alongside a range of professionals with a proven track record of success in transforming education for young people.
  - A specific career stage pathway of professional development with a commitment to support engagement in nationally recognised professional qualifications (NPQ's).
- The Trust maintains nationally agreed terms and conditions in relation to pay and conditions for teaching and associate staff, and continues to subscribe to local holiday patterns within the Wakefield local authority district.
- All employees have the opportunity to access a pension scheme.
- All employees have access to discounted rates for self and family members for a range of local and national companies and services, reviewed annually.
- Access to a biannual C2W scheme.
- All employees have access to the Fitness Suite at one of the academies in the Trust free of charge.





# WHY WORK AT HORBURY ACADEMY?

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- Horbury Academy is a mixed, 11-16 academy, situated on the outskirts of Wakefield.
- We are immensely proud of our academy, staff and students and strongly believe that all students are entitled to experience the full breadth of education; reflected through our curriculum model that encourages learners to study a broad range of subjects.
- From securing academic success to securing success in extra-curricular activity, our staff are fully committed to ensuring that all pupils make the most of their time at Horbury Academy.
- Alongside our extensive curricular and extra-curricular offer, we provide excellent pastoral care for our students; tailored to their individual needs.
- We work in partnership with parents and carers to ensure that our pupils feel fully supported during their time at the academy, allowing them to achieve their very best.
- Visitors frequently comment on our calm, supportive and friendly atmosphere.
- Our environment and academy building is purpose built, under one roof, allowing for a unique community and supportive feel.
- The Academy has very strong links with the local community in Horbury.
- Our facilities are used during the Academy day and outside of Academy hours by a wide range of community partners including Horbury Churches Together, Horbury Brownies and Guides, Horbury Spice Dancers, Ossett Town Juniors, Pageant Players, Phoenix Netball and Horbury & Ossett Music Centre to name but a few.

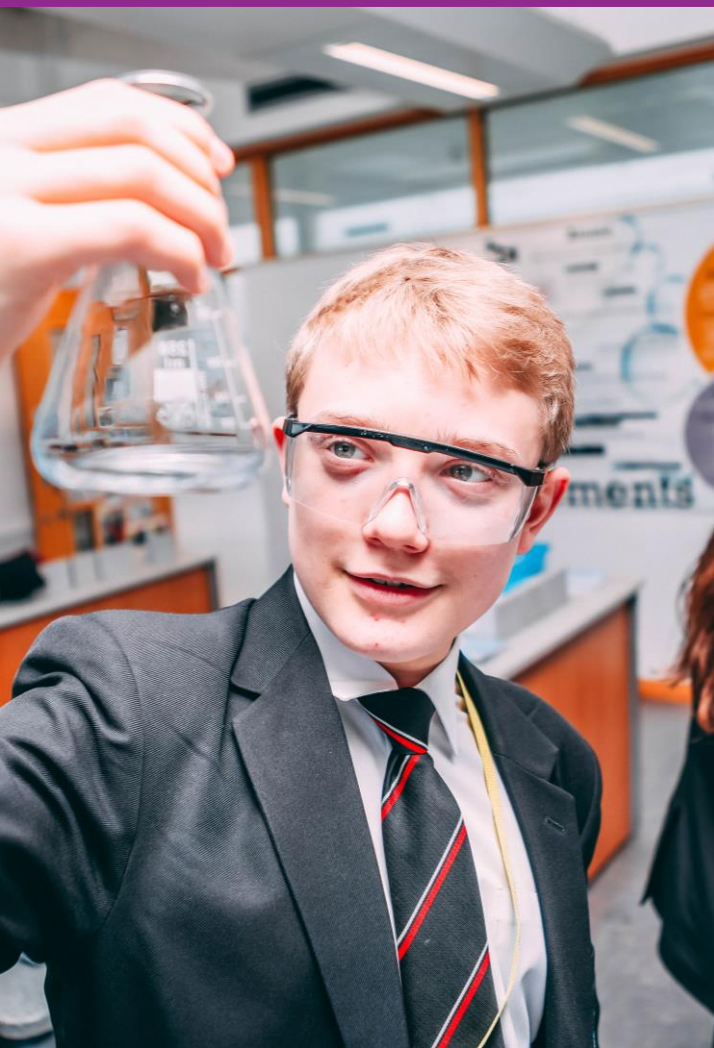




“Twenty years ago I joined Horbury School as a Special Needs Assistant. Five years later I was celebrating becoming a qualified Maths Teacher having completed a degree and my teacher training. Thank you will never be enough for the opportunities, support and encouragement I have experienced over the years. The rewards from my career at Horbury have been a huge sense of pride and achievement knowing I have made a difference to so many young people’s lives. ”

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**Diane**  
Teacher of Mathematics



“I started working at Horbury Academy in the school's busy kitchen. An opportunity arose for the Science Technician role which I applied for and was successful! Working in the science department has given me many new skills as well as receiving first class training from experienced staff. I continue every day to develop and grow thanks to the Academy.”

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**Jayne**  
Science Technician



ADVERT

# ADMINISTRATION OFFICE LEAD

Scale 5, £23,612 to £25,711 per annum (actual salary)  
37 Hours Per Week, Term Time Only + 5 Insets + 5 Days  
To Start As Soon As Possible

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Horbury Academy are seeking to appoint an organised and efficient Administration Office Lead who will oversee the Academy's Reception Administration Team and all associated functions effectively to support with the smooth running of the Academy. The role will also lead on the delivery of positive parental and community communications, acting as a first responder to all Academy email enquiries.

The role will model exemplar approaches in dealing with parental enquiries and establishing systems and processes for ensuring that all enquiries and requests arising are dealt with in line with the Academy Communication Principles. The role will also support the wider academy administration team and pastoral colleagues which may include supporting with the organisation of academy events and activities and reception cover as required.

You will be accountable for all associated reception administration support functions and processes and will ensure that colleagues are deployed efficiently to provide a high-level service.

The Accord Multi Academy Trust was established in September 2016 and is currently made up of four academies who were the founding members of the Trust. The Trust is committed to providing world class education for all our young people within our community and as such we recognise the pivotal role that our staff team have in this respect. The Trust places at the heart of its development a commitment to high quality professional development for all staff who join the Trust. We understand that by investing in our staff we will create an organisation with a shared vision and values that will transform education for young people.

We are confident that new staff joining our Trust will feel welcomed and happy to have chosen us. Prospective applicants are welcome to visit prior to applying. We also encourage prospective candidates to look at our website for further information regarding our 'People Pledge' and our recently launched Employee Benefit package [Working For Our Trust - Accord \(accordmat.org\)](#)

For an informal discussion about this position please contact [hr@accordmat.org](mailto:hr@accordmat.org) or call on 01924 282748.





**Closing Date:** Thursday 14 December 2023 at 9.00am

**Interviews likely to be held:** Monday 18 December 2023

Application forms are available from [accordmat.org/vacancies/](https://accordmat.org/vacancies/)

Completed application forms to be returned to [hr@accordmat.org](mailto:hr@accordmat.org).

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

We are 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 at the Trust. We welcome and encourage applications from, but not limited to Black, Asian, other ethnic minority groups, individuals who identify as LGBT+; and/or are registered with a disability. 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.

The Accord Multi Academy Trust 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 DBS check.



<b>Job Title: Admin Office Lead</b>	<b>Grade: Scale 5</b>
<b>Department: Administration</b>	<b>Accountable to: PA to Principal</b>
<b>Contract: Full Time, Term Time Only + 5 Insets + 5 Days</b>	<b>Responsible for: N/A</b>

#### Overall Purpose of the Job:

- Lead under guidance of the Designated Senior Leader on the delivery of positive parental and community communications acting as a first responder to all academy email enquiries.
- Under the direction of the designated Senior Leader, model exemplar approaches to dealing with parental enquiries establishing systems and processes for ensuring enquiries, requests and matters arising are dealt with in line with the Academy Communication Principles.
- To oversee the Academy's reception administration team, all associated functions and processes effectively and efficiently.
- Provide support to clerical colleagues in dealing with communications and enquiries.
- Provide support to pastoral colleagues in order to effectively and efficiently respond to parent enquiries; and in some cases taking responsibility to triage enquiries and respond on pastoral colleague's behalf.
- Support the wider academy administration team as required, e.g. support with organising academy events and activities, and general admin support including but not limited to reprographics and reception cover.

#### Key Outcomes/Activities

- Support senior leaders to maintain and build positive relations with the parent/carers body.
- Responsible for the organisation of administrative activities that facilitate the smooth running of the Academy.
- Plan and coordinate administrative procedures and systems.
- Support the PA to Principal with administration associated with the Exclusions process when needed.
- Ensure provision of administrative support to the PA to Principal as and when required.
- Establish and model Academy/Trust protocols for dealing with parent/carers communications, enquiries and requests for information.
- Provide administrative support to designated Academy colleagues e.g. Pastoral Year Leaders, Safeguarding colleagues, PA to Principal and administration colleagues to maintain positive and constructive communications in a timely manner.
- Handle and respond to telephone calls and emails, dealing with matters on own initiative, taking messages, using discretion to redirect calls/enquiries to colleagues as appropriate and only where required.
- Work with designated Senior Leader and the central Trust team for guidance on communication principles.
- Support the work of the wider Academy Administration Team to ensure that the office is professional, organised and operates efficiently in relation to communications, enquiries, and parent/carers communications.
- Support the Academy Reception service as may be required and provide cover where necessary.
- Support the delivery of training where required to identified colleagues as required with regard to dealing with communications and requests for information.
- Maintain up to date records and administrative systems within the remit of the job role.
- Ensure GDPR principles are adhered to in all aspects of the job role's work.
- Support Academy leaders, pastoral colleagues and other colleagues at meetings as may be required; this may include preparation of agendas, providing refreshments, attending and taking minutes/notes of meetings and following up on any actions arising.
- Support with the typing and word processing of correspondence, reports and arrangements of meetings.

#### Admin Office Lead

- Manage the Academy's reception administration team including designated Clerical Assistants.
- Accountable for all associated reception administration support functions and processes and ensure colleagues are deployed efficiently to provide a high level service.
- Manage work schedules for self and for the reception team, delegate work to colleagues in order to plan and deliver an efficient administrative support service to Academy colleagues.

- Ensure adequate staff levels in order to cover for planned and unplanned absences, peaks in workload, Academy timetable and calendar of events/meetings,
- Ensure clerical colleagues engage in a team working approach to meet priorities.
- Liaise with other departments/teams to create a joint team working approach and sharing of administrative support functions/responsibilities.

#### **General Responsibilities**

- To undertake such other duties and responsibilities of an equivalent nature, as may be determined by line manager from time to time, in consultation with the post-holder.
- The post-holders duties must at all times be carried out in accordance with the Trust's Equality Policy and other policies designed to protect employees or pupils from harassment.
- Take reasonable care of the health and safety of self, other persons, and resources whilst at work.
- Accord Multi Academy Trust is committed to safeguarding and promoting the welfare of children and expects all colleagues and volunteers to share this commitment.
- Commitment to continuous professional development and willingness to undertake required training and development opportunities to enhance role.
- Ability to work flexibly throughout the academy year including on occasion evenings and academy closure periods as required in order to maintain an effective and efficient service and support the key duties of the post and wider administration team.
- Willingness to develop skills and perform independent research as required in relation to role.

**The duties and responsibilities highlighted in this job specification are indicative and may vary over time. Postholders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and the grade has been established on this basis.**

## Requirements for the Job/Evidence

The following section is the requirements for the job and lists the essential and desirable requirements needed in order to do the job. Applicants will be shortlisted solely on the extent to which they meet these requirements. Please note A = Application Form I = Interview/assessment process

Competency	Essential	*How Assessed	Desirable	How Assessed
<b>Qualifications:</b>	GCSE Maths and English or equivalent – Grade C or above  RSA typing qualification or ability to demonstrate adequate typing/word processing skills.	A/I	Further professional development of qualification (relevant to job role)  Experience of working in an education setting	A/I
<b>Experience:</b>	Experience of working in a relevant role e.g. administrative support, reception, liaising with the public/customer service.  Experience of providing a high level of administrative support and guidance to a variety of people  Experience of working to deadlines  Experience of providing customer service in a relevant environment / setting  Experience of using Microsoft Excel, Word and Outlook.	A/I	Experience of line managing colleagues	A/I
<b>Knowledge and Statutory Requirements</b>	Knowledge and commitment to safeguarding and promoting the health, safety and welfare of young people  Excellent knowledge of Microsoft Office Software – Excel, Word and Outlook and computer-based management information systems  Understanding of the application of the General Data Protection Regulations in relation to role and education setting  Understanding of the importance of Equal Opportunities and Health and Safety at Work	A/I		A/I
<b>Planning, Organisation and Mental Challenge:</b>	Ability to apply judgmental skills on own initiative on a daily basis when dealing with enquiries, situations from pupils, parents/carers and outside agencies.  Ability to remain calm under pressure  Excellent communication service skills and the ability to relate and respond appropriately to people at all levels.  Ability to carry out all tasks with a high level of accuracy and attention to detail.	A/I		

<b>Interpersonal &amp; Communication:</b>	<p>Developed and strong interpersonal skills, particularly when dealing with staff, pupils and carers</p> <p>Polite and professional telephone manner</p> <p>Ability to deal with a range of stakeholders in a professional and timely manner</p>	A/I		
<b>Physical Skills and Demands:</b>	<p>Ability to use a keyboard efficiently and effectively</p>	A/I		
<b>Initiative &amp; Independence</b>	<p>Ability to organise own workload and work on own initiative in a timely basis – applying excellent time management skills with ability to support the time management of others in team.</p>	A/I		
<b>Emotional Challenge and Resilience:</b>	<p>Ability to apply emotional resilience from both face to face situations and telephone enquiries on a daily basis.</p>	A/I		
<b>Philosophy and Commitment</b>	<p>An interest in educational issues</p> <p>A belief that everyone can benefit from, and has entitlement to, high quality educational opportunities</p> <p>A personal commitment to lifelong learning and continuous professional development</p> <p>Commitment to high standards, best value and continuous improvement</p> <p>Commitment to inclusion so all students have access to a full Academy life</p>	<p>A/I</p> <p>I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p>		
<b>Personal qualities:</b>	<p>Ability to be reflective and self-critical</p> <p>Proactive and self-motivated</p> <p>Flexibility, creativity and ability to think laterally</p> <p>Resolution and problem solving.</p>	I		



### **Responsibilities**

Line Management Responsibilities: Direct line management of Clerical Assistants, including supervision, one to one's, team meetings and performance management.

Ensure that colleagues working in an administrative capacity receive appropriate support, training and development and opportunities including where possible job shadowing and/or mentoring opportunities.

Financial Responsibilities: No direct responsibility for financial resources.

Physical Resources: the job holder will have access to sensitive and confidential pupil/academy information and is responsible for dealing with this in accordance with academy policy and GDPR regulations.

**Responsibility for People:** The jobholder will work with staff and leaders from the Academy and across the Trust and deal with parents/carers, members of the public and visitors.

**Responsibility for Policy Developments:** The job involves no direct responsibility for policy development. However, all staff are expected to be involved in policy consultation and adherence to policy.

**Responsibility for Student Outcomes:** The job involves no direct impact on the educational outcomes of pupils.

### **Working Conditions:**

Office based at the Academy. Due to the nature of the reception / communication aspects of the role, the job holder may be exposed to people-related behavior on a daily basis.

**Main Contacts:** the job holder liaises with Academy users, visitors, parents/carers, staff and pupils.

### **Characteristics of the post:**

The employment checks required of this post are:

- Evidence of entitlement to work in the UK
- Evidence of essential qualifications
- Two satisfactory references
- Evidence of a satisfactory safeguarding check e.g. an Enhanced DBS Disclosure
- Confirmation of medical fitness for employment as required
- Registration with appropriate bodies (where applicable)

**Date Completed:** November 2023.

**Signature of Jobholder:** ..... **Date:** .....

**This is a description of the job as it exists at present; all Accord Multi Academy Trust Job Specifications are reviewed and are liable to variation as determined by the CEO in consultation with the post-holder in order to reflect future developments, roles and organisational change.**



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