



ACCORD MULTI ACADEMY TRUST

# RECRUITMENT PACK



# DEAR APPLICANT

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Thank you for your interest in the very important post at the Accord Multi Academy Trust. We hope that the information contained within this pack provides sufficient information and helps you to decide if you have the right qualities, skills and experience to apply for the position.

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 & Accord Sixth Form 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 vision is underpinned by the highest expectations on what every child can achieve regardless of their context or starting point.

This is an exciting time in our development, as we continue to work tirelessly to provide world class education for young people within our community. In our infancy, the Trust has secured a strong foundation on which to build, consolidating the important structures necessary for growth, development, innovation and sustained improvement. These foundations have been underpinned by strong collaboration between all leaders across each of our academies, and this has been instrumental in allowing us to meet the many challenges in education in a coherent, co-ordinated and effective way.

Working together as a team has clearly made us stronger, and the support and challenge of each other has enriched each of our academies and the Trust.

As a Trust we are fully committed to investing in our staff, and as an employee you will have access to high quality professional development through formal programmes of CPD. As part of your role you will have the opportunity to shape professional development and to work directly with a wide range of senior leaders, Principals and with the CEO. The Trust would also be extremely keen to provide support to access recognised national professional qualifications (NPQ's).

It is a real privilege to work alongside such a talented body of professionals working tirelessly to provide the best opportunities for young people across the Trust, and if you feel that you have the vision, drive and energy to support and contribute to the Trust's further development, then we would like to hear from you.

Your sincerely,



A stylized, handwritten signature in white ink.

**Alan Warboys**

Chief Executive Officer (CEO)  
National Leader of Education

# 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 AT ACCORD MAT?

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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.

**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.



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“Joining Accord has provided me with opportunities to advance my career in a direction which I am truly passionate about. I joined as Director of Mathematics in 2019 and have taken advantage of the opportunities and support available to progress to Vice Principal. I am certain joining Accord was the right choice for me and my career.”

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**Dan**  
Vice Principal

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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







"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



"Since joining Ossett Academy as a Teacher of PE in 2017, I have had a range of CPD experiences, including Aspiring Middle Leaders, ITT and NQT mentoring. I have received excellent support and guidance which has supported me to move into a Middle Leadership role. I envisage myself working at Ossett Academy for years to come."

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**Ben**

Teacher of PE &  
Post-16 Head of Year



ADVERT

# ADMINISTRATION & PROJECTS ASSISTANT

Scale 3 / 4, £23,500 - £25,979 per annum

Full Time / Full Year

To Start As Soon As Possible

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The Accord Multi Academy Trust is seeking to appoint a skilled and experienced administrator to support the central and executive Trust teams in execution of all administrative support systems and projects.

The successful candidate will deliver proficient and efficient administration support in a confidential environment respecting all data protection policies and procedures. You will have strong attention to detail and be able to work proactively and independently following initial instruction and direction. You will have excellent communication and ICT skills and be able to work flexibly in support of a diverse team and colleagues across our academies and the Trust.

We are confident that new staff joining our Trust will feel welcomed and happy to have chosen us.

We encourage prospective applicants 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 \(accordmat.org\)](https://accordmat.org/Working-For-Our-Trust).

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

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.



**Closing Date: Thursday 25 April 2024 at 9:00am**

**Interviews likely to be held: Wednesday 01 May 2024**

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:</b> Administration & Project Assistant	<b>Grade:</b> Scale 3 / 4
<b>Department:</b> Central Trust Team	<b>Accountable to:</b> Executive Assistant & Governance Professional
<b>Contract:</b> 37 hours per week, full year contract	<b>Responsible for:</b> N/A

#### Overall Purpose of the Job:

- To provide a proficient and effective administrative support service to all staff within the central Trust team and Executive Team.
- Support the work of the Executive Assistant & Governance Professional.
- Support the central team in key strategic projects as directed.

#### Key Outcomes/Activities:

##### Administration Responsibilities

- Act as first point of contact for the Executive Team, filter incoming post, telephone communications and emails.
- Monitor Trust mailboxes on behalf of the CEO and COO reporting any concerns or complex matters to the Executive Assistant & Governance Professional and/or COO.
- Collate information, produce reports, communications, correspondence and documentation on behalf of the Executive Team and wider central teams as may be required.
- Maintain action trackers and records of meetings, following up on actions arising.
- Provide administration support including printing, photocopying, word processing, filing, scanning, completing standard forms.
- Respond to correspondence under the direction of the Executive Assistant & Governance Professional and COO.
- Assist with routine orders e.g. stationary / refreshments/ gifts.
- Maintain manual and computerised records and management information systems.
- Support the arrangements for meetings including bookings, refreshments and taking notes / minutes.
- Create bespoke letters, reports, documents for review and development on behalf of the central teams.
- Support the COO with the development of academy / Trust policies and procedures, conducting research as required.
- Support the central team with key strategic projects including administrative coordination and research as required.
- Support the COO in execution of their role as Data Protection Officer and provide administrative support in respect of DSARs etc.
- Work collaboratively with and offer support to administration colleagues across the Trust to maintain the proficient running of the administration team service and priorities.
- Support with the organisation of Trust and / or academy trips and events.
- Ensure a provision of high-level customer service and confidentiality when dealing with all nature of enquiries.
- Assist in the recording of financial activities in relation to Trust / academy activities including processing orders.
- Support the Executive Assistant & Governance Professional in execution of their role and support with clerking arrangements over time subject to appropriate training.

##### General

- To undertake such other duties and responsibilities of an equivalent nature, as may be determined by the line manager from time to time, in consultation with the post-holder.
- The post-holder's duties must, at all times, be carried out in accordance with the Trust's Equality & Diversity 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.

##### Development/Other

- Commitment to ongoing professional training and development.
- Ability to work flexibly throughout the academy year including evenings and academy closure periods as required in order to maintain an effective and efficient administration service and support the key duties of the post.
- Willingness and ability to work evenings if required for cover purposes.
- 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>	English and Maths to GCSE Grade C or above or equivalent levels of qualifications	A/I	Recognised ICT qualification (e.g. ECDL, RSA, Word Processing)	
<b>Experience:</b>	Experience of providing administration and project support  Experience of word processing, use of spreadsheets, and PowerPoint and other Office 365 / information systems	A/I	Experience of working within a school or academy setting	A/I
<b>Knowledge and Statutory Requirements</b>	<p>Understanding of the General Data Protection Regulations and the need for confidentiality within the workplace and in particular an understanding in relation to an educational setting</p> <p>Understanding of the importance of Equal Opportunities and Health and Safety at Work</p> <p>Proficient in the use of Microsoft Office including 365, Word, Excel, and Outlook</p> <p>Effective oral and written communication skills and ability to adapt communication style to meet the needs of customers, colleagues and pupils</p> <p>Proficient organisational skills, with ability to manage a varied workload and apply effective time management strategies</p> <p>Ability to promote a professional image on behalf of the Trust and its academies at all times.</p> <p>Ability to demonstrate initiative as appropriate to role</p> <p>Ability to remain calm under pressure and deal with unexpected problems or situations in an efficient manner</p> <p>Demonstrate the capacity to prioritise tasks and ensure deadlines are met</p> <p>Ability to demonstrate initiative, flexibility and adaptability to changing priorities</p> <p>Appreciation of the need to maintain strictest confidence at all times</p> <p>Demonstrate a flexible approach to the demands of the role</p>	A/I	Knowledge of and interest in Education and / or School Governance arrangements	A/I

	<p>Understanding of the issues surrounding the safeguarding of children and commitment to child welfare and safety</p> <p>Awareness of child protection procedures.</p>			
<b>Planning, Organisation and Mental Challenge:</b>	<p>Ability to work to multiple deadlines alongside managing requests for support at short notice</p> <p>Ability to be proactive and identify areas where support can be provided to realise efficiencies</p>	A/I		
<b>Interpersonal &amp; Communication:</b>	Excellent literacy and numeracy competency	A/I		
<b>Physical Skills and Demands:</b>	Strong IT skills	A/I		
<b>Initiative &amp; Independence</b>	Ability to work on own initiative following direction from senior colleagues	A/I		
<b>Emotional Challenge and Resilience:</b>	The jobholder may be required to apply resilience when dealing with emotions/challenges from staff and/or visitors/wider external audience on an infrequent basis	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 education</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>Proactive and self-motivated</p> <p>Flexibility, creativity and ability to think laterally.</p>	I		

**Responsibility for People:**

No direct line management. The post holder may be required to provide support to other administrative colleagues across the Trust.

**Responsibility for Finance:**

To assist in sourcing cost effective orders e.g. for stationary, refreshments, hospitality etc.

**Responsibility for Physical Resources:**

Responsibility for processing and accessing confidential information and data relating to the Trust, it's academies and pupils and students.

Responsibility for the maintenance and accuracy of administration systems relating to the role.

**Working Conditions:**

The job holder will be based with the central Trust team but may be required to work flexibly across the course of the year at other locations within the Trust in support of other academies and/or teams/colleagues.

**Main Contacts:**

The jobholder liaises with a range of academy staff and central and Executive team colleagues including SLTs, staff and parents.

**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:** April 2024

**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 / COO / Line Manager in consultation with the post-holder in order to reflect future developments, roles and organisational change.**



