Maltby
Lilly Hall Academy

Recruitment Pack



Welcome to Applicants

Thank you for your interest in joining Maltby Lilly Hall Academy. We hope that the information contained within this recruitment pack helps you gain an insight into our academy, our values, and the opportunities available to those who join our team.

At Maltby Lilly Hall Academy, we are proud to be a welcoming, inclusive and ambitious primary academy where every child is known, valued and encouraged to achieve their very best. As part of Place Partnership, we share a commitment to providing an exceptional education and creating an environment where children and staff flourish together.

Our academy is built on strong relationships, high expectations and a genuine commitment to ensuring that every pupil receives the support, challenge and care they need to succeed. We believe that education is about much more than academic achievement alone; it is about developing confident, resilient and responsible young people who are fully prepared for the next stage of their educational journey.

We are equally committed to investing in our staff. Joining Maltby Lilly Hall Academy means becoming part of a dedicated and talented team who work collaboratively to deliver the very best outcomes for children. Through high-quality professional development, a strong culture of support and opportunities to grow within the Trust, we aim to help every colleague achieve their own professional aspirations.

Our most recent Ofsted inspection recognised the many strengths of our academy, highlighting the warm and nurturing environment we have created, the excellent behaviour of our pupils and the high-quality education they receive every day. We are seeking colleagues who share our passion for making a difference, who have high expectations for themselves and others, and who are committed to ensuring that every child reaches their full potential.

If you believe you have the skills, commitment and enthusiasm to contribute to our continued success, we would be delighted to hear from you.

Yours sincerely,



David Horrigan
Principal



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 Maltby Lilly Hall Academy

- Maltby Lilly Hall Academy is a welcoming and inclusive primary academy where every child is known, valued and supported to succeed.
- We provide a warm, calm and nurturing environment where pupils feel safe and thrive.
- We deliver a high-quality, ambitious curriculum that prepares pupils for future success.
- We maintain exceptionally high standards of behaviour, with pupils who are respectful, kind and eager to learn.
- We offer strong pastoral care and highly effective support for disadvantaged pupils and those with SEND.
- We place a strong emphasis on reading, communication and developing lifelong learning skills.
- We offer a supportive and collaborative workplace where colleagues benefit from professional development and opportunities to work across the wider Place Partnership family.

Ofsted Report 2026

Leaders have created a warm, welcoming and calm learning environment. This enables all pupils to learn and thrive in school.





Staff are immensely proud to work in this school. They feel trusted and valued.

Apprentice Administration Assistant

Location: Maltby Lilly Hall Academy
Salary: £8.00 per hour (rising to age-related NMW after 4-month probation)
Contract: 37 Hours, Term Time + 2 Inset Days, Fixed Term for 18 months (or until completion of apprenticeship)
Start date: As soon as possible

About the Role

An exciting opportunity has arisen at Maltby Lilly Hall Academy for an exceptional Administration Apprentice to work with an experienced and highly motivated team of professionals.

We are seeking to appoint an Apprentice Administration Assistant at Maltby Lilly Hall Academy to work with the Administration team.

The postholder will build and maintain effective relationships and work collaboratively with others to deliver added value to the Academy and Trust.

About You

The successful candidate will...

- Be committed to Place Partnership's Vision and Values and the Academy's Core Learning Characteristics.
- Be a driven, proactive and positive individual with an unwavering commitment to continuously improving their own standards.
- Have a true growth mindset, exceptional work ethic and a sense of humour.

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

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 Miss C Hague, Office Manager, via email at CHague@maltbylillyhallacademy.com or by calling the Academy on 01709 812848.

Closing Date: Monday 23 November 2026 at 9:00am

Interviews are expected to take place: W/C 30 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.

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Role Description

Apprentice Administration Assistant

NJC Pay Range:	Apprentice Rate
Responsible To:	Office Manager

Main Purpose of the Post

- To greet all visitors in a warm and welcoming manner, dealing with all enquiries in a helpful and informative manner.
- To provide general clerical and administrative support to the Academy.
- To maintain good working relationships with all members of the Academy community.
- To undertake any other relevant administrative duties.

Key Areas of Responsibility

- To provide administrative support to the admin team including (but not limited to) making routine telephone calls, supporting the set-up of meetings, photocopying, printing, filing, and scanning of documents.
- To answer and action any incoming calls, transferring to the relevant member of staff and to take and communicate messages.
- To sort and manage incoming/outgoing mail.
- To maintain high standards when managing confidential information, always complying with the academy's data protection procedures and legal requirements.
- To receive and send emails and text messages, forwarding when necessary.
- To ensure staff, visitors and students are appropriately signed in/out of the building.
- To undertake certain financial transactional and administrative tasks required by the academy.
- To update files and folders on a regular basis, ensuring secure storage of confidential documents.
- To complete miscellaneous duties regarding school events, educational visits, and functions. To actively engage in the Performance Management / Appraisal process.
- To provide administrative support to the Leadership Team.

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.

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Role Description
Supplementary Information

NJC Pay Range:	Apprentice

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.

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.

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Person Specification

Apprentice Administration Assistant

	Essential	Desirable
Qualifications and Training	• GCSE's A*-C / 9-4 or equivalent (including English Language and Mathematics).	
Experience, Knowledge and Understanding	• A good level of competency in IT systems including Microsoft Office.	
Skills and Attitude	• Ability to work with a wide range of people. • Ability to work as part of a proactive team as well as on your own initiative. • Ability to stay calm under pressure. • Good organisational skills.	
Personal Qualities and Attributes	• A commitment to the values and vision of Place Partnership Trust. • Ability to form and maintain appropriate relationships and personal boundaries with young people. • Ability to communicate effectively and concisely both in verbal and written form.	
Commitment	• To professional development and willingness to attend training courses. • To diversity and equality of opportunity in all working practices.	

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

Postholder Acceptance

I acknowledge receipt of this job description and understand the expectations associated with the role.

Postholder Name .....

Postholder Signature .....

Date .....

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