



HORBURY ACADEMY

RECRUITMENT PACK



DEAR APPLICANT

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?

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.



“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.”

Dan
Vice Principal



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.”

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.”

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.”

Jayne
Science Technician



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?

- 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.
- New colleagues have access to an extensive onboarding programme, which walks staff through our collective Trust and academy values. All new staff can also utilise their first working day to meet colleagues and complete their induction / transition, before entering the classroom and / or workstation for the first time.





ADVERT

BUSINESS OPERATIONS MANAGER

POB – POD (£37,336 to £46,464 per annum, actual salary) *

Full Year, Permanent

37 Hours Per Week

To Start As Soon As Possible

Horbury Academy are seeking to appoint an enthusiastic, creative and adaptable Business Operations Manager to ensure the smooth running of academy day-to-day business operations, including estates, facilities and operational functions.

The post holder will have previous managerial experience in a similar role with experience of working in or with facilities and business operations teams.

The successful candidate will be required to apply high standards of customer service in a polite and timely manner, be flexible and practical in approach and exemplify a 'can do' attitude as part of both the academy and wider Trust Operations team. You will be required to operate autonomously and manage a varied workload working with a range of academy and Trust stakeholders.

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 \(accordmat.org\)](https://www.accordmat.org/Working-For-Our-Trust)

For an informal discussion about this position or to arrange a visit to the academy please contact hr@accordmat.org or call on 01924 282748.

*Commencing salary will be determined in relation to candidate skills/experience and will also consider the complexities of designated academy site with respect to pupil numbers, resource and building demands.



Closing Date: Wednesday 01 May 2024, 9:00am

Interviews likely to be held: Wednesday 08 May 2024

Application forms are available from accordmat.org/vacancies/

Completed application forms to be returned to 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.

Job Title: BUSINESS OPERATIONS MANAGER	Grade: POB-POD
Department: ACCORD MULTI ACADEMY TRUST – SECONDARY ACADEMY ROLE	Accountable to: PRINCIPAL
Contract: Full Year, Permanent	Responsible for: Line Management of designated staff teams.

Overall Purpose of the Job:

The Business Operations Manager is responsible for facilitating the smooth running of their designated secondary academy. Reporting to the Principal, whilst also working closely with the Principal's PA to ensure the academy achieves its operational requirements. The post will also liaise closely with the Accord central team to obtain advice and guidance on specific projects, statutory matters and compliance.

Key Outcomes/Activities:

- To support day to day academy business operations, including line management of site, premises, catering, and events related matters.
- To attend SLT meetings at the request of the Principal to provide updates on matters relating to site operations and facilitation of events.
- To provide an efficient, knowledgeable and effective management of designated areas of responsibility.
- Work in close partnership with the Principal's PA to ensure the smooth running of the academy and support academy events, meetings and priorities.
- Work in partnership with colleagues across the Trust including other Business Operations Managers, Office Managers, site staff and Trust central team colleagues.
- Establish and maximise both internal and external networking opportunities for the benefit of the academy.

Business Operations

- Act as key facilitator between academy and central Trust team for all compliance related matters relating to health and safety, site management, HR, Finance and other relevant matters.
- Promote the highest standards of business ethos within managed teams.
- To lead the academy Operations meetings on a weekly basis and ensure the smooth operational running of the academy.
- To be the lead point of contact at the academy for all matters relating to insurance, including liaison with the RPA (as may be required) and Trust central team for potential claims.
- Ensure effective use of resources in support of the Trust's and academies priorities.
- Manage systems and link processes that interact across the Trust and member academies.
- Develop, implement and monitor relevant policies and procedures to ensure effective business operations within the academy.
- Provide relevant information and support to complete statutory returns as may be required.

Human Resources

- Provide necessary information to the HR team in a timely manner for day to day human resource issues relating to areas of line management e.g. payroll information and overtime claim forms, fit notes, ensuring paperwork is appropriately checked and authorised.
- Responsible for the line management of identified staff and teams, to include regular meetings, mentoring, and coordination and monitoring as part of the appraisal framework.
- Support the recruitment and selection of staff in designated teams.
- Lead on managing low level absence management cases in designated staff teams.

Finance

- Manage designated academy budgets and support the central Trust Finance team to ensure effective implementation and operation of financial controls within the academy e.g. approvals of all academy purchase orders in line with financial procedures and scheme of delegation.
- To achieve value for money for the academy in all procurement of goods and services in compliance with Trust procedures.
- To liaise with and support Trust Finance colleagues as necessary in relation to job role and in the verification of academy financial information.
- Support the internal audit process and the implementation of any recommendations.

Facilities

- To have an overview of all site related issues and manage the on-site premises and catering teams.
- Support the central Trust team in development of short and long term accommodation, maintenance and development plans.
- Lead point of contact for any contractors and premises colleagues to ensure works are carried out effectively and appropriately.
- Work collaboratively with other Business Operations Managers to provide advice and guidance to caretaking staff across the Trust, facilitating cover arrangements at other academies as may be required.
- Monitor and investigate all accident reports in line with Trust policy and liaise with the Director of Estates and / or Chief Operating Officer with any concerns.
- Lead on whole academy compliance in liaison with the central team.
- Support primary academies in respect of compliance and estates management as may be required.
- Advise and keep abreast of national developments regarding Academy Financial, Compliance and other business related procedures.

Academy Events / Calendar

- Act as the senior member of staff responsible for the coordination of academy events and oversee arrangements for events being led by designated managers/CTL's.
- Lead an operational / events working group and attend weekly meetings to facilitate the smooth running of academy events both ad hoc and calendared.
- Attend and support events and meetings as identified by the Principal and/or Trust as may be required and where relevant to job role.
- Liaise with key contacts at the academy and with the Trust central team in relation to events and marketing to ensure a joint working approach.
- Direct as appropriate colleagues planning events and ensure issues and concerns are dealt with in a timely manner.
- Maintain an oversight of the academy calendar and working with the Principal's PA to facilitate the smooth running of the academy calendar flagging any issues to the Senior Leadership Team / Principal.

General Duties:

- Establish and maintain professional relationships, ensure effective communication with all stakeholders.
- Participate in project work, as instructed by the Principal and/or Trust as may be required and where relevant to role.
- To ensure in relation to all responsibilities that systems for monitoring and reporting are in operation.
- Participate in the review of policies and procedures as may be required and where relevant to job role.
- Provide analysis and evaluation of data, and produce reports/information as required.
- Undertake social time duties in line with the requirements for associate staff at the academy.

General Responsibilities

- Contribute to and uphold the overall vision and ethos of the Accord MAT.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Promote team work, working in partnership to ensure effective working relations.
- Treat all users of the academies within the MAT with courtesy, respect and consideration.
- Be aware and comply with all Accord MAT and Academy Policies at all times.
- To comply with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- To be aware of and support difference and ensure equal opportunities for all.
- To produce, and respond to, correspondence from stakeholders and external agencies.
- To participate in training and other learning activities and performance development as required.
- To maintain confidentiality at all times in respect of academy-related matters and to prevent disclosure of confidential and sensitive information.
- Other duties commensurate with the grade of the post as directed by the Principal, Chief Operating Officer and/or CEO.

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
Qualifications:	NVQ Level 4 in Academy Business Management Or Equivalent qualification e.g. NCSL Diploma of School Business Management Or Equivalent in relevant discipline Or Ability to demonstrate equivalent level of knowledge and/or experience English & Maths GCSE at Grade C or above or equivalent	A/I		
Experience:	Experience working in a business environment at a management level Experience of approving invoices and ensuring financial procedures are appropriately followed Development of effective reporting mechanisms to management and a wider audience Experience of managing and working in a large and complex organisation Some experience of dealing with the management of staff and human resource issues	A/I	Experience of working within an educational setting preferably within a MAT Experience of working with Governors, Trustees, Directors or similar	A/I
Knowledge and Statutory Requirements	Demonstrable up to date knowledge of relevant policies/codes of practice/legislation Knowledge of health and safety and statutory compliance requirements Knowledge and commitment to safeguarding and promoting the health, safety and welfare of young people Knowledge of the principals of good financial management Up to date knowledge of Data Protection including GDPR and Freedom of Information Acts	A/I	An understanding/experience of working with external agencies	A/I
Planning, Organisation and Mental Challenge:	Excellent analytical skills and sound judgement Ability to interpret information, and support the implementation of policies and procedures Ability to direct a multi-disciplinary team effectively	A/I		

	<p>and demonstrate excellent leadership skills</p> <p>Ability to manage own workload without direction, having the ability to prioritise in order to meet tight deadlines</p> <p>Ability to plan and develop systems</p>			
Interpersonal & Communication:	<p>The jobholder requires excellent interpersonal and communication skills to communicate at all levels within the academy and across the Academy Trust and external organisations</p> <p>Ability to present information to a range of audiences requiring the ability to report and challenge as necessary</p> <p>Ability to relate well to children and adults</p> <p>Excellent written and presentation skills</p>	A/I		
Physical Skills and Demands:	<p>The jobholder is expected to have excellent keyboard skills</p> <p>Proficient in the use of MS Office applications and Management Information Systems</p>	A/I		
Initiative & Independence	<p>Ability to work autonomously and flexibly with a varied workload</p> <p>Ability to influence operational decision making and advise and guide</p> <p>Ability to offer solutions to problems and employ initiative within job role</p>	A/I		
Emotional Challenge and Resilience:	<p>The jobholder may be required to apply resilience when dealing with emotions/challenges from students, staff, suppliers and contractors on a regular basis</p>	A/I		
Philosophy and Commitment	<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>		
Personal qualities:	<p>Proactive and self-motivated</p> <p>Flexibility, creativity and ability to think laterally</p> <p>Resolution and problem solving.</p>	I		

Responsibilities for Resources:**Line Management Responsibilities:**

- Line management of identified academy staff and their teams.

Financial Responsibilities:

- Management of designated academy budgets to ensure effective approval of academy purchase orders and invoices to ensure segregation of duties at an academy and Trust central team level.

Physical Resources:

- Lead contact for management of facilities/health and safety at designated academy with direction from the Trust central team.
- Responsibility for management information systems associated with role, and the accurate confidential processing and reporting of the data.

Responsibility for People:

- The jobholder has a responsibility for implementing regulations and providing advice and guidance on established internal policies and procedures which will involve some interpretation to meet specific circumstances within individual academies.
- Close liaison with internal and external partners, organisations and stakeholders.

Responsibility for Policy Developments :

- The jobholder has a duty to implement procedures to comply with statutory regulations across academy functions.

Responsibility for Student Outcomes:

- Indirect impact on pupil outcomes as the jobholder's role links to the provision of a successful, safe and secure learning environment, buildings and site.

Working Conditions: Office based at designated academy. Will be required to visit other academies within the Trust.

Main Contacts: The jobholder liaises with the academy colleagues, SLT, Trust central team, School Administration staff, PA's, Finance colleagues, SLA providers, contractors, Governors, and external parties/bodies as required.

Characteristics of the post:

***Commencing salary will be determined in relation to candidate skills/experience and will also consider the complexities of designated academy site with respect to pupil numbers, resource and building demands.**

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 Principal, Chief Operating Officer and/or CEO in consultation with the post-holder in order to reflect future developments, roles and organisational change.



Horbury Academy
Wakefield Road
Horbury
Wakefield
West Yorkshire
WF4 5HE

Email: enquiries@horbury.accordmat.org
Telephone: 01924 282740
horbury.accordmat.org