Horbury Academy

Recruitment Pack



Welcome to Applicants

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.

Horbury Academy is a thriving co-educational academy situated on the outskirts of Wakefield, serving approximately 1,100 young people aged 11-16. Horbury Academy is part of Place Partnership, a Multi Academy Trust established in 2026, which comprises 12 academies 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.

The academy has gained a reputation for excellence that is best evidenced in the outcomes that pupils achieve across all aspects of academy life. We believe that every young person has unique strengths, and we are dedicated to helping them flourish. High expectations underpin our culture - from attendance and punctuality, to conduct, effort and engagement. By focusing on the small things that matter, we create a calm, purposeful atmosphere where pupils can thrive academically and personally. Our approach is shaped by the Key Character Virtues, Ambition, Compassion, Courage, Open-Mindedness, Resilience and Duty.

We are fully committed to investing in our staff and as an employee you will have access to a range of benefits. This includes high quality professional development through formal programmes, and opportunities to work closely with talented staff across the Trust.

Horbury Academy is a thriving, welcoming academy, described in our latest Ofsted report as having a positive culture, supportive atmosphere and high expectations.

We are keen to appoint like-minded, enthusiastic individuals who have 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.

We hope that the information provided in this pack will help you to decide if you have the right qualities, skills and experience to apply for this role. If you feel that you have the vision, drive and energy to support and contribute to the academy's continued improvement, then we would be delighted to hear from you.

Yours sincerely,



Nicky Walker
Executive 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 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 pupils and strongly believe that all young people 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 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 by a wide range of community partners including Horbury Churches Together, Horbury Brownies and Guides, Horbury Spice Dancers, Ossett Town Juniors, Pageant Players, and Phoenix Netball.



Staff Testimonials

In 2017 I came to the Trust as part of the Initial Teacher Training programme and I have been working at Horbury Academy since the start of the 2017/18 academic year. During my time here I have felt fully supported by my department and also the wider academy. This has allowed me to take advantage of plenty of great opportunities that have helped me develop as a teacher and enabled me to progress with my career as a teacher and a leader.

Tony
Curriculum Team Leader of English





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

Cleaning Assistant

Location: Horbury Academy
Salary: Band B, £13.28 Per Hour
Contract: Various Shifts Available, Full Year
Start date: To Start As Soon As Possible

About the Role

Horbury Academy are seeking to appoint a dedicated and reliable Cleaning Assistant to support our established Cleaning Team. The successful candidate will play a vital role in creating a positive environment that supports teaching, learning, and the wellbeing of all members of the Academy community.

The postholder will work under the direction of the Cleaning Supervisor to ensure that high standards of cleanliness are consistently achieved throughout the school premises. Duties will include maintaining cleanliness of equipment, classrooms, corridors, changing rooms, toilet facilities and other designated areas. The role also involves operating equipment safely and effectively, ensuring the timely and accurate preparation of routine resources and materials, and undertaking basic record keeping as directed by the Cleaning Supervisor.

The working pattern for the roles is Monday to Friday 3.15pm to 6.00pm.

About You

The successful candidate will be…

- An excellent role model, consistently demonstrating high personal and professional standards.
- Willing to develop and maintain a strong understanding of Health and Safety procedures, policies, and best practices.
- Able to work independently, while also contributing effectively as part of the cleaning team.
- Flexible and adaptable, with a willingness to provide cover for staff absences and support the wider team as required.

About Place Partnership

Place Partnership
A MULTI-ACADEMY TRUST

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

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

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

- Membership to either the Teachers' Pension Scheme or the Local Government Pension Scheme
- 26 days annual leave per annum plus bank holidays, increasing to 31 days plus bank holidays after 5 years' service
- Technology scheme via SmartTech*
- Access to an extensive discounts platform via 'Place Plus'
- Access to an industry leading Employee Assistance Programme (EAP)
- 24/7 access to an online GP or Advanced Nurse Practitioner through Corporate Paid Healthcare Cash Plans
- Access to health and wellbeing services, with the ability to claim money back for essential healthcare such as prescriptions, optical and dental care through Corporate Paid Healthcare Cash Plans.
- Cycle to Work Scheme*
- Free, on-site parking at every site
- Trained Mental Health First Aiders in all our settings

**restrictions apply*

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

Further Information

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

Closing Date: Monday 23 November 2026 at 09.00am

Interviews are expected to take place: week commencing 23 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

Job Title – Cleaning Assistant

NJC Pay Range:	Band B
Responsible For:	N/A
Responsible To:	Cleaning Supervisor

Main Purpose of the Post

- To work under the direction/instruction of the Cleaning Supervisor, provide a clean and hygienic Academy environment which meets specified cleaning standards.
- Ensure that health and safety in the Academy is paramount at all times.
- Committed to the safeguarding and promotion of the welfare of young people and to demonstrate this commitment in every aspect of this post.

Key Areas of Responsibility

Cleaning Responsibilities

- Clean all surfaces, fixtures, fittings, floors, walls, partitions, and internal woodwork as appropriate.
- Clean toilets, changing rooms and other sanitary areas.
- Undertake special cleaning programmes during Academy closure or other designated periods in compliance with the specification for the premises.
- Collect and dispose of waste in appropriate manner, cleaning and maintaining waste bins.
- Ensure the maintenance of a clean and orderly working environment.
- Timely and accurate preparation of routine equipment/resources/materials as set out in instructions.
- Undertake basic record keeping as directed.
- Refill and replace consumables.
- Report faulty equipment and other maintenance requirements to the Cleaning Supervisor.
- Maintain the security of Academy premises by securing entrances/exists as appropriate and reporting potential security breaches.
- Ensure lights and other equipment are switched off as appropriate.
- Monitor and record actions as directed by the Cleaning Supervisor.

Resource Responsibilities

- Maintain and arrange orderly and secure storage of supplies.
- Ensure cleanliness of equipment, clean all equipment after use.
- Check for quality/safety – reporting any faults to the Cleaning Supervisor.
- Operate everyday equipment in accordance with instructions.

General Academy Responsibilities

- Contribute to and uphold the vision and ethos of Place Partnership.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Promote team work within the team, working in partnership to ensure effective working relations.
- Treat all users of the Academy with courtesy and consideration.
- Be aware and comply with all Academy Policies at all times.

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Other Considerations Relevant to the Role

- Additional hours may be required to accommodate Emergency Feeding.
- Movement and lifting furniture/moderately heavy items integral to the role.

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:	Band B

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 pupils and other adults within the 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.
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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

Cleaning Assistant

	Essential	Desirable
Qualifications and Training	• No formal qualifications required	• Cleaning and Support Services N/SVQ Level 1 or equivalent qualification. • Willingness to undertake mandatory induction and cleaning training.
Experience, Knowledge and Understanding	• Knowledge and commitment to safeguarding and promoting the health, safety and welfare of young people. • Willingness to gain knowledge of cleaning procedures required to meet specified standards. • Willingness to gain knowledge of health and safety procedures and precautions. • Willingness to gain awareness of COSHH regulations and health and hygiene procedures. • Willingness to observe the Code of Safe Working Practice for Premises Staff.	
Skills and Attitude	• Willingness to use relevant equipment. Required to do physical duties, cleaning, hoovering, buffing floors, cleaning carpets, dusting at high levels. • Physical demands operating cleaning equipment.	
Personal Qualities and Attributes	• Able to work with young people and adults. • Able to work on own initiative but as part of the cleaning team • Able to exchange straightforward information. • Ability to identify straightforward solutions to simple problems which occur during cleaning duties. • Flexible to cover staff absences	
Commitment	• A belief that everyone can benefit from, and has entitlement to high quality, educational opportunities. • A personal commitment to lifelong learning and continuous professional development. • Commitment to high standards, best value and continuous improvement.	

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