Place Partnership

A MULTI-ACADEMY TRUST

Recruitment Pack





Welcome to Candidates

Thank you for your interest in joining Place Partnership. This pack contains information about our Trust, alongside information regarding the role we are looking to recruit to.

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. Our Trust was formed following the voluntary merger of Accord Multi Academy Trust and Maltby Learning Trust on 1 September 2026. 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.

It is a privilege to work alongside talented and dedicated professionals who strive every day to create the best possible opportunities for young people and our local communities. If you share our ambition, energy, and belief in the power of education to transform lives, we would be delighted to hear from you.



Alan Warboys
Chief Executive Officer

Vision

People belong, **place** matters, **purpose** lasts.

Mission

We commit to building a culture where people feel valued, take pride in their place, and hold high expectations because everyone matters.

Value Our People

We treat people with care and compassion, build belonging, 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.



The Heart of our Communities

People belong, place matters, purpose lasts.

We recognise that pride in our regions and local identities is a powerful force. South and West Yorkshire have long been shaped by industry, resilience, and strong civic identity, and education has always played a central role in supporting opportunity and social mobility.

Today, that legacy is at the heart of our commitment to inclusive education, strong vocational pathways, and schools that sit at the centre of their communities. As our region continues its shift from industrial to knowledge-based economies, we are determined to realise the high aspirations of our young people ensuring that they receive the very best education available.

Our academies are deeply rooted in their localities, and we build meaningful relationships with families, businesses, and community organisations. Events within academies – such as charity fundraisers, concerts, showcases, and annual Remembrance Services - bring people together, and pupils regularly visit care homes and community spaces. These experiences help our young people understand the importance of compassion, connection, and contributing to the world around them.

We also maintain strong partnerships with local industry and education providers, ensuring pupils can explore and pursue the pathways that inspire them. Mock interview days, careers fairs, and links with employers and training providers open doors to a wide range of careers, apprenticeships, and higher education opportunities. Through these connections, we help our pupils see what is possible and we support them to take confident steps toward their futures.

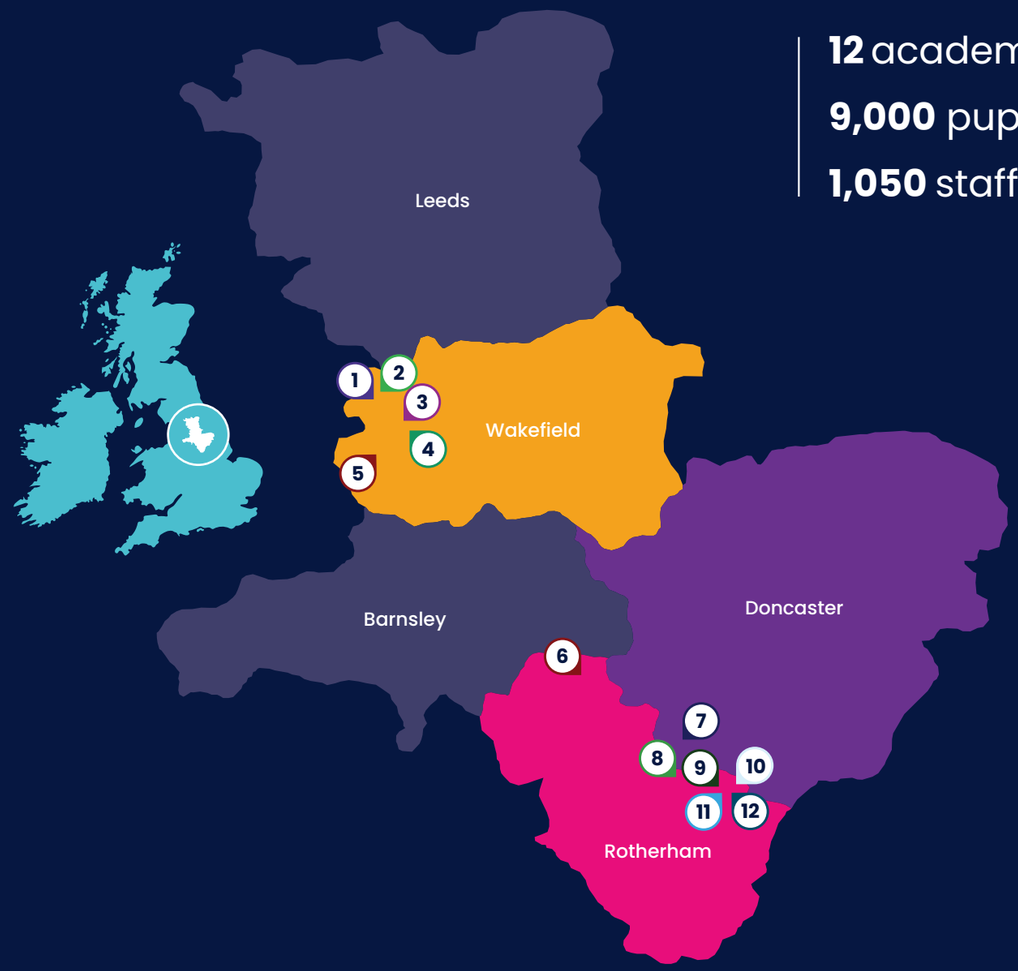
As a family of academies, we combine the strengths of local schools with the benefits of collective expertise. Specialist teaching knowledge is shared across the Trust, ensuring that every child has access to high-quality learning experiences regardless of which academy they attend. This collaborative approach is underpinned by a robust and responsive Shared Services model operating across our South and West Yorkshire hubs. With expert support available in areas including finance, human resources, IT, marketing, data and operations, our academies are empowered to focus on what matters most: delivering exceptional education and enriching the lives of young people.



Overview

Place Partnership
A MULTI-ACADEMY TRUST

12 academies
9,000 pupils
1,050 staff



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 Wath Academy 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

Why Work for Us?

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, supporting progression into new roles and qualifications while you work.
- 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.





Estates Compliance and Administrative Assistant

Location: South or West Hub dependent on candidate locality
Salary: Band D, Point 5 to 6, £26,427 to £26,847 per annum
Contract: 37 hours per week, Full Year, Permanent
Start date: As soon as possible

About the Role

We are seeking to appoint a highly organised and proactive Estates Compliance Administrative Assistant to provide efficient administrative support to the Estates Shared Services teams across the Trust. The role will include working under the direction of the Director of Estates to help ensure our schools provide safe, compliant, and well-maintained environments for students and staff.

The successful candidate will play a key role in co-ordinating maintenance activity, maintaining Estates compliance and monitoring helpdesk systems and records.

Place Partnership operates from a South Hub based in Rotherham and a West Hub based in Wakefield. The successful candidate's permanent work base will be based in the respective hub relevant to their locality.

About You

The successful candidate will be…

- Committed to the Trust's vision and values.
- Able to work effectively as part of a team
- Able to build good working relationships
- Competent in the Microsoft Office suite package
- Able to demonstrate excellent communication skills

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

A MULTI-ACADEMY TRUST

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 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: Sunday, 1 November 2026 at 4.00pm

Interviews are expected to take place: W/C 2 November 2026

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.

Place Partnership
A MULTI-ACADEMY TRUST

Role Description

Estates Compliance Administrative Assistant

NJC Pay Range:	Band D
Responsible For:	Administrative Support to Estates Colleagues and Leaders
Responsible To:	Director of Estates

Main Purpose of the Post

- Provide an effective and efficient administrative service to the Estates team.
- Maintain the Trust's estates compliance and helpdesk systems, ensuring statutory records are accurate, complete, and audit-ready.
- Arrange delivery of statutory inspections and planned preventative maintenance.

Key Areas of Responsibility

- Maintain accurate, complete and up-to-date statutory compliance records and trackers, ensuring all inspections, certificates, remedial actions and close-out evidence are correctly logged and filed in collaboration with Premises Managers where applicable.
- Arrange visits for statutory inspections and planned preventative maintenance (PPM), ensuring visits are scheduled, completed and evidenced in line with required timescales in collaboration with Premises Managers where applicable.
- Maintain accurate audit ready records of servicing, inspection remedial actions and certification requirements for curriculum-related and specialist equipment.
- Under the direction of the Estates Hub Leads and with input from Premises Managers where applicable, coordinate servicing schedules, inspections and certification for specialist equipment including, but not limited to:
    - Fitness suites and gym equipment.
    - Design & Technology machinery and workshop equipment.
    - Catering and kitchen equipment.
    - Critical services such as Fire Alarms, Emergency Lighting etc.
- Escalate overdue servicing, missing certification or unsafe equipment to Estates Hub Leaders and the Director of Estates.
- Update and maintain contractor records including but not limited to, Insurance details, accreditations, DBS letters of assurance.
- In conjunction with Academy site teams and Estates Hub leads ensure teams have adequate tool and unform provision.
- Submit requisition requests to the finance shared services team for planned preventative maintenance and general supplies.
- To carry out general estates administrative duties including updating Estates SharePoint content, receiving and filing of certificates and job sheets, maintaining estates team training records and ensuring Estates filing structure is efficient, effective and audit ready.
- To provide support to the Estates Hub Leads as and when required including a range of administrative duties.
- To undertake general administration as part of the Trust central team.

Vehicle and Minibus Compliance Oversight

- Assist the Hub Leads in maintaining Trust-wide oversight of minibus and van compliance requirements for audit and assurance purposes.

- Maintain accurate driver registers and compliance records including (but not limited to) MOTs, insurance, Section 19 permits, DVSA checks and driver training.
- Issue reminders in advance of expiry dates and escalate overdue or missing compliance evidence to Estates Hub Leaders.

Other Considerations Relevant to the Role

- Place Partnership have hubs in Wakefield and Rotherham: the permanent work base would be determined based on the successful candidate's locality.
- The successful candidate will be required to work with flexibility, travelling to and from Academies and other Trust Hub locations in the course of undertaking work duties.
- A Disclosure and Barring Service (DBS) check at Enhanced Level is required.

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 by the Line Manager.

Place Partnership
A MULTI-ACADEMY TRUST

Role Description
Supplementary Information

NJC Pay Range:	Band D

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 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.

Engagement with Stakeholders

- To build and maintain effective professional relationships with relevant external stakeholders and service user groups.
- To provide reports and updates to Leaders in relation to area of responsibility.
- To set clear standards for and expectations of communication with parents/carers and other key stakeholders ensuring follow up is timely, effective and appropriate.
- To work collaboratively with others to deliver added value to the Academy and Trust.
- To understand the changing community and ensure stakeholder satisfaction.

This supplementary information forms part of the role description and should be used alongside the role specific information.

Place Partnership is committed to safeguarding the welfare of children and expect all staff to share this commitment.

Place Partnership
A MULTI-ACADEMY TRUST

Person Specification

Estates Compliance Administrative Assistant

	Essential	Desirable
Qualifications and Training	• GCSE English and Maths at Grade C / 4. • Full UK driving licence with access to own vehicle*	
Experience, Knowledge and Understanding	• Ability to work effectively as part of a team. • Ability to promote a positive ethos and role model positive attributes.	• Experience in education or estates. • Good understanding of health and safety compliance and statutory requirements. • Competent in using estates management systems and databases.
Skills and Attitude	• Ability to use the Microsoft Office Suite. • Ability to stay calm under pressure. • Ability to meet deadlines. • Ability to be self-directed. • Good organisational skills. • Confidence to work with a wide range of people and abilities. • Ability to meet the needs of the Trust. • High level of accuracy and attention to detail.	
Personal Qualities and Attributes	• Ability to communicate effectively and concisely. • Ability to work with a wide range of people and build effective working relationships. • Conscientious and reliable with strong professional integrity. • An advocate for the Trust.	
Commitment	• Commitment to diversity and equality of opportunity in all working practices. • Commitment to child protection and safeguarding policies and procedures. • Commitment to personal professional learning and development. • Commitment to participate in all Health & Safety training requirements as issued by the Trust, ensuring compliance with safe working practices.	

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

Place Partnership

A MULTI-ACADEMY TRUST

Place Partnership is a Charitable Company limited by guarantee.
Registered in England number: 07033915. Registered office: Braithwell Road, Maltby, Rotherham, S66 8AA.

t. 01709 288090 **e.** info@placepartnership.com **w.** placepartnership.com