



# Careers at SHARE Multi- Academy Trust

**Executive PA to the CEO  
Maternity Cover (12 months)**

**Central Services, Hybrid Working  
Based at Hub26, Cleckheaton**

**Application Pack**



*Valuing People, Supporting Personal Best*

Welcome to SHARE Multi-Academy Trust, a supportive and close-knit family partnership of eight academies across West Yorkshire, and a Teaching School Hub.



At SHARE, we are committed to delivering strong educational standards within our academies and providing our people with excellent careers. This is all underpinned by an unwavering commitment to our vision of *Valuing People, and Supporting Personal Best.*

I believe our role as educators is to help children and young adults to instil a desire to learn, to overcome barriers to success, and to encourage an ambition to achieve. To reach this standard, we must first deliver for our people and ensure they feel valued, listened to and have a strong sense of belonging. In turn, our colleagues, pupils, and society all benefit enormously.

Two of our guiding principles are that 'quality is our driving force', and 'teams drive success'. We know that recruiting and retaining an outstanding workforce is fundamental to achieving our aims. We therefore make it our mission to ensure every colleague within the trust has access to exceptional training and personal development opportunities, alongside a positive teaching environment, clear and ambitious progression pathways, and highly competitive packages.

We are also committed to sharing best practice across our trust, creating networks for colleagues to learn from one another, and fostering a learning environment and workplace where everyone feels supported and inspired, and can truly thrive. As a result, we are proud to be an employer of choice.

Thank you for your interest in our academies and trust. I hope you will consider joining us as we continue to deliver the very best education for our pupils. Whether you are an education practitioner looking to start your journey, or an established professional wanting to bolster your career – we look forward to working together soon.

**John McNally**

Chief Executive Officer  
SHARE Multi-Academy Trust

*We must first deliver for our people and ensure they feel valued.*

Quality is our driving force



Teams drive success



*We are proud to be an employer of choice.*

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# About our Trust

SHARE Multi-Academy Trust was first established in 2014, and since then, we have built a solid reputation for high standards and strong achievements.

We operate four successful primary academies and four high-performing secondary academies across the region. Our outstanding provision is supported by our Calderdale and Kirklees Teaching School Hub and national training accreditations, which enable us to deliver exemplary training and development opportunities for education practitioners at every stage of their career, from initial training to executive leadership.

Our academies achieve excellent outcomes across the board. This includes academic attainment and school improvement, as well as maintaining exceptionally high standards in all aspects of school life including behaviour and attendance.

As a result of the trust's supportive and inclusive approach, senior leaders invest significant time in supporting positive pupil behaviour and attendance. Our pupils attend well and are positive about learning. In turn, this creates a positive and respectful teaching and learning environment for staff, with teachers able to focus on delivering an excellent education to students without distraction, and with a manageable workload.

## Whilst being close-knit, we are ambitious for the future.

We are always looking for additional ways to expand our positive impact, be that by working with new schools on exciting initiatives, or by collaborating with our talented team of staff.

Our aim has long been to be the best trust, not the biggest. Our priority for the future is to keep improving standards, building on our successes, and raising aspirations so we can support even more pupils to achieve even better outcomes.



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**Behaviour is excellent, and there are high levels of mutual respect and tolerance amongst pupils and staff.**

*Ofsted, 2023\**

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*\*2023 Ofsted report for Thornhill Community Academy, A SHARE Academy*

# Your Career at SHARE

**Our vision of ‘Valuing People, Supporting Personal Best’ underpins everything we do. Central to our work and ability to deliver a transformational education, is our dedication to developing our greatest asset, our staff.**

That is why we have an outstanding pledge to teachers and support staff to provide professional development and training opportunities, particularly through our Teaching School Hub. We are committed to investing in our staff, ensuring that they have fulfilling careers and enjoy their jobs every day. This is fundamental to our ability to turn academies around and deliver the very best education to pupils.

***We offer a competitive package to all our colleagues.***

We have committed to offering our colleagues pay and conditions that are at least as good as those available to colleagues in maintained schools. In practice, we often exceed them. We continue to contribute to the generous Teachers and Local Government Pension Schemes and at least match pay awards agreed or recommended by the Local Government Association and School Teachers’ Pay and Review Body. We use the flexibilities available to us as an academy to enhance our offers where we can.

As well as two generous pension schemes, we also offer employee assistance and wellbeing packages; and flexible and family-friendly policies, such as flexible working, shared parental leave and enhanced maternity, paternity, and adoption entitlement, giving colleagues the control and freedom to work in a way that suits their needs. We offer incremental progression and cost-of-living pay increases, subscribe to local and national discount schemes, and provide exceptional onsite catering facilities.



**We work as a collective group of professionals to achieve common goals. Watching new teachers and leaders become established in their roles gives me an immense sense of professional pride, as they help our pupils to achieve excellent outcomes.**

**Jack Wyatt**

*Associate Principal  
Shelley College*



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# Our Shared Vision and Mission

## Our Mission

We believe education is all about people. Our success is measured in how we help our pupils. We can only attain this success by employing talented, committed staff, and working in partnership with our whole academy communities.

Our mission means we endeavour to ensure every one of our pupils and members of staff enjoy coming to our academies, and that all of us try our very best in everything we do. We help everybody, regardless of background or starting point, to gain the knowledge, skills, and habits that lead to happy and successful lives, both now and in the future.

## Our Vision

We want to transform education for the better, raising aspirations in diverse communities, increasing knowledge, and developing the skills that children and young people need to make their lives rewarding and successful.

Our vision is for our teachers and staff to continue to choose our academies and our trust as a working environment where, through our high-quality training and progression pathways, they can achieve their career aspirations. Our academies will be the first choice for parents because we provide a safe and nurturing environment, with excellent academic standards and a wealth of opportunities. Our trust will continue to be a well-regarded family network where other schools choose to join us, benefiting from strong support services, collaboration, and best practice sharing.

**“ We live by our vision of 'Valuing people, Supporting personal best', bringing this to life in everything we do. We are all part of a family that has high expectations and a strong moral compass ”**

**Jenny Carr**  
*Executive Principal and  
Headteacher, Royds Hall*

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# Our Guiding Principles



We have a clear and ambitious strategy as a trust, so that we can ensure we collectively fulfil our overarching vision and mission. This is built upon our guiding principles, with distinct goals and objectives linked to accountability and performance measures.



# Academies



Our secondary academies



Our primary academies

Click below to select the location of the vacancy you are interested in to find out more.



\*Most recent Ofsted prior to academisation in 2022

# Our Outcomes

**At SHARE, we are proud of the high standards and expectations we set and uphold, across the board. Consequently, we consistently surpass both national and regional school results. Our academies consistently secure excellent academic outcomes, with achievement levels being amongst the highest in our region.**

Supported by robust, well-resourced, and accountable improvement plans, we have a proven track record of significantly improving our academies, as reflected in national performance measures and our strong Ofsted outcomes.

Through our broad curriculum, first-class careers education and guidance, and our wide-ranging enrichment offer, we successfully prepare our young people for life beyond the classroom. We ensure no child is left behind, and do so by fostering a safe, inclusive, and nurturing environment where all barriers can be overcome.

***We remain committed to developing our staff, who are our greatest asset in achieving our mission.***

Alongside our successful Teaching School Hub and training accreditations, we take great pride in one another's individual successes. Many of our most senior leaders have progressed through the routes. That includes the countless colleagues who have enjoyed varied, rewarding, and long careers with our academies and trust, as well as those who are just starting on their journey and are glowing with potential.



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# What our colleagues say



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Since joining SHARE as an RQT, the trust has always supported me in my career, giving me ample opportunity to develop and demonstrate my skills, whether through official training courses such as the National Professional Qualification (NPQ) or by offering opportunities to deliver CPD and build leadership skills.

My career progression at SHARE has been rapid thanks to the encouragement of leaders. With every role I have applied for, or training opportunity considered, leaders have always been approachable, supportive, and encouraged these conversations.

There are regular opportunities within the trust to try new things and gain experience in areas that interest us. **I am really glad I joined Share MAT because the culture of recognition, support, and celebration gave me the confidence I needed to chase my career goals.**

**Lewis Day**

*Trust Improvement Leader (Personal Development); PSHE Leader; Teacher of English at Shelley College*

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The care and support that has been provided during my time with the trust has not only allowed me to help make a difference to young people's lives but it has **enabled me to excel in a fantastic career and in a role which is so fulfilling.** It has been life changing!

**Melanie Delaney-Hudson**

*Assistant Headteacher (SEND and Inclusion), Thornhill Community Academy*

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# What our colleagues say



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Alongside being part of the central trust team, **I enjoy getting the chance to meet and work with other colleagues across the trust.** I started as an apprentice and every year SHARE has helped me to progress further, either by supporting me with professional development in the form of external or internal training, which constantly bridges the gap to progress onto the next level when the opportunity arises.

”

**Kieran Miller-Walker**  
Finance Officer, SHARE  
Multi-Academy Trust



“

**As Phase Leader, I am pleased to be able to support other teachers with passion and excitement to help them lay the foundations that mean pupils thrive throughout their educational journey.**

Being a part of the Share MAT family, means there is always a vast amount of knowledge, guidance and support available. The trust annual training day on the first day back really makes you feel like part of a team, with common goals to provide a unique learning journey for all children.

**Ben Modeste**  
Phase Leader of Lower Key Stage 2,  
Luck Lane Primary School

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# First-class careers, through bespoke training and support

**Our success as a trust depends entirely on our colleagues who are the bedrock of all we do. That's why we're determined to recruit and retain the best staff by offering first-class training and support, alongside highly competitive packages.**

Across the trust, we pledge to deliver outstanding professional development and training opportunities that are bespoke for our teaching and support staff. We support colleagues through ongoing training, coaching, and mentoring using the latest evidence-based research, to strengthen their expertise.

Alongside career pathways carved out for our support staff, we similarly offer a variety of progression and promotion routes for teachers. In addition to the traditional progression journey, we deliver a full suite of specialist and leadership National Professional Qualifications (NPQs), offer Lead Practitioner positions for those with classroom-based preferences, alongside middle and senior leadership training programmes for new and aspiring leaders. With additional development opportunities for staff including research projects, subject enhancement training, and access to The National College online development platform, we are dedicated to supporting our staff to develop and grow as educators.

We also champion cross-trust collaboration and best practice sharing, maximising the opportunities and expertise available across our schools. All colleagues are encouraged to meet regularly, including through various forums where they can discuss ideas, and share experiences and resources.

We are committed to protecting our staff's wellbeing by providing the support, guidance, and training needed to achieve the highest standards they are capable of.

*Just as we encourage our pupils to achieve their personal best, we want the same for our staff, with colleagues having their own personal development plans.*



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# Endless opportunities through our **Teaching School Hub and Training Accreditations**



**Our commitment to professional development and raising opportunities and aspirations in the communities we serve and beyond, is best reflected through our Teaching School Hub and Training Accreditations.**

We are immensely proud to be the Teaching School Hub for Calderdale and Kirklees, enabling us to connect with, shape, and inspire teachers and practitioners of the future.

Through our Teaching School Hub and training platforms, we induct Early Career Teachers (ECTs) into the profession through an outstanding Initial Teacher Training programme. All our academies similarly play an important role in supporting trainee teacher placements through the Hub and with other local trainee teacher providers. We also offer a full suite of specialist and leadership NPQs through the Hub, including for staff themselves to facilitate Early Career and NPQ frameworks.

Since its launch, we are delighted that 1,000 new teachers have progressed or are progressing through our Early Careers Framework Course, with over 600 studying NPQs. We also continue to provide the Appropriate Body Service for nearly 500 new teachers.

Having the Hub as a central part of our trust family means it continually informs our approach to staff development and how we can enhance our training based on learnings and insights. It has also shaped our approach in recognising that development is a long-term, meaningful investment in our colleagues and therefore our pupils.

*Since the launch of the hub...*

**1,000 teachers**  
have progressed or are progressing through the **Early Career Framework**

**600 teachers**  
are studying **NPQs**

**500 teachers**  
using our **Appropriate Body Service**

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## JOB ADVERT

### Job title:

**Executive PA to the CEO**

### Setting:

**Central Services**

### CEO:

**John McNally**

### Section:

**Senior Leadership Team**

### Reporting to:

**John McNally, CEO**

### Contract type:

**Fixed Term**

### Time commitment:

Maternity Cover role (12 Months).  
Full time 37 hours per week

### Band/Range:

Band I - £41,511 to £44,765

### Further salary information:



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## JOB ADVERT

### *Information:*

We are committed to delivering the very best education to our students, and an outstanding service to over 700 of our colleagues, eight schools and our Teaching Hub. To do this, the trust operates an excellent and well-established Central Services Team, within which this post is based. Our Central Services Team comprises of a range of expert departments including HR, Payroll, Premises and Compliance, and ICT.

Due to maternity leave, we are seeking an experienced Executive PA to provide professional and confidential support to the CEO, as well as the Trust Leadership Team, including the Executive Principals, as needed.

This postholder will work collaboratively with colleagues across the trust and with external stakeholders. The central team is based at HUB 26 in Cleckheaton, offering a modern and dynamic workspace for colleagues with hybrid working available.

Just as we do with our students and teaching staff, we believe in helping all our colleagues to achieve their personal best and are keen to recruit the very best talent to our trust. Colleagues within our central team benefit from a wealth of first class, personal development opportunities alongside comprehensive induction programmes. This is in addition to training and ongoing support at every stage of their career.

By working as part of our Central Services Team, the trust is proud to offer a commitment to:

- Offering a vibrant place to work which equips staff to deliver their best every day, under the strong belief that Valuing People, Supporting Personal Best is key
- A commitment that staff are happy, engaged and well supported at work, taking pride in the progress and development of our academies and pupils, as well as their own
- Excellent training and guidance relevant to individual job roles, so expectations are understood and staff are motivated
- Great benefits, as an employer of choice, including outstanding CPD, supportive line management, and meaningful networking opportunities across the trust to aid personal development
- Supportive leadership, encouraging healthy work-life balance

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## JOB ADVERT

### *We are looking to recruit:*

We are looking to temporarily recruit an organised, experienced Executive Personal Assistant to provide an efficient PA and administrative service to the Chief Executive Officer of the Trust, whilst the present post holder takes maternity leave for approximately twelve months.

The ideal candidate will possess exceptional organisation and administrative skills, with a strong ability to manage multiple tasks efficiently. This role requires a professional with excellent communication skills and the capability to maintain confidentiality whilst handling sensitive information. A keen eye for detail is required with "know how" of presenting digital content on our websites and social platforms that is consistent in promoting a positive image of the trust.

Starting in May 2025, the post is presently based at the Central Services office at Hub26, Lawrence House in Cleckheaton. However, the successful candidate must have access to private transport and be willing to attend meetings held at academies across the trust as required.

### *The ideal candidate will:*

- Exceptionally strong literacy and numeracy skills.
- Educated to A' level standard or equivalent qualification.
- Exemplary proof-reading and presentation skills.
- Outstanding knowledge and understanding in the application and efficient use of digital platforms
- Substantial admin experience, working in a busy, deadline-driven environment.
- Evidence of awareness of the key issues affecting education, with a willingness to learn and understand the principles of good trust and academy governance.
- Able to provide an effective interface between the CEO and his internal and external stakeholders, building trust and confidence with a range of senior colleagues, including in relation to confidential and sensitive matters.
- Strong ICT skills, particularly conversant with suite of office 365 applications

### *For more information, get in touch with:*

Tracy.dickens@sharemat.co.uk

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## JOB DESCRIPTION

### *Overall purpose of the role:*

Key tasks include:-

- Diary and inbox management as well as interacting with a wide range of audiences;
- Prepare and edit correspondence, reports, presentations and other documents as required;
- Co-ordinate travel arrangements for the CEO;
- Prepare expense reports and handle other financial documentation as required;
- Prepare meeting agendas, take minutes and track actions, following up if required;
- Meet and greet guests, organise refreshments for meetings etc;
- Ensure effective communication flow within the School Improvement Team and the Executive Business Team as well as across the organisation;
- Supervise the work of an Administration Apprentice upon appointment

### *Safeguarding requirements:*

This post requires the post holder to work in settings with children and young adults. Any employment offer is therefore subject to the results of an Enhanced Disclosure from the Disclosure and Barring Service (DBS). People who may have contact with younger children (i.e. primary school age) are also required to complete a declaration about family or other members of their household.

Applicants **MUST** complete an application form to be considered, will be required to provide evidence of identity and qualifications and offers of employment will be subject to satisfactory references. For applicants who work or have recently worked in a school, one of the references must be from the Headteacher.

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## JOB DESCRIPTION

### Key Outputs:

#### Supporting the CEO

1. Manage the day to day operations of the CEO, providing effective and efficient administrative support for the CEO and other members of the executive and trust leadership team.
2. Co-ordinate and deal appropriately with all incoming correspondence via email, telephone and letter. Respond on the CEO's behalf in dealing with routine matters and undertake investigation into more complex issues in order to provide a briefing or draft a response.
3. Co-ordinate and manage the CEO's schedule; anticipating workload, producing appropriate papers and ensuring the CEO has appropriate materials, briefings, agendas and action checklists, as required.
4. Provide a professional interface between the CEO and a range of senior stakeholders, including directors, governors, trust leaders, regulatory bodies and external agencies.
5. Provide full support for senior level trust meetings, such as the Executive Committee and the Trust Leadership Board and other meetings. This will involve organising meetings, producing and distributing papers in a timely manner, following up on outstanding actions, taking minutes and ensuring additional attendance where required.
6. Support the delivery of strategic priorities as agreed with the CEO, preparing briefing papers, reports and presentations or undertaking other initial research as required.
7. Organise and co-ordinate the SHARE MAT trust calendar that underpins all strategic and operational activities across all schools.
8. Assist the CEO and Executive Team in delivering key projects using both established and new project management methods.
9. Support the CEO by organising travel arrangements, preparing monthly expense claims, organising rooms and catering for meetings and events where appropriate.

#### Marketing and Communications

10. Ensure strict confidentiality is demonstrated when dealing with sensitive issues, applying professional judgement and discretion at all times.

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## JOB DESCRIPTION

11. Work with all members of the Executive team and other leaders to plan and organise events such as the trust's annual INSET day and recruitment open events.
12. Contribute to the planning and development of administrative services across the trust.
13. Work alongside in support of and deputise for, the Governance professional as required.
14. Oversee and support the appropriate stages of the trust's complaints policy and procedure in consultation with the academy and CEO.
15. In line with the trust marketing plan, provide an effective communications and marketing service. Ensure key messages are shared with external stakeholders, such as potential trust members, parents and external groups.
16. Lead on executing the trust's marketing strategy so that our vision and ethos is evident in all communications in line with over-arching trust aims.
17. Lead on providing advice and guidance across the trust so that all digital content is engaging and crafted to be consistent across various channels delivering its intended message.
18. Work with HR, ICT and Administration Managers to develop and implement a cohesive social media strategy, providing guidance and expertise to ensure the effective use of appropriate platforms.
19. Assist HR with central recruitment by introducing innovative approaches to ensure campaigns feature engaging content and are advertised in the most effective channels to attract a broad and diverse pool of applicants.
20. Ensure websites are current and updated frequently with news stories and social media posts are regular, appropriate and informative.
21. Prepare correspondence and other documentation within brand guidelines, proofread to the highest standard and deliver within appropriate timeframes, ensuring deadlines are always met.
22. To undertake any other duties commensurate with the band and post and as deemed appropriate by the CEO and/or Executive Team.

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## JOB DESCRIPTION

### Dimensions:

- Range of Teachers / Support Staff approx. 800
- Range of pupils approx. 6000
- Number of sites approx. 12

### Work/Business contacts:

**Internal:** All teachers and support staff; pupils, senior staff across the trust; headteachers; directors; governors.

**External:** Marketing and PR agencies, parents/carers, local authorities, other schools and academies and DfE.

### Expertise in role required (At selection – Level 1):

#### ESSENTIAL

#### Qualifications, Skills, Experience & Knowledge

- Exceptionally strong literacy and numeracy skills.
- Educated to A' level standard or equivalent qualification.
- Exemplary proof-reading and presentation skills.
- Outstanding knowledge and understanding in the application and efficient use of digital platforms
- Substantial admin experience, working in a busy, deadline-driven environment.
- Evidence of awareness of the key issues affecting education, with a willingness to learn and understand the principles of good trust and academy governance.
- Able to provide an effective interface between the CEO and his internal and external stakeholders, building trust and confidence with a range of senior colleagues, including in relation to confidential and sensitive matters.
- Strong ICT skills, particularly conversant with suite of office 365 applications

#### Performance Attributes

##### Planning and organisation

- Self-reliant, proactive and able to take responsibility for defined areas of work and display initiative in solving problems with minimal intervention, support and guidance.
- Proven ability to organise, prioritise and co-ordinate workloads within an environment of competing demands and deadlines including the ability to balance long and short term programmes of work.
- Ability to recognise political urgency/sensitivity and respond appropriately.

##### Teamwork

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## JOB DESCRIPTION

- Able to build effective working relationships and work across teams, collaborating with colleagues from across the wider organisation.

### Communication

- Evidence of outstanding interpersonal and communication skills (written and verbal) to establish professional and credible relations with senior stakeholders, staff, students and external contacts. Including the ability to deal with a wide range of correspondence, research and prepare reports, briefings and complex responses using a range of IT packages to a high standard.

### Creativity and innovation

- Evidence of using own initiative to find improved ways of working and using professional judgement in responding effectively to fast changing priorities or unexpected situations.

### Values

- Demonstrate personal and professional integrity including modelling vision and values.

### Additional Requirements

- Has a full current UK/European Driving licence with access to private transport, prepared to use for business purpose
- Offers flexibility to the needs of the trust, willing to work occasional evenings or early morning starts

## DESIRABLE

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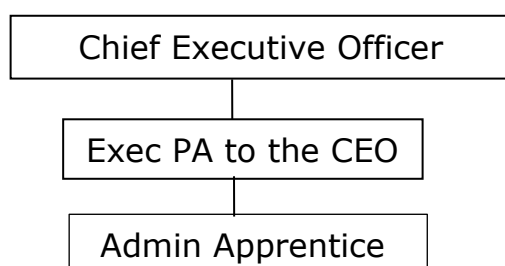
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## JOB DESCRIPTION

*Expertise in role – After initial and advanced development:*

*Structure/Department Information:*



## HOW TO APPLY

**Please note that CVs will not be accepted. To apply, please complete an application form on the Every Candidate Portal using the application link below.**

*Application link:*

**<https://www.tes.com/jobs/apply/2158351>**

*Closing date:*

**Monday 3<sup>rd</sup> February 2025 at 9.00am**

*Interview date:*

**Week Commencing 10<sup>th</sup> February 2025**

Share MAT is committed to the Equalities Act 2010 and also to promoting the welfare and safeguarding of children and young people, by adhering to the "Keeping Children Safe in Education" guidance. All staff and volunteers are regularly trained regarding our expectations in keeping our students safe. An enhanced DBS is required for every post. An online search will be undertaken for all shortlisted candidates.

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*Ready to start your career with Share MAT?  
Get in touch:*

**Visit**

[sharemat.org](http://sharemat.org)

**Email**

[info@sharemat.co.uk](mailto:info@sharemat.co.uk)

**Call**

08452 415175

**Address**

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