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.

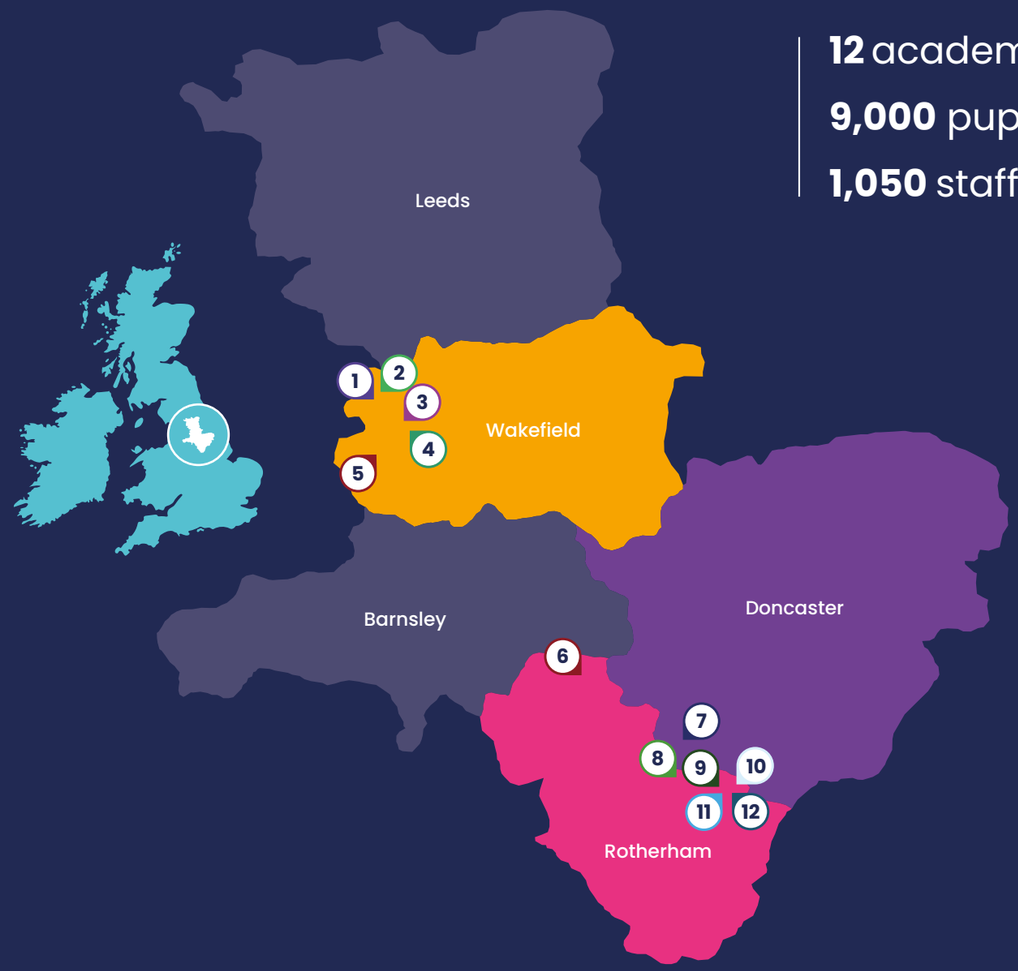
As a family of academies, we combine the strengths of local schools with the benefits of collective expertise. Specialist teaching knowledge is shared across the Trust, ensuring that every child has access to high-quality learning experiences regardless of which academy they attend. This collaborative 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
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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.





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Executive Support Officer

Location: Place Partnership – South Hub
Salary: Band H, Point 24 to 27, £36,581 to £39,481 per annum
Contract: 37 Hours per week, Full Year
Start date: As Soon As Possible

About the Role

We are seeking to appoint an experienced and highly organised individual to provide executive support across governance and compliance in the South Hub. This is a pivotal role, ensuring that designated committees and all Academy Education Committees (AECs) operate effectively and meet all statutory and regulatory requirements. The postholder will work with the Trust's Leader of Governance, Compliance & Executive Support and their counterpart in the West Hub to ensure all aspects of the Trust's governance and compliance infrastructure, overseeing key frameworks, registers, filings and reporting processes is executed efficiently. This includes maintaining statutory registers, risk reporting, governance cycles, Companies House requirements and supporting with the wider policy schedule. The post holder will ensure local governance and strong secretariat support is in place in the South Hub.

The postholder will work closely with Executive colleagues, Trustees, Governors and Academy Leaders, providing expert advice and assurance, ensuring governance arrangements remain effective, compliant and aligned to best practice.

A strong focus on compliance and assurance will underpin the post. The successful candidate will oversee the complaints in the South Hub and coordinate with the Data Protection Officer on Data Subject Access Requests (DSARs), Freedom of Information (FOI) requests and other data protection matters from the South Hub. Alongside this, the postholder will provide strategic executive support to the Director of Education in the South Hub and other executive leaders. They will prepare briefings, papers and reports for meetings, external publications and key stakeholder engagement. A discreet and proactive professional, the successful candidate will act as a trusted point of contact for, as well as a first point of contact for the South Hub via telephone and email.

Though the role is being advertised as Full Year, Term Time Only + 2 Inset days will be considered for the right candidate.

About You

The successful candidate will be…

- An experienced governance, company secretariat or compliance professional with experience within education or another complex organisational setting.

- Highly organised and detail-focused, with the ability to manage complex governance cycles and competing priorities with accuracy.
- A credible and confident adviser, with the ability to provide clear guidance and advice on governance, compliance and procedural matters to senior leaders, Trustees, Governors and Academy colleagues.
- Committed to continuous improvement, with a strong understanding of the importance of accountability, transparency and service quality.
- Proactive, trustworthy and approachable, with the ability to build and maintain strong relationships with internal and external stakeholders.
- Reliable, discreet, and able to handle highly confidential information with integrity.
- Values-led and genuinely committed to the wellbeing of young people, recognising the importance of strong governance in supporting positive outcomes.

About Place Partnership

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

Place Partnership was formed in September 2026 following the voluntary merger of two strong and successful Trusts in South and West Yorkshire: Maltby Learning Trust, established in 2014, and Accord Multi Academy Trust, founded in 2016. At the heart of Place Partnership is a commitment to building 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
- 31 days annual leave per annum plus bank holidays, increasing to 33 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.

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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 **Mrs K Parker, Leader of Governance, Compliance and Executive Support** via kparker@placepartnership.com.

Closing Date: Monday, 23 November 2026 at 9.00am.

Interviews are expected to take place: 2nd December 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.

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Role Description

Executive Support Officer

NJC Pay Range:	Band H
Responsible For:	Governance Clerks
Responsible To:	Leader of Governance, Compliance and Executive Support

Main Purpose of the Post

- Provide executive support to the hub Director of Education and other Executive Leaders, including coordinating diaries, meetings, briefings, and preparation of papers.
- Clerk Trust committees and support the administration of governance processes, maintaining accurate records, registers, action trackers, and policy documentation.
- Coordinate complaints, Data Subject Access Requests and Freedom of Information requests, working with Academies, IT, and the external Data Protection Officer (DPO) to ensure timely, compliant responses.
- Support the maintenance of the policy schedule, governance reviews, risk information, and other compliance activities.

Key Areas of Responsibility

Executive Support

- Manage the diary of the hub Director of Education and other Executive Leaders, coordinating meetings, appointments and travel arrangements ensuring effective time management.
- Prepare agendas, papers, briefings and presentation content for Board / Committees, external publications and external meetings and events.
- Coordinate meeting logistics, including venue booking, catering and technology requirements.
- Act as a trusted point of contact for Trustees, Governors, and external stakeholders.
- Provide executive support to internal Trust meetings as required, maintaining agendas minutes and overview of actions and follow up required.
- Coordinate Executive Leader communications and ensure follow-up on key actions and decisions.
- Support with the management of Trust mailboxes, ensuring timely responses to matters arising are obtained and dealt with.
- Act as the first point of contact for designated hub via telephone and email on behalf of the Executive Team.
- Provide professional, discreet, and proactive support to enable Executive Leaders to manage their workload effectively.
- Provide support to and cover for the Leader of Governance, Compliance & Executive Support and the other hub Governance & Executive Support Officer as may be required.

Governance Functions

- Clerk designated Trust committees in accordance with the Trust's Scheme of Delegation and relevant governance guidance.
- Prepare agendas and papers, maintain action trackers, and produce minutes to a high and accurate professional standard.
- Maintain committee membership records, declarations of interest and attendance records.
- Support the annual governance review process, including Trustee / Governor self-evaluation and skills audits.
- Maintain governance documentation and ensure secure storage of records.
- Keep abreast of changes in governance requirements; supporting the Leader of Governance, Compliance & Executive Support with any actions arising as a result.

- Provide independent advice and guidance to Executive, Academy Leaders, Trustees and Governors on local and national legislation.
- Lead on Governor recruitment; ensuring the necessary subsequent checking processes are in place for appointed persons e.g. DBS.

Compliance

- Act as the central point of contact for complaints in designated hub, ensuring they are logged, tracked, and responded to within statutory timescales, providing advice to Academy colleagues on complaints handling.
- Support the Leader of Governance, Compliance & Executive Support working with the external Data Protection Officer (DPO) on Data Subject Access Requests, Freedom of Information Requests, Data Protection Impact Assessments, Data Sharing Agreements, and other data protection related matters.
- Undertake termly website compliance checks using the agreed tools (e.g., accessibility checkers, link checkers, DfE compliance checklists).
- Ensure all requests are handled in accordance with data protection legislation and Trust policies.
- Maintain accurate records and reporting on complaints, DSARs and FOIs for governance and compliance purposes.
- Support with the maintenance of the Trust policy schedule as may be required.
- Support the Leader of Governance, Compliance & Executive Support in ensuring statutory policies are in place, up to date and published as required.
- Support governance reviews, audits and inspections, providing documentation and evidence as required.

Governance and Executive Support Team

- Provide line management and/or professional support to Governance Clerks.
- Support the Leader of Governance, Compliance & Executive Support to develop and coordinate the governance team to ensure consistent practice and effective local governance.
- Provide cover as may be required for other Governance & Executive Support Officers and Governance Clerks fostering a culture of collaboration and effective, supportive teamwork.
- Provide guidance, templates and induction materials for Governors and Clerks.
- Support the quality assurance of local governance arrangements, including clerking standards and meeting effectiveness.
- Support the delivery of Trust events working with Executive and Academy Leaders e.g. governance workshops, Trust Inset days etc directing other colleagues to support as required.
- Quality assure clerking, governance processes, and local governance arrangements.
- Deliver training and briefings to Governors and Clerks on governance best practice and compliance requirements.
- Support the development of a consistent governance culture across all Academies in the Trust.
- Line manage and develop the Administrative Assistant or other administrative support, offering clear direction, performance oversight, and ongoing professional development to support a high-performing administrative service.

Other Considerations Relevant to the Role

- To work from an identified Place Partnership Office location.
- To work with flexibility, travelling to and from Academies and other locations in the course of undertaking work duties.
- 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.

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Role Description

Supplementary Information

NJC Pay Range:	Band H

Standards and Expectations

- Be an excellent role model, exemplifying high personal and professional standards and promoting high expectations for all members of the Trust.
- Be a highly visible, proactive and approachable presence to pupils, staff, and other stakeholders across the Trust and at Academy/Trust events and activities while sustaining the specific demands of the role.
- Be proactive, strategically plan ahead and establish professional networks that will support and enhance the work of the Trust.
- Sustain wide, current knowledge and understanding of education and relevant business systems and processes locally and nationally, and pursue continuous professional development.
- Maintain and operate in the 'bigger picture' view of the Trust securing the connectivity/implications of change and challenge across the spectrum of Academy operation.
- Celebrate success at every opportunity and implement ambitious strategies for continuous improvement while proactively challenging underperformance at all levels.
- Have high expectations against external benchmarks, engaging in systematic quality assurance, preparing for inspection, self-evaluation and improvement planning for all aspects of Academy life as well as specific areas of individual responsibility.
- Take responsibility for promoting and safeguarding the welfare of children, young people, and adults within the organisation.
- 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, 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 keep abreast of statutory and regulatory guidelines within area of responsibility and ensure Leaders are kept up to date so that systems and processes secure compliance.
- To contribute to policy formulation and strategic direction of service area/area of responsibility.
- 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 highly effective quality assurance and forensic evaluation.
- To report and advise on any matter that may place the brand and reputation at risk.

Leading People and Managing Performance

- To lead and develop staff within the team to deliver high quality performance, ensuring that effective performance management arrangements are in place.
- To ensure that teams have a clear structure, roles and responsibilities and work in an integrated way.
- To take responsibility for line managing specific individuals and teams, being accountable for their performance and ensuring that they meet the overall standards expected by the Trust.

- To lead, plan, co-ordinate and manage the work of the team, including the development of their skills/knowledge and maximising the potential of all staff through professional support and challenge.
- To provide effective leadership and operational management of the teams and functions, ensuring that staff adopt the values and expected behaviours of the Trust to deliver a high-performance culture.
- To ensure that Leaders receive high quality advice and guidance emanating from area of work/responsibility.
- To actively manage own performance and that of others, participating in the Trust's appraisal process as Appraiser and Appraisee.

Engagement with Stakeholders

- To build and maintain effective professional relationships with relevant external stakeholders and service user groups.
- To lead and contribute to the development and delivery of staff and leader training and support across the Academy/Trust.
- To secure and actively engage with professional networks and collaborative arrangements with outside agencies and professional bodies associated with area of responsibility.
- To provide reports and updates to Leaders and Governors 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.

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Person Specification

Executive Support Officer

	Essential	Desirable
Qualifications and Training	• GCSE English and Maths at Grade C/4 or above, or equivalent qualification. • Professional relevant qualification at Level 4 or commitment to work towards.	• Clerking qualification or training (e.g. National Governance Association Clerking training). • Microsoft Office qualification or equivalent.
Experience, Knowledge and Understanding	• Strong demonstrable experience providing executive support, including diary management, meeting coordination, and preparation of papers. • Experience of taking accurate minutes and/or clerking boards / committees and managing action logs. • Experience of working with confidential and sensitive information. • Experience of managing multiple priorities and working to deadlines. • Experience of developing other colleagues.	• Experience of clerking committees or governing bodies. • Experience working in an education setting or with governance processes. • Experience of coordinating complaints, FOIs or DSARs. • Knowledge of data protection legislation and information governance. • Knowledge of governance management systems and databases
Skills and Attitude	• Excellent written and verbal communication skills, with the ability to produce high-quality papers, minutes, and reports. • Strong organisational skills, with the ability to manage multiple priorities, deadlines, and governance cycles. • High attention to detail and accuracy, particularly in relation to statutory and regulatory compliance. • Ability to draft professional correspondence and reports. • Ability to provide proficient executive support and manage complex diaries and priorities. • Ability to develop and support a team. • Strong IT skills, including Microsoft Office and governance management systems. • Ability to stay calm under pressure and manage competing demands. • Ability to build effective relationships with a wide range of stakeholders.	• Ability to take accurate minutes in complex or technical meetings.
Personal Qualities and Attributes	• Professional, discreet, and trustworthy, able to handle confidential information with integrity. • Proactive and solutions-focused, able to anticipate needs and take initiative. • Flexible and adaptable, able to respond to changing priorities.	

	• Committed to delivering a high-quality service and supporting the Trust's vision. • Positive, collaborative and an effective team player. • Resilient and able to work effectively under pressure.	
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 develop own knowledge and expertise and share good practice in the area of governance.	

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

Postholder Acceptance

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

Postholder Name .....

Postholder Signature .....

Date .....

Place Partnership

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Place Partnership is a Charitable Company limited by guarantee.
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