



A MULTI-ACADEMY TRUST

Recruitment Pack





Welcome to Candidates

Thank you for your interest in joining Place Partnership. This pack contains the ambition for our new organisation and the details of our journey to date, alongside information regarding the role we are looking to recruit to.

We are incredibly excited to be in the process of finalising our new Shared Services Team. This team of highly skilled colleagues will be dedicated to supporting us to realise our ambitious vision for education at Place Partnership, where people belong, place matters and purpose lasts.

Place Partnership represents 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. Both organisations shared a clear ambition – to grow our families of schools, extend the impact of our work, and ensure more children, families and communities could benefit from high-quality education. We recognise that by coming together, we will create a larger organisation with greater capacity to deliver exceptional learning experiences, strengthen school improvement, and contribute more meaningfully to the wider education system. From 1 September 2026, we will comprise 12 academies, supporting children and young people from early years through to Post 16.

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 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 has always been 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
CEO

Vision

People belong, place matters, purpose lasts.



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.

Mission

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



The Heart of our Communities

Bringing together two closely connected regions through the merger was a deliberate and meaningful choice.

From the outset, we recognised that place matters, and that pride in local identity 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.

This work will be made possible through a strong and well coordinated shared services model. Our teams will operate within a single executive structure, with strategic and operational functions delivered through two geographical hubs in Rotherham/Doncaster (South) and Wakefield (West). As a larger Trust, we will have greater flexibility to shape roles around individual strengths and to offer meaningful opportunities for cross collaboration and professional development.

By bringing together specialist expertise and ensuring it is accessible to every academy, we will enable our schools to focus on what matters most: delivering exceptional education and improving outcomes for every young person we serve.

The Shared Services model incorporating Finance, People, ICT, Data, Estates, Governance & Executive Support and Marketing & Communications strengthens the quality, consistency, and reliability of support across Place Partnership.

If you have the drive and passion to help shape something new, we would be delighted to hear from you.

Place Partnership is embarking on an exciting journey, and we are looking for talented, motivated people who can help us achieve our ambitions.



12 academies
9,000 pupils
1,050 staff



- | | |
|---|--|
| 1. Ossett Academy
Accord Sixth Form College | 7. Sir Thomas Wharton Academy
The Sixth Form Partnership |
| 2. South Ossett Infants Academy | 8. Ravenfield Primary Academy |
| 3. Horbury Academy | 9. Maltby Redwood Academy |
| 4. Horbury Primary Academy | 10. Maltby Manor Academy |
| 5. Middlestown Primary Academy | 11. Maltby Lilly Hall Academy |
| 6. Wath Academy
Wath Academy Sixth Form | 12. Maltby Academy
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.



GREAT BARRIERS RISE
The Great Barrier Reef has the world's largest coral reef system composed of over 2,900 individual reefs and 600 islands stretching for over 2,300 kilometres (1,400 miles) in one of the world's most beautiful natural wonders.

HR Advisor

Location: Place Partnership (South Hub)

Salary: £35,412 - £38,220

Contract: Full Time, Full Year

Start date: As soon as possible

About the Role

We are seeking to appoint a confident and knowledgeable HR Advisor to deliver a responsive first-line HR advisory and operational service across the Trust. The postholder will provide advice and guidance to academy colleagues, triaging and resolving queries. The role will help ensure the consistent application of HR processes and the smooth management of the full employee lifecycle.

The HR Advisor will play a key role in delivering an efficient recruitment and onboarding service across academies, supporting managers to ensure a timely, positive candidate experience. A strong focus on operational excellence, compliance and assurance will underpin the post, including the accurate issuance of contracts, variation letters, and leaver documentation; maintaining high-quality, GDPR-compliant HR records; monitoring probation periods and fixed-term contract end dates; assisting with policy updates and HR project work; and supporting consistent use of HR systems and digital workflows. Experience of HR in education, including workforce terms and conditions for teaching and support staff, would be desirable.

Alongside advisory work, the HR Advisor will line manage the HR Assistant. This will include allocating and overseeing day-to-day transactional activity and administration, quality assuring outputs, and providing coaching and development to build capability, confidence, and resilience across the team. Working collaboratively with HR colleagues and payroll, the postholder will help ensure a joined-up, end-to-end service that is professional, accurate and customer-focused.

A visible and responsive presence across academies will be essential, building strong relationships with internal and external stakeholders and signposting colleagues to relevant resources and guidance where appropriate.

About You

The successful candidate will be...

- Approachable, empathetic, and professional, with a genuine commitment to supporting colleagues across the Trust.
- Calm under pressure, able to stay composed and solution-focused when managing competing priorities.
- Confident and credible, able to have constructive conversations and provide clear guidance with tact.
- Resilient and adaptable, comfortable working flexibly across different sites and priorities.
- An excellent communicator with strong interpersonal and customer service skills.

- Pragmatic and fair, applying sound judgement and maintaining consistency.
- Reliable, discreet, and able to handle highly confidential information with integrity.
- Detail-focused and conscientious, with a strong sense of accountability and follow-through.
- Positive and collaborative, helping to build a high-performing and customer-focused team culture.

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 represents 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. Both organisations shared a clear ambition – to grow our families of schools, extend the impact of our work, and ensure more children, families and communities could benefit from high-quality education. We recognise that by coming together, we will create a larger organisation with greater capacity to deliver exceptional learning experiences, strengthen school improvement, and contribute more meaningfully to the wider education system. From 1 September 2026, we will comprise 12 academies, supporting children and young people from early years through to Post 16.

We treat people with care and compassion, building belonging, and hold high expectations because everyone matters. We recognise that our people are our greatest strength, and as such, we offer a comprehensive suite of benefits as part of our commitment to wellbeing and professional growth. For full details, 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 mergerenquiries@accordmat.org.

Closing Date: Friday 05 June 2026 at 9am.

Interviews are expected to take place between: 09 June to 12 June 2026

Place Partnership is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. This post is subject to an enhanced Disclosure and Barring Service (DBS) check, further details of which can be found at www.gov.uk/disclosure-barring-service-check.

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.

Role Description

HR Advisor

NJC Pay Range:	Band H
Responsible For:	HR Assistant
Responsible To:	HR Operations Manager

Main Purpose of the Post

- Provide HR advice and guidance to Academy Leaders and staff, resolving issues and triaging employee relations issues using agreed workflows.
- Deliver and oversee day-to-day HR administration, including employment contracts, onboarding, HR records, and compliance documentation, ensuring accuracy and legal compliance
- Lead the end-to-end recruitment process across Academies, including advert preparation, candidate management, offer processes and pre-employment safer recruitment checks.
- Support HR Partners with employee relations casework, workforce planning and organisational change, contributing to consistent and professional HR Shared Service delivery across the Trust.
- Supervise and develop HR Assistants, ensuring high-quality, timely and customer-focused transactional HR services.

Key Areas of Responsibility

HR Advice and Casework Triage

- Provide first-line advice on HR policies, procedures, terms and conditions, attendance, conduct, family leave, flexible working, and general employment matters. Signpost staff to relevant resources, guidance, and support services.
- Triage employee relations queries, determining appropriate responses and escalating complex issues to HR Partners or the HR Operations Manager.
- Support managers in applying HR processes, ensuring consistent practice, accurate documentation and compliance with employment legislation.
- Attend meetings including but not limited to managing staff absence, investigations, developing performance and capability to provide procedural support and advice.
- Maintain confidentiality and handle sensitive matters with discretion and professionalism.

Leadership and Management

- Line manage the HR Assistant; allocating and overseeing their day-to-day work ensuring accuracy and timely completion of transactional processes.
- Provide training, coaching, guidance and support to develop capability, confidence, and resilience within the team.
- Quality-assure HR Assistant outputs, ensuring consistent standards of customer service and compliance.
- Model and reinforce high standards of accuracy, professionalism, confidentiality, and customer service.
- Support the wider HR Shared Services Team and work collaboratively with all colleagues including payroll to ensure end to end HR and payroll provision.

Recruitment Staffing and Onboarding

- Lead on the delivery of an efficient and responsive recruitment service, checking drafted adverts, advise hiring managers on recruitment approaches, and ensure vacancies are posted in a timely manner to approved platforms.
- Coordinate shortlisting and interview arrangements with hiring managers across Academies.

- Lead on the candidate communication process, ensuring a positive and timely candidate experience throughout the recruitment process.
- Oversee the issuing of offer paperwork and ensure all safer recruitment pre-employment checks are completed satisfactorily, including DBS, references, right-to-work and medical clearance.
- Maintain recruitment tracking and provide regular updates to Academy Leaders, HR Partners, and HR Operations Manager.

HR Operations, Contracts and Employment Lifecycle

- Ensure contracts of employment, variation letters and leaver documentation is issued accurately and in a timely manner.
- Process onboarding documentation and coordinate induction and onboarding activities for new starters, supporting induction events.
- Maintain accurate, GDPR-compliant HR records within the HR MIS, supporting high-quality data and audit readiness.
- Monitor probation periods, fixed-term contract end dates, and required employment reviews.
- Advise and support managers and employees with regards to the appraisal process and other professional development opportunities.
- Support the implementation and consistent use of HR systems and digital workflows, identifying areas for improvement.
- Prepare letters and HR documentation using agreed templates and systems.

Compliance, Record-Keeping and HR Assurance

- Ensure all recruitment and employment processes are compliant with safer recruitment, safeguarding, data protection, and employment legislation.
- Maintain accurate records of absences, changes, and HR approvals.
- Support internal audits by providing evidence, records, and compliance documentation.
- Work with HR colleagues to prepare for and ensure the timely submission of the School Workforce Census.
- Ensure all Single Central Records are maintained and fully compliant in readiness for regular reviews by Trust colleagues and for Ofsted inspections.
- Ensure adherence to Trust policies, HR procedures, and statutory requirements, escalating risks where identified.

Support to HR Partner, Workforce Planning and Organisational Change

- Support HR Partners with casework (e.g., disciplinary, grievance, capability, sickness), ensuring timely progression of cases and lead on allocated casework as required.
- Support workforce data collection, workforce planning activities, and organisational change processes, including restructures and consultations.
- Assist in the delivery of training to middle and senior leaders to raise their awareness of people management issues and HR policies/ procedures.
- Prepare HR reports and dashboards, highlighting trends or issues for review.
- Assist in policy updates, HR project work and improvement initiatives as required.

Stakeholder Engagement and Cross-Trust Support

- Build and maintain strong professional relationships with Academy Leaders, HR colleagues, and external stakeholders.
- Maintain a visible and responsive presence across Academies, providing on-site support as required.
- Advise managers and employees on available employee benefits ensuring the Trust's employee benefits portal is up to date and staffing changes are actioned in a timely manner.
- Support with the development of the Trust's Employee Benefits offer.
- Represent the HR team professionally, promoting high standards of customer service and Trust values.
- Liaise and consult with Trade Unions as necessary in relation to operational issues/ cases and organisational change, in order to maintain and develop positive and constructive working relationships.
- Work flexibly across hubs to provide cover during peaks, leave, or sickness.
- Contribute to continuous improvement of HR processes and ways of working.

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 Hub locations to support Academies and 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.

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 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 for the role.
- Be proactive, strategically plan 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 the 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.
- 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 the 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 the 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 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 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.
- 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 the 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.

Person Specification

HR Advisor

	Essential	Desirable
Qualifications and Training	<ul style="list-style-type: none"> • CIPD qualified. • Evidence of continued professional development. • Educated to GCSE Level C / Grade 4 in English and Mathematics. 	
Experience, Knowledge and Understanding	<ul style="list-style-type: none"> • Experience in HR administration, recruitment, and casework support. • Competent in Microsoft Office and HR systems. • Strong understanding of HR processes, GDPR, and confidentiality. • Knowledge of safer recruitment and safeguarding compliance. • Experience of developing colleagues and / or line management of a small team. 	<ul style="list-style-type: none"> • Experience in education HR or Multi-Academy Trusts. • Experience of providing advice on Terms and Conditions of Employment for teaching and non-teaching employees. • Understanding of School Teachers Pay & Conditions, Burgundy Book and NJC Conditions of Service (Green Book).
Skills and Attitude	<ul style="list-style-type: none"> • Excellent communication skills and customer service approach. • Excellent organisational and time management skills. • Strong analytical and problem-solving abilities. • Ability to work flexibly and manage competing priorities. • Ability to stay calm and controlled under pressure and meet deadlines. • High level of accuracy and attention to detail. • Proactive and solution-focused approach. 	
Personal Qualities and Attributes	<ul style="list-style-type: none"> • Professional, discreet, and able to handle highly confidential information with integrity. • Effective communicator both in verbal and written form to a variety of audiences. • Ability to work with a wide range of people and build effective working relationships. • Conscientious and reliable with strong professional integrity. • Ability to motivate and develop others. • An advocate for the Trust. • Resilient and able to adapt to changing priorities and legislation. 	

Commitment

- Commitment to diversity and equality of opportunity in all working practices.
- Commitment to child protection and safeguarding policies and procedures.
- Commitment to personal and professional learning development.

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



This role is part of Place Partnership, which will be formed on 1 September 2026 from the existing legal entity of Maltby Learning Trust (MLT). Appointments that are scheduled to start before 1 September 2026 will be contracted to MLT as the legal entity, which will then become Place Partnership at the point that the merger is finalised.

Please visit our websites for further information and how to apply.



t. 01924 668936 **w.** accordmat.org/join-our-team/our-vacancies
Storrs Hill Road, Ossett
West Yorkshire WF5 0DG



t. 01709 288 090 **w.** maltbylearningtrust.com/vacancies
Maltby Grammar Business Hub,
Braithwell Road, Maltby, Rotherham S66 8AA