



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 BARRAGE HUB
The Great Barrage Hub is the only large-scale water project in the world to be built in a city. It will create a new water supply for London and provide a new home for the city's water treatment works.



HR Operations Manager

Location: Place Partnership Trust

Salary: £42,839 – £46,142 per annum

Contract: Full Time, Full Year

Start date: As soon as possible

About the Role

We are seeking to appoint a pragmatic and detail-oriented HR Operations Manager to lead and develop efficient, compliant and accurate delivery of all HR operations across the Trust. The successful candidate will provide day-to-day operational leadership of the transactional side of the HR Shared Services team, driving high standards across recruitment, onboarding, contracts, payroll, employment changes, and HR compliance.

The HR Operations Manager will oversee end-to-end recruitment and onboarding processes, ensuring vacancies are progressed efficiently, managers are supported effectively, and candidates receive timely, professional communication. Strong operational oversight and assurance will be central to the role, with responsibility for maintaining resilient workflows, monitoring service delivery, and strengthening processes, templates and guidance to improve quality and consistency. Compliance with safer recruitment requirements, Trust policies and GDPR will be crucial, with risks escalated appropriately.

The postholder will lead the effective implementation, use and development of the Trust's HR systems (HR MIS), ensuring high-quality workforce data and producing workforce reports and dashboards to support decision-making. They will also lead system improvements, upgrades and integrations (including with payroll) to enhance efficiency and data accuracy.

An effective and collaborative leader, the HR Operations Manager will line manage HR Advisors and the Payroll Advisor, providing clear direction, performance management, and professional development. They will monitor and balance workloads to ensure resilience, business continuity and a high-performing HR service for the whole Trust. They will also work with HR Partners and the Chief People Officer to support Trust-wide people strategies, policy implementation and improvement initiatives.

About You

The successful candidate will be..

- CIPD Level 5 qualified with substantial experience in HR operations, administration or recruitment.
- Pragmatic and solutions-focused, with sound judgement and the confidence to drive decisions.
- Process-minded and improvement-led, spotting inefficiencies and driving simple, user-friendly ways of working.

- Collaborative and relationship-driven, building productive working links across HR, payroll, finance and academies.
- Proactive and forward-planning, anticipating pinch points and putting cross-cover and workflow controls in place.
- Digitally confident and data-aware, comfortable working with HR systems and using insight to improve service delivery.
- Highly organised and methodical, with the ability to manage multiple priorities, ensure attention to detail and meet tight deadlines.
- Professional, discreet, and able to handle highly confidential information with integrity.

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.



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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 Operations Manager

NJC Pay Range:	Band J
Responsible For:	HR Advisors and Payroll Advisor
Responsible To:	Chief People Officer

Main Purpose of the Post

- Lead and develop the Trust's operational HR Shared Service, ensuring efficient, accurate and compliant delivery of HR operations, recruitment, HR systems, and payroll administration.
- Manage the end-to-end recruitment and onboarding function across the Trust, ensuring high quality candidate experience, safer recruitment compliance, and timely processing of all employment checks.
- Oversee HR systems, workforce data and reporting, ensuring data integrity, insightful workforce analytics, and strong HR MIS performance to support informed decision making.
- Provide effective line management and leadership to HR Advisors and Payroll Advisor and the wider HR Team including HR Assistants and Payroll Assistant, ensuring resilience, balanced workloads, and a high performing HR Shared Service.
- Work collaboratively with HR Partners and the Chief People Officer to support Trust wide people strategies, policy implementation, and continuous improvement initiatives.

Key Areas of Responsibility

Leadership of Operational HR Services

- Lead the day-to-day delivery of HR operations, ensuring accuracy, timeliness and high standards across recruitment, contracts, onboarding, variation processes, leavers, and HR compliance tasks.
- Ensure the transactional HR service remains resilient through effective workforce planning, cross cover arrangements, workflow monitoring, and escalation management.
- Review and improve HR processes, templates, workflows, and guidance to ensure efficiency, consistency, and user-friendly operations across the Trust.
- Ensure compliance with employment legislation, Trust policies, safer recruitment, and GDPR requirements, escalating risks where appropriate.

Recruitment, Onboarding and Safer Recruitment Compliance

- Manage the full end-to-end recruitment service for the Trust and all Academies, from vacancy approval to onboarding.
- Oversee creation and maintenance of standardised job descriptions, adverts, recruitment packs, and candidate facing materials.
- Ensure all vacancies are advertised promptly, applications are monitored, and managers are supported through shortlisting and interview processes to deliver a high quality first impression of the Trust.
- Ensure HR Advisors and HR Assistants deliver professional candidate communications, ensuring a positive recruitment journey.
- Ensure timely and robust completion of satisfactory safer recruitment preemployment checks, including DBS, references, right-to-work, medical clearance.
- Identify and act on opportunities to improve recruitment quality, efficiency, and succession planning.

HR Systems, Workforce Data and Reporting

- Oversee Trust HR systems (HR MIS), ensuring accurate, up to date workforce records, strong data governance, and GDPR compliance.
- Produce routine workforce reports and dashboards, providing the Chief People Officer and HR Partners with accurate data for analysis and decision making.
- Lead improvements, upgrades, and configuration changes to the HR system, ensuring integration with payroll and other Trust platforms where relevant.
- Ensure HR Advisors and HR Assistants receive appropriate training and support to use HR systems confidently and consistently.
- Maintain high-quality data to support statutory returns such as the School Workforce Census.

Leadership and Management

- Line manage HR Advisors and Payroll Advisor, providing clear direction, performance management, coaching, and professional development.
- Monitor workloads, redistribute tasks where necessary, and maintain strong cross cover arrangements to ensure business continuity.
- Foster a collaborative, supportive and solution focused team environment centred on accuracy, customer service, and continuous improvement.
- Ensure consistent application of Trust policies, standards, and procedures across the HR Shared Services operations team.

Payroll Compliance and Compliance Assurance

- Work closely with the Payroll Advisor & Payroll Assistant to ensure accurate monthly payroll processing, proactive resolution of discrepancies and robust payroll controls.
- Oversee HR to payroll data flows, ensuring timely submission of accurate workforce changes (new starters, leavers, variations, absences etc).
- Ensure alignment between payroll, HR system records and contractual documentation for audit and compliance.
- Support the payroll team in maintaining accurate pension and statutory records.
- Lead operational improvements to minimise payroll errors and strengthen audit trails.
- Lead the payroll function, acting as lead escalation point if required and delegating tasks as appropriate to the Payroll Advisor and Payroll Assistant.

Stakeholder Engagement and Cross Trust Support

- Build strong and trusted relationships with Executive Leaders, Academy Leaders, HR Partners, Finance, and other Shared Services teams.
- Provide clarity and guidance to Academies on HR processes, timelines, requirements, and compliance expectations.
- Represent the HR operations function in Trust working groups, meetings, and project activity.
- Provide cover and on-site support to Academies when operational demands require it.
- Support the wider HR Shared Services Team to ensure delivery of an efficient and timely people service to all stakeholders including supporting casework processes where required.
- Support and direct HR Advisors where applicable to assist and /or lead on their own allocated cases, developing skills and experience within the wider HR Team.

Continuous Improvement, Policy Implementation & HR Service Development

- Contribute to the review, implementation and communication of Trust HR policies and processes.
- Identify opportunities to streamline workflows, improve user experience, and strengthen compliance controls.
- Support delivery of Trust wide people projects led by the Chief People Officer or HR Partners.
- Promote a culture of service excellence, customer first behaviours, and continuous development across the HR operations team.

Other Considerations Relevant to the Role

- Regular travel across the Trust's Academies and offices is required to ensure effective leadership and support.
- Maintain high standards of confidentiality, safeguarding awareness, equality, and GDPR compliance.
- Undertake ongoing professional learning and development, remaining current with employment legislation, case law, and HR best practice.
- 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.

Role Description

Supplementary Information

NJC Pay Range:	Band J
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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 engage with the latest educational, business research and legislation to inform effective policy development and seek to influence it.
- To contribute to the strategic direction of the service area and review and update all relevant policies in line with statutory requirements.
- To take a lead role in ensuring Trust workstreams are compliant with policy and practice related to area of responsibility.
- To maintain the overall integrity of the Trust in relation to area of responsibility.
- To conduct comprehensive due diligence on area of responsibility for any school considering joining the Trust and advise the Executive Leaders on any associated risk.
- To promote and safeguard the welfare of pupils and other adults within the Trust by adhering to all statutory and associated workplace policies.
- To contribute to the formulation, implementation, and review of safeguarding arrangements.
- 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 Executive 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 represent the Trust within external forums, creating opportunities to enhance the profile of Place Partnership and acting as a strong and effective influencing voice in those partnerships.
- To build and maintain effective professional relationships with relevant external stakeholders and service user groups.
- To liaise with all curriculum areas to plan and implement effective service and support for staff and pupils.
- To lead and contribute to the development and delivery of staff and leader training and support across the 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 Executive 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 Operations Manager

	Essential	Desirable
Qualifications and Training	<ul style="list-style-type: none"> • CIPD Level 5 qualified. • Evidence of continued professional development. • Educated to GCSE Level C / Grade 4 in English and Mathematics. 	<ul style="list-style-type: none"> • Professional payroll qualification (e.g. CIPP Foundation Degree, Diploma in Payroll Management).
Experience, Knowledge and Understanding	<ul style="list-style-type: none"> • Substantial experience in HR operations, administration, or recruitment. • Proven experience managing HR systems and workforce data. • Strong understanding of HR compliance, employment law, and GDPR. • Experience line managing teams and driving operational performance. 	<ul style="list-style-type: none"> • Experience in education HR or multi-Academy Trusts • Knowledge of payroll processes and systems. • Experience with recruitment and safeguarding compliance in schools. • 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). • Experience with specific payroll systems (e.g. iTrent, Edupay).
Skills and Attitude	<ul style="list-style-type: none"> • Excellent organisational skills, with the ability to manage multiple priorities and meet tight deadlines. • Strong analytical and problem-solving abilities. • Strong IT skills, including Excel and payroll/HR systems. • 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. • Strong leadership and people management skills. 	
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. 	

	<ul style="list-style-type: none"> • Ability to work with a wide range of people and build effective working relationships • Ability to motivate and develop others. • Positive, collaborative and an effective team player. • Committed to providing excellent customer service to staff. • Ability to think strategically and contribute new ideas. • Conscientious and reliable with strong professional integrity. • An advocate for the Trust. 	
<p>Commitment</p>	<ul style="list-style-type: none"> • 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. 	

**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