



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.



Premises Manager

Location: West Hub (Ossett Academy & South Ossett Infants Academy)

Salary: Band I, £39,152 to £41,771 (actual salary)

Contract: Full Time, Full Year

Start date: As soon as possible.

We are seeking an experienced and highly motivated Premises Manager to take responsibility for the effective day-to-day management, safety, and maintenance of the Ossett Academy & South Ossett Infants Academy buildings and estates. This is a pivotal leadership role focused on ensuring that all facilities are safe, compliant, clean, and well maintained, creating an environment that supports high-quality teaching and learning.

As Premises Manager, you will be responsible for overseeing the day-to-day running of buildings, grounds, and plant, ensuring that the site is safe, secure, and operating efficiently. You will take ownership of site operations, including managing access, security systems, and responding to urgent situations such as adverse weather, building failures, or emergency incidents, always ensuring continuity and safety. You will work closely with academy leaders, staff, and external partners to resolve issues promptly and to deliver high standards of facilities support alongside the Director of Estates and Estates Hub Leader.

The role also involves leading and developing a team of premises staff, ensuring that they are effectively deployed, trained, and supported to deliver a high standard of service. You will manage rotas, allocate work, monitor performance, and ensure that all staff understand and comply with health and safety procedures. You will foster a proactive, solution-focused culture within the team and provide technical guidance to support professional development.

You will take responsibility for managing contractors on site, ensuring that all work is carried out safely, to specification, and delivers value for money. This includes overseeing procurement activities, monitoring budgets, and ensuring effective use of resources. You will also ensure high standards of cleanliness across the sites, either through direct management of in-house cleaning teams or by monitoring contracted services and addressing any performance issues promptly.

About You

The successful candidate will be...

- Proactive and highly organised, able to plan ahead, prioritise effectively and keep all sites operating smoothly.
- Visible and hands-on, with a practical approach to monitor standards, coach teams and resolve issues.

- A strong people leader, able to motivate their teams while supporting the Estates Hub Leder to build a consistent approach across the West Hub.
- Commercially aware and quality-driven, able to challenge contractors appropriately, secure value for money and ensure safe working practices.
- Calm under pressure, able to respond decisively to incidents and emergencies, maintaining safety and business continuity.
- Committed to continuous improvement for our academies, always spotting opportunities to streamline processes, raise standards and improve the day-to-day experience for our young people, staff and visitors.
- Effective at building relationships and working collaboratively with colleagues and leaders across the Trust.

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 hr@accordmat.org.

Closing Date: Friday 10 July 2026 at 10.00am

Interviews are expected to take place Thursday 16 July 2026

Please return completed application forms to hr@accordmat.org.

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.



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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

Premises Manager

NJC Pay Range:	Band I
Responsible For:	Estates Team including Senior Premises Officers, Premises Officers, Premises Assistants, Cleaning teams (where in-house) & Minibus Drivers
Responsible To:	Estates Hub Leader

Main Purpose of the Post

- Secure professional management of day-to-day operations, safety and maintenance of Academy facilities and estates ensuring the buildings, grounds and facilities are safe, compliant, clean, and well maintained and conducive to high-quality learning.
- Provide effective management and development of Academy premises staff, ensuring effective deployment, training, performance, and delivery of high standards across site operations.
- Manage statutory compliance, inspection regimes and building systems, ensuring all checks, servicing and records are completed, evidenced, and escalated when required.
- Lead on-site contractor management, ensuring safe working practices, adherence to specification and quality control.
- To manage relevant facilities budgets.
- Contribute to Academy wide estates planning and reporting, providing updates, risk information and operational insight to Estates Hub Leader, the Director of Estates and the CCOO.

Key Areas of Responsibility

Site Management

- Manage the day-to-day running of buildings, plant, and grounds, ensuring the site is safe, secure, and well-maintained through daily supervision and quality assurance of premises, cleaning, and grounds contractors.
- Exercise delegated decision-making authority on urgent, unplanned, and routine matters, using sound judgement and escalating when necessary.
- Oversee opening and locking of premises, security systems, and access control, providing cover if required in the absence of designated key holders.
- Lead the response to urgent site issues including but not limited to floods, leaks, power failures, weather-related hazards, and vandalism coordinating actions to secure the premises, safeguard users, and restore normal operations.
- Support the response to incidents affecting business continuity within the scope of agreed working arrangements, ensuring appropriate communication and cover procedures are followed during periods of unavailability.
- Liaise with Academy Leaders, staff and contractors on premises, safety and facilities matters, ensuring effective communication and timely resolution of issues.
- Lead the planning and provision of high-quality facilities and estates support for Academy events, directing estates colleagues to ensure all arrangements meet the expected standards.
- Act as the lead point of contact for the external lettings management company, responding to any matters arising, and escalating significant issues where appropriate.
- Ensure safe access to the site during adverse weather, including gritting, snow clearance, and hazard mitigation.

- Ensure full compliance with all statutory and regulatory requirements including but not limited to fire safety, asbestos, legionella, electrical safety, gas safety, and site security.
- Conduct regular building conditions and health and safety checks, and resolve or escalate any urgent defects or safety concerns.
- Maintain audit ready compliance records, logs, and evidence, ensuring documentation is stored correctly and up to date.
- Coordinate, schedule, and oversee all statutory and PPM (planned preventative maintenance) schedules including but not limited to mechanical and electrical systems, fire safety, and water hygiene, ensuring all reports are reviewed and remedial actions logged, prioritised, and actioned.
- Ensure all building systems (heating, ventilation, lighting, security, BMS) operate effectively, reporting and resolving faults as required.
- Oversee servicing, inspection and safe operation of curriculum-specific equipment including but not limited to fitness suite equipment, D&T workshop, kitchen equipment, science, and specialist teaching equipment.
- Review the risk assessment database regularly, ensuring local context and incident-related risks are captured, assessments are communicated and implemented, and emerging risks are escalated to academy and Trust Leaders. Advise Academy staff in relation to safe use of chemicals and equipment in line with COSHH and Health and Safety regulations and model safe working practices for pupils and staff, providing support and guidance with tailoring risk assessments as required.
- Support external representatives undertaking site inspections including but not limited to Environmental Health, HSE, Fire Officers, Trust insurers, DfE conditions inspectors.
- Support the Academy with evacuation and lock down drills as directed by Academy Leaders ensuring any updates and feedback is communicated to the Shared Services Estates Team.
- Act as a designated Fire Warden/Marshal, supporting academies in maintaining their fire strategy, ensuring accurate record-keeping, and coordinating planned and unplanned fire evacuations as directed by Academy Leaders.
- Provide local input on estate condition, informing SCA prioritisation and capital planning.
- Oversee the rolling programme of maintenance, redecoration and improvement works in line with Trust Estate Management Plans.
- 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.

Accidents and Incidents

- Oversee the investigation of all accidents reported via the Trust's reporting system, ensuring RIDDOR requirements are met in accordance with Trust policy and UK health and safety legislation, and that outcomes are communicated to relevant stakeholders.
- Provide support as required in collating evidence to facilitate smooth and defensible insurance claims management.

Team Management

- Lead, support, and supervise premises staff, including task allocation, rota management, and performance appraisal.
- Meet regularly with the Senior Premises Officer, Premises Officers and Academy Leaders to provide supervision, support the team, and maintain clear communication with stakeholders regarding team operations.
- Provide technical guidance and support to the Senior Premises Officer, Premises Officers and Assistants on all estates related matters.
- Conduct regular checks and quality assurance of work completed by the premises team, identifying training needs and ensuring staff are competent in health and safety procedures, manual handling, COSHH and equipment use.
- Ensure effective cover arrangements and efficient deployment of staff to meet daily operational demands, directing Premises Officers and Premises Assistants to work flexibly across hub Academies on a shift or rota basis.

Contractor Management

- Act as the primary on-site contact for contractors, ensuring safe access, inductions, welfare, site safety, supervision, and compliance with statutory health and safety in conjunction with the Trust H&S policies.
- Monitor contractor performance and inspect work on completion challenging deficiencies and ensuring high quality and value for money from works and services.

Budgeting, Procurement and Resource Management

- Manage allocated maintenance, reactive and minor works budgets, ensuring value for money and compliance with Trust financial procedures.
- Collaborate with the Estates Hub Leader and Director of Estates on capital and small-works planning, overseeing contractor and supplier visits and ensuring safeguarding compliance.
- Monitor stock levels of premises supplies and order materials, tools, equipment, and consumables as required.

Cleaning and Standards

- With support from the Estates Cluster Lead line manage in-house cleaning teams or, where services are contracted out, monitor performance and escalate issues.
- Ensure cleaning standards are maintained through regular quality assurance checks and feedback.
- Coordinate deep cleans and additional cleaning requirements for events or incidents.

Vehicle and Minibus Oversight (where applicable)

- Where relevant, oversee the safe use of school minibuses and vans by ensuring vehicles are checked daily and that they are roadworthy, clean, and defect-free before use.
- In collaboration with the Estates Compliance & Performance Co-ordinator, maintain up-to-date driver checks and registers, allowing only approved drivers to use Trust vehicles.
- Ensure any road traffic accidents and/or damage caused to the Academy vehicles, or third-party vehicles, are investigated, witness statements taken and photographic evidence provided and reported to the Estates Compliance Co-ordinator and Estates Hub Leader.
- Support with the recovery of the vehicle and/or pupils and staff in the event of a breakdown or road traffic accident.
- Ensure any defects or compliance issues are reported to the Estates Compliance & Performance Co-ordinator and Estates Hub Leader.
- Provide guidance and support to ensure drivers are fully familiar with vehicle operation and safety procedures.
- Support with coordination of MOTs, servicing, vehicle movement and replacements, and repairs as required.

Other Considerations Relevant to the Role

- To work from an identified Place Partnership location.
- To work with flexibility, travelling to and from Academies and other Trust/Hub locations in the course of undertaking work duties.
- The postholder is expected to provide reasonable out-of-hours support where required in response to critical incidents, in accordance with operational needs, and the provisions of the Green Book/NJC terms and conditions.
- 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 I
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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/service area have a clear structure, roles and responsibilities and work in an integrated way.

- To take responsibility for line managing specific individuals, teams, and areas, 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/service area 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 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 and the Trust 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

Premises Manager

	Essential	Desirable
Qualifications and Training	<ul style="list-style-type: none"> NVQ Level 4 in Academy Business Management. Or <ul style="list-style-type: none"> Equivalent in relevant discipline. and Ability to demonstrate equivalent level of knowledge. English & Maths GCSE at Grade C / 4 or above or equivalent. Full UK driving licence. 	<ul style="list-style-type: none"> Trade qualifications (e.g., electrical, plumbing, or carpentry). IOSH/NEBOSH or other health and safety qualification.
Experience, Knowledge and Understanding	<ul style="list-style-type: none"> Strong knowledge of health and safety compliance and statutory requirements. Significant experience in facilities/estates management. Experience in supervising teams and managing contractors. Competent in using estates management compliance and helpdesk systems. 	<ul style="list-style-type: none"> Experience in education or school premises management. Experience in supporting capital or refurbishment projects.
Skills and Attitude	<ul style="list-style-type: none"> Excellent organisational and time management skills. Ability to plan, prioritise and manage workloads independently. Strong analytical and problem-solving abilities. Effective IT skills. Willingness to undertake emergency callouts and work flexibly. 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"> 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. 	<ul style="list-style-type: none"> Ability to think strategically and contribute new ideas.

	<ul style="list-style-type: none"> • Flexible and willing to support occasional out of hours work. • 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. • Commitment to participate in all Health & Safety training requirements as issued by the Trust, ensuring compliance with safe working practices. 	

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



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