Maltby Manor Academy

Recruitment Pack



Welcome to Applicants

Thank you for your interest in Maltby Manor Academy.

We hope that the information contained within this pack will help you decide whether Maltby Manor Academy is the right place for the next stage of your career.

Maltby Manor Academy is a successful and nurturing primary academy providing education for children aged 3-11, including a thriving nursery provision. As part of Place Partnership, we are united by a shared vision that people belong, place matters, and purpose lasts, and we are committed to ensuring every child receives the very best start in life.

At Maltby Manor Academy, we are proud of the warm, inclusive and ambitious culture we have created. Our staff are passionate about ensuring that every child feels valued, supported and inspired to achieve their full potential. We believe that strong relationships, high expectations and excellent teaching provide the foundations for success both inside and outside the classroom.

We work closely with families and the wider community to create a positive learning environment where children can develop academically, socially and emotionally. Through a broad and engaging curriculum, alongside rich enrichment opportunities, we encourage curiosity, resilience, confidence and a lifelong love of learning.

At Maltby Manor Academy, we are committed to helping every child flourish while creating a supportive environment in which colleagues can develop and thrive. If you share our passion for inspiring young people and making a lasting difference, we would be delighted to hear from you.



Yours sincerely,

Kate Atkin
Principal



About Place Partnership



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 and 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

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. 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.

Our Vision

People belong, **place** matters, **purpose** lasts.

Our Mission

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



Our Values

Value Our People
We commit to building a culture where people feel valued, take pride in their place, 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.

Staff Benefits

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 which support colleagues to progress into new roles and qualifications while working.
- 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.



About Maltby Manor Academy

- Maltby Manor Academy is a successful 3-11 primary academy, including nursery provision, located in Maltby, Rotherham.
- We are a welcoming and inclusive academy where every child is known, valued and supported to achieve their full potential.
- We are committed to providing a broad, engaging and ambitious curriculum that develops confident, resilient and successful learners.
- We foster strong partnerships with families and the local community to help ensure children thrive both academically and personally.
- We have been recognised by Ofsted for the strong relationships and positive culture throughout the academy.
- We are dedicated to ensuring children are well prepared for the next stage of their education and equipped with the knowledge, skills and character needed for future success.
- We offer a supportive and collaborative workplace where colleagues benefit from professional development and opportunities to work across the wider Place Partnership family.

Ofsted Report 2023

The Principal, with the effective support of senior leaders, governors and the Trust, has brought about much improvement to the quality of education on offer. Expectations and aspirations have been raised. The school continues to improve quickly.





Pupils are at the heart of this nurturing and vibrant school. They feel safe and valued as individuals. Pupils form strong relationships with the staff.

School Meals Supervisory Assistant

Location: Maltby Manor Academy
Salary: Band B, £25,614 FTE
Actual Salary: £1,173.64
Contract: 2 hour per week, Term Time + 2 Inset Days,
Start date: As Soon As Possible

About the Role

An exciting opportunity has arisen at Maltby Manor Academy for an exceptional School Meals Supervisory Assistant to work with an experienced and highly motivated team of professionals.

We are seeking to appoint a suitably qualified and talented professional to supervise pupils at both our main school setting and our new Early Years Centre during the lunch period in the dining hall, playground areas and school premises, ensuring the health and safety, welfare, physical and mental well-being of pupils and the maintenance of good order and discipline under the direction of the appropriate person as identified by the Principal.

Maltby Manor Academy already has a strong team of professionals delivering high-quality learning in and out of the classroom who work together to achieve our Trust Vision - Create a Multi Academy Trust where every child, colleague and community feels a strong sense of belonging, pride and purpose. We strive to build an education system that delivers excellent outcomes and creates a lasting, positive impact on the communities we serve. If you feel you would like to be a part of that team and could make a valuable contribution to driving standards and performance to the next level, we would like to hear from you.

About You

The successful candidate will.....

- Be committed to Place Partnership Multi Academy Trust's Vision and Values and the Academy's Core Learning Characteristics.
- Be a driven, proactive and positive individual with an unwavering commitment to continuously improving their own standards.
- Have a true growth mindset, exceptional work ethic and a sense of humour.
- Be 100% committed in supporting the Academy uphold the highest expectations of students.
- Work proactively with other colleagues, leaders and multi-agencies to support all students.
- Have the ability to engage, inspire and build excellent relationships with both students and staff.
- Have the knowledge and experience of the context in which Maltby Lilly Hall Academy operates.

Place Partnership

A MULTI-ACADEMY 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 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
- 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.

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 C Cribbis, Administration Officer,** via email ccribbis@maltbymanoracademy.com.

Closing Date: Thursday 10th December 2026 @ 9.00am

Interviews are expected to take place: Thursday 17th December 2026

To apply for the position, please visit https://placepartnership.com/current-vacancies

Place Partnership

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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 detail's 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

School Meals Supervisory Assistant

NJC Pay Range:	Band B
Responsible To:	Principal / Vice Principal

Main Purpose of the Post

- To supervise pupils during the lunch period in the dining hall, playground areas and school premises, ensuring the health and safety, welfare, physical and mental well-being of pupils and the maintenance of good order and discipline under the direction of the appropriate person as identified by the Principal.

Key Areas of Responsibility

- To ensure that pupils have visited the toilet and washed their hands before going to the dining hall for lunch.
- To organise entrance/exit of pupils to the dining hall, their seating arrangements and the dinner queue, ensuring good behaviour and a calm atmosphere.
- To deal with any behaviour issues that may occur using own judgement in line with Trust policies (to intervene or call for assistance), reporting incidents to the Principal/Senior Leader/Class Teacher as appropriate.
- To have shared responsibility with other School Meals Supervisor Assistants (SMSA's) and/or teachers for the maintenance of order and discipline.
- To encourage pupils to take responsibility for their own behaviour.
- To encourage independence (providing assistance where appropriate) to pupils eating their lunch, providing guidance with appropriate cutlery and with good table manners, providing special attention that certain pupils may need special needs, disabilities or dietary requirements.
- To promote healthy eating in line with Academy policies.
- To clear tables, wipe and reset as required and to clean up spillages immediately when food is spilt or dropped.
- Assist in the setting up and removing of furniture when necessary.
- To deal with body spillages in the dining hall in accordance with the school's health and safety procedures and to support pupils appropriately, e.g. providing clean clothing, seeking medical assistance from named First Aider.
- To ensure pupils are adequately dressed for the prevailing weather conditions, where necessary, when going into the playground.
- To supervise and control entrance to school during the lunch break to ensure children do not leave the playground. Check on any strangers who may enter the school premises and report to Principal/Senior Leader.
- To direct pupils to the playground and supervise their activities and monitor their behaviour in the playground, ensuring their safety and well-being. To being aware of changes in friendships/circumstances and provide emotional support where necessary.
- To lead on playground games and activities, encouraging socialising and play, in inclement weather supervise 'wet play' as directed.
- To supervise and control Pupil movement on the school premises (hall, stairs and classrooms etc. when they are not allowed outside in inclement weather.
- To ensure that any incidents, behaviours or accidents are reported via the appropriate mechanisms in a timely manner.
- To be aware of the cultural differences of pupils and of the school's policies on equal opportunities, and to deal with any incidents in accordance with the Academy policy.
- To adhere to all the Trust/Academy's policies, e.g. procedures on child protection and health and safety.
- Actively participate in any appropriate training when required.
- To promote the Academy's positive identity and "Can Do" ethos.

- To facilitate and encourage a lunch time provision which enhances the experience of students and helps to achieve their individual potential.

Other Considerations Relevant to the Role

- Able to undertake the physical demands of the role including bending, lifting and stretching e.g. putting out and packing away tables and play equipment, clearing tables, weeping the floor, clearing up spillages.
- Resilience to work in times of adverse weather conditions e.g. during periods of supervision outside in the playground there is potential for exposure to heat and cold which on occasions, by be higher than normal.
- Additional hours may be required to accommodate Emergency Feeding.
- Movement and lifting furniture/moderately heavy items integral to the role.

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 B

Standards and Expectations

- Be an excellent role model, exemplifying high personal and professional standards and promoting high expectations for all members of the Trust.
- 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/carers, 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 apply Academy and Trust wide policy and procedures.
- To promote and safeguard the welfare of students and other adults within the Learning Trust by adhering to all statutory and associated workplace policies.
- To ensure compliance through quality assurance and evaluation.
- To report and advise on any matter that may place the brand and reputation at risk.

Other considerations

- A Disclosure and Barring Service (DBS) check at Enhanced Level is required.
- To undertake any duties and reasonable requests that are in keeping within the requirements of this post.

Place Partnership is committed to safeguarding the welfare of children and expect all staff to share this commitment.

This supplementary information forms part of the role description and should be used alongside the role specific information.

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Person Specification

School Meals Supervisory Assistant

	Essential	Desirable
Qualifications and Training	• Good standard of education.	• Safeguard training. • First Aid training.
Experience, Knowledge and Understanding	• Strong communication and interpersonal skills. • Knowledge of safeguarding. • Ability to build effective working relationships with colleagues. • Ability to stay calm and controlled under pressure and to meet deadlines. • Ability to communicate effectively and concisely. • Experience of engaging with a wide range of people.	• Ability to think creatively and contribute new ideas. • Experience of working within an educational context. • Experience of working in a similar role.
Skills and Attitude	• Conscientious, confident and reliable. • An advocate for the Academy and Trust.	
Commitment	• Commitment to diversity and equality of opportunity in all working practices. • Commitment to child protection and safeguarding policies and procedures. • Commitment to the values and vision of Place Partnership Multi Academy Trust. • 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.*

Postholder Acceptance

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

Postholder Name .....

Postholder Signature .....

Date .....

Maltby Manor Academy

Place Partnership

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Maltby Manor Academy
Davy Drive
Maltby
Rotherham
South Yorkshire
S66 8JN

info@maltbymanoracademy.com
01709 813300