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**Careers at  
SHARE Multi-  
Academy Trust**

**Application Pack**

*Valuing People, Supporting Personal Best*

A person in a red jacket sitting at a table with a computer and a plant

Description automatically generatedA person looking at a piece of paper

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**Senior ICT Technician**

**Central Services**

A yellow quote marks on a black background

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**John McNally**

*Chief Executive Officer*

*SHARE Multi-Academy Trust*

**Quality is our driving force**

# ***Welcome to SHARE Multi-Academy Trust*, a supportive and close-knit family partnership of eight academies across West Yorkshire, and a Teaching School Hub.**

*We are proud to be an employer of choice.*

I believe our role as educators is to help children and young adults to instil a desire to learn, to overcome barriers to success, and to encourage an ambition to achieve. To reach this standard, we must first deliver for our people and ensure they feel valued, listened to and have a strong sense of belonging. In turn, our colleagues, pupils, and society all benefit enormously.

Two of our guiding principles are that ‘quality is our driving force’, and ‘teams drive success’. We know that recruiting and retaining an outstanding workforce is fundamental to achieving our aims. We therefore make it our mission to ensure every colleague within the trust has access to exceptional training and personal development opportunities, alongside a positive teaching environment, clear and ambitious progression pathways, and highly competitive packages.

We are also committed to sharing best practice across our trust, creating networks for colleagues to learn from one another, and fostering a learning environment and workplace where everyone feels supported and inspired, and can truly thrive. As a result, we are proud to be an employer of choice.

Thank you for your interest in our academies and trust. I hope you will consider joining us as we continue to deliver the very best education for our pupils. Whether you are an education practitioner looking to start your journey, or an established professional wanting to bolster your career – we look forward to working together soon.

*We must*

*first deliver*

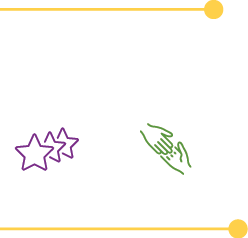
*for our people and ensure they feel valued.*

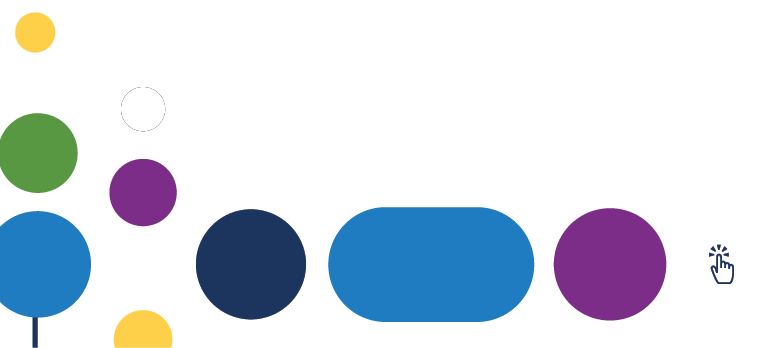
**At SHARE, we are committed to delivering strong educational standards within our**

**academies and providing our people with excellent careers. This is all underpinned by an unwavering commitment to our vision of *Valuing People, and Supporting Personal Best.***

**Teams drive success**







[**ABOUT US**](#_Welcome_to_SHARE)

[**TESTIMONIALS**](#_What_our_colleagues)

[**JOB DETAILS**](#_Job_title:)



**About**our Trust

SHARE Multi-Academy Trust was first established in

2014, and since then, we have built a solid reputation

for high standards and strong achievements.

We operate four successful primary academies and

four high-performing secondary academies across

the region. Our outstanding provision is supported

by our Calderdale and Kirklees Teaching School Hub

and national training accreditations, which enable us

to deliver exemplary training and development opportunities for education practitioners at every stage of their career, from initial training to executive leadership.

Our academies achieve excellent outcomes across the board. This includes academic attainment and school improvement, as well as maintaining exceptionally high standards in all aspects of school life including behaviour and attendance.

As a result of the trust’s supportive and inclusive approach, senior leaders invest significant time in supporting positive pupil behaviour and attendance. Our pupils attend well and are positive about learning. In turn, this creates a positive and respectful teaching and learning environment for staff, with teachers able to focus on delivering an excellent education to students without distraction, and with a manageable workload.

**Behaviour is excellent, and there are high levels of mutual respect and tolerance amongst pupils and staff.**

*Ofsted, 2023\**

***Whilst being close-knit, we are ambitious for the future.***



We are always looking for additional ways to expand our positive impact, be that by working with new schools

on exciting initiatives, or by collaborating with our

talented team of staff.

Our aim has long been to be the best trust, not

the biggest. Our priority for the future is to keep

improving standards, building on our successes,

and raising aspirations so we can support even

more pupils to achieve even better outcomes.

*\*2023 Ofsted report for Thornhill  
Community Academy, A SHARE Academy*



**ABOUT US**

**TESTIMONIALS**

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**Jack Wyatt**

*Associate Principal*

*Shelley College*

often exceed them. We continue to contribute to the generous Teachers and Local Government Pension

School Teachers’ Pay and Review Body. We use the flexibilities available to us as an academy to enhance our offers where we can.

Schemes and at least match pay awards agreed or recommended by the Local Government Association and

**Your Career**at SHARE

**Our vision of *‘Valuing People, Supporting Personal Best’* underpins everything we do. Central to our work and ability to deliver a transformational education, is our dedication to developing our greatest asset, our staff.**

That is why we have an outstanding pledge to teachers and support staff to provide professional development and training opportunities, particularly through our Teaching School Hub. We are committed to investing in our staff, ensuring that they have fulfilling careers and enjoy their jobs every day. This is fundamental to our ability to turn academies around and

deliver the very best education to pupils.

We offer a competitive package   
to all our colleagues.

**We work as a collective group of professionals to achieve common goals. Watching new teachers and leaders become established in their roles gives me an immense sense of professional pride, as they help our pupils to achieve excellent outcomes.**

As well as two generous pension schemes, we also offer

employee assistance and wellbeing packages; and flexible

and family-friendly policies, such as flexible working, shared parental leave and enhanced maternity,  
paternity, and adoption entitlement, giving colleagues

the control and freedom to work in a way that suits their needs. We offer incremental progression and cost-of-living pay increases, subscribe to local   
and national discount schemes, and provide exceptional onsite catering facilities.

We have committed to offering our colleagues pay and conditions that are at least as good as those available to colleagues in maintained schools. In practice, we



**ABOUT US**

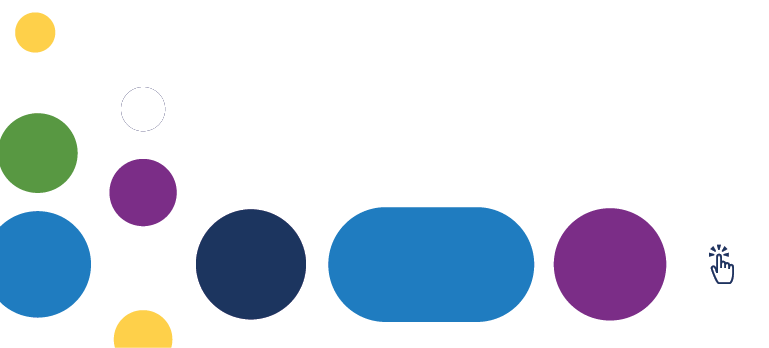
**TESTIMONIALS**

**JOB DETAILS**

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Description automatically generated"We live by our vision of ‘Valuing people, Supporting personal best’, bringing this to life in everything we do. We are all part of a family that has high expectations and a strong moral compass"

Quote by: 
Jenny Carr
Executive Principal and 
Headteacher, Royds Hall

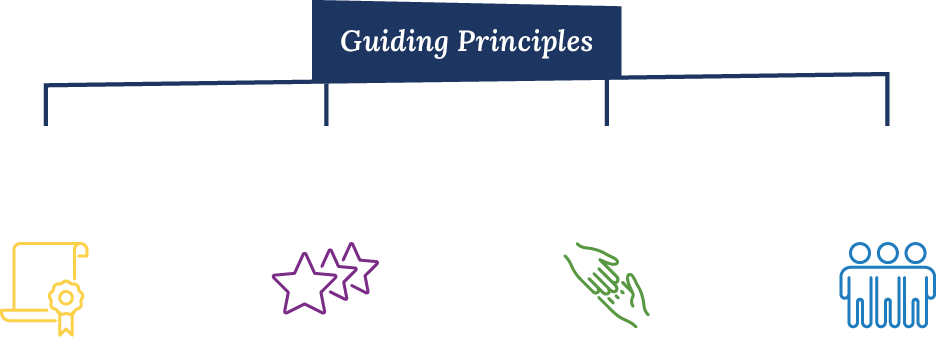


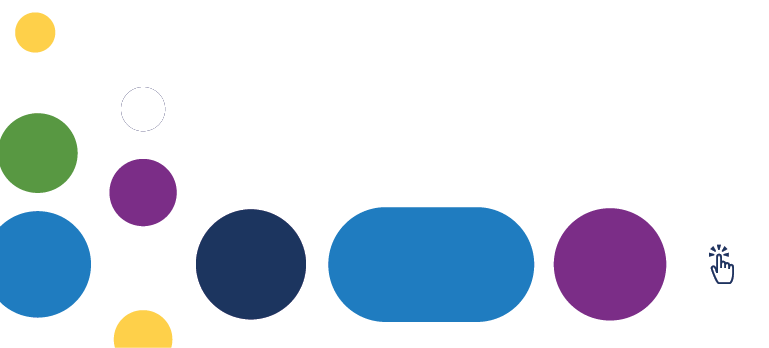
**ABOUT US**

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**JOB DETAILS**

Our Shared **Vision and Mission**





**ABOUT US**

**TESTIMONIALS**

**JOB DETAILS**

Build positive communities that achieve outstanding outcomes, together

Overcome disadvantage, so all pupils achieve outstanding outcomes

Deliver an outstanding curriculum and pedagogy

Recruit and retain an outstanding workforce

Provide outstanding leadership, management and trust infrastructure

People thrive in communities

Teams drive success

Quality is our driving force

Everyone can achieve

We have a clear and ambitious strategy as a trust, so that we can ensure we collectively fulfil our overarching vision and mission. This is built upon our guiding principles, with distinct goals and objectives linked to accountability and performance measures.

Our **Guiding Principles**

[A map of the roads

Description automatically generated with medium confidence](https://www.heatonavenue.co.uk/)[](https://www.thornhillcommunityacademy.co.uk/)[](https://www.ckteachingschoolhub.org/)[](https://www.shelleycollege.org/)[](https://www.lucklaneprimary.org.uk/)[](https://www.sharemat.org/)[](https://www.roydshall.org/)[](https://www.whitcliffemount.co.uk/)[](https://www.millbridge.org.uk/)[A blue sign with white text

Description automatically generated](https://www.woodsidegreenprimary.org.uk/)

**[Heaton Avenue](https://www.heatonavenue.co.uk/)**

**[Ofsted: Requires Improvement](https://www.heatonavenue.co.uk/)**



**ABOUT US**

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*\*Most recent Ofsted prior to academisation in 2022*

**Click below to select the location of the vacancy you are interested in to find out more.**

*Our primary academies*

*Our secondary academies*

**Academies**

A collage of a group of students

Description automatically generated



**ABOUT US**

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Alongside our successful Teaching School Hub and

training accreditations, we take great pride in one

another’s individual successes. Many of our most

senior leaders have progressed through the routes.

That includes the countless colleagues who have enjoyed varied, rewarding, and long careers with our academies and trust, as well as those who are just starting on their journey and are glowing with potential.

We remain committed to developing our staff, who are our greatest asset in achieving our mission.

Through our broad curriculum, first-class careers

education and guidance, and our wide-ranging enrichment offer, we successfully prepare our young people for life beyond the classroom. We ensure no child is left behind, and do so by fostering a safe, inclusive, and nurturing environment where all barriers can be overcome.

enrichment offer, we successfully prepare our young people for life beyond the classroom. We ensure no child is left behind, and do so by fostering a safe, inclusive, and nurturing environment where all barriers can be overcome.

At SHARE, we are proud of the high standards and expectations we set and uphold, across the board. Consequently, we consistently surpass both national and regional school results. Our academies consistently secure excellent academic outcomes, with achievement levels being amongst the highest in our region.

Supported by robust, well-resourced, and accountable improvement plans, we have a proven track record of significantly improving our academies, as reflected in national performance measures and our strong Ofsted outcomes.

Our **Outcomes**

A group of children in uniform

Description automatically generated"The care and support that has been provided during my time with the trust has not only allowed me to help make a difference to young people’s lives but it has enabled me to excel in a fantastic career and in a role which is so fulfilling. It has been life changing!"

Quote by 
Melanie Delaney-Hudson
Assistant Headteacher (SEND and Inclusion), Thornhill Community AcademySince joining SHARE as an RQT, the trust has always supported me in my career, giving me ample opportunity to develop and demonstrate my skills, whether through official training courses such as the National Professional Qualification (NPQ) or by offering opportunities to deliver CPD and build leadership skills.
My career progression at SHARE has been rapid thanks to the encouragement of leaders. With every role I have applied for, or training opportunity considered, leaders have always been approachable, supportive, and encouraged these conversations.
There are regular opportunities within the trust to try new things and gain experience in areas that interest us. I am really glad I joined Share MAT because the culture of recognition, support, and celebration gave me the confidence I needed to chase my career goals.

Quote by
Lewis Day
Trust Improvement Leader (Personal Development); PSHE Leader; Teacher of English at Shelley College



**ABOUT US**

**TESTIMONIALS**

**JOB DETAILS**

# What our **colleagues say**

A person and person looking at papers

Description automatically generated"As Phase Leader, I am pleased to be able to support other teachers with passion and excitement to help them lay the foundations that mean pupils thrive throughout their educational journey.
  Being a part of the Share MAT family, means there is always a vast amount of knowledge, guidance and support available. The trust annual training day on the first day back really makes you feel like part of a team, with common goals to provide a unique learning journey for all children.""Alongside being part of the central trust team, I enjoy getting the chance to meet and work with other colleagues across the trust. I started as an apprentice and every year SHARE has helped me to progress further, either by supporting me with professional development in the form of external or internal training, which constantly bridges the gap to progress onto the next level when the opportunity arises."

Quote by
Kieran Miller-Walker
Finance Officer, SHARE Multi-Academy Trust



**ABOUT US**

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What our **colleagues say**

A collage of people in a meeting

Description automatically generatedSince the launch of the hub...
1,000 teachers have progressed or are progressing through the Early Career Framework

600 teachers are studying NPQs

500 teachers using our Appropriate 
Body Service



**ABOUT US**

**TESTIMONIALS**

**JOB DETAILS**

specialist and leadership National Professional Qualifications (NPQs), offer Lead Practitioner positions for those with classroom-based preferences, alongside middle and senior leadership training programmes for new and aspiring leaders. With additional development opportunities for staff including research projects, subject enhancement training, and access to The National College online development platform, we are dedicated to supporting our staff to develop and grow as educators.

Our success as a trust depends entirely on our colleagues who are the bedrock of all we do. That’s why we’re determined to recruit and retain the best staff by offering first-class training and support, alongside highly competitive packages.

First-class careers, through  
**bespoke training and support**

Across the trust, we pledge to deliver outstanding professional development and training opportunities that are bespoke for our teaching and support staff. We support colleagues through ongoing training, coaching, and mentoring using the latest evidence-based research, to strengthen their expertise.

Alongside career pathways carved out for our support staff, we similarly offer a variety of progression and promotion routes for teachers. In addition to the traditional progression journey, we deliver a full suite of specialist and leadership National Professional Qualifications (NPQs), offer Lead Practitioner positions for those with classroom-based preferences, alongside middle and senior leadership training programmes for new and aspiring leaders. With additional development opportunities for staff including research projects, subject enhancement training, and access to The National College online development platform, we are dedicated to supporting our staff to develop and grow as educators.

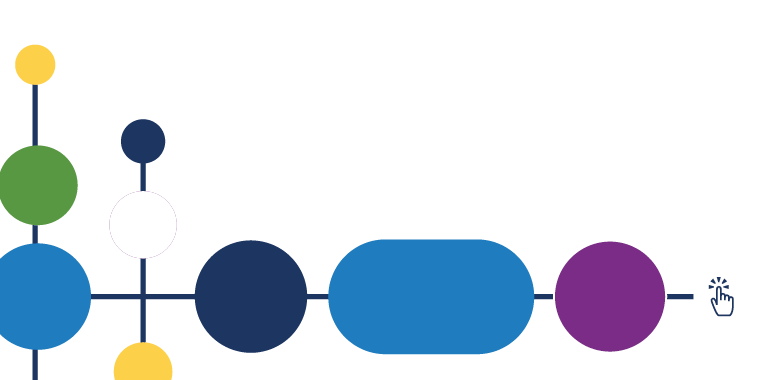
We also champion cross-trust collaboration and best practice sharing, maximising the opportunities and expertise available across our schools. All colleagues are encouraged to meet regularly, including through various forums where they can discuss ideas, and share experiences and resources.

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Alongside career pathways carved out for our support staff, we similarly offer a variety of progression and promotion routes for teachers. In addition to the traditional progression journey, we deliver a full suite of

We are committed to protecting our staff’s wellbeing by providing the support, guidance, and training needed to achieve the highest standards they are capable of.

Just as we encourage our pupils to achieve their personal best, we want the same for our staff, with colleagues having their own personal development plans.



**ABOUT US**

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Since its launch, we are delighted that 1,000 new teachers have progressed or are progressing through our Early Careers Framework Course, with over 600 studying NPQs. We also continue to provide the Appropriate Body Service for nearly 500 new teachers.

Having the Hub as a central part of our trust family means it continually informs our approach to staff development and how we can enhance our training based on learnings and insights. It has also shaped our approach in recognising that development is a long-term, meaningful investment in our colleagues and therefore our pupils.

Endless opportunities through our **Teaching School Hub and Training Accreditations**

Our commitment to professional development and raising opportunities and aspirations in the communities we serve and beyond, is best reflected through our Teaching School Hub and Training Accreditations.

We are immensely proud to be the Teaching School Hub for Calderdale and Kirklees, enabling us to connect with, shape, and inspire teachers and practitioners of the future.

Through our Teaching School Hub and training platforms, we induct Early Career Teachers (ECTs) into the profession through an outstanding Initial Teacher Training programme. All our academies similarly play an important role in supporting trainee teacher placements through the Hub and with other local trainee teacher providers. We also offer a full suite of specialist and leadership NPQs through the Hub, including for staff themselves to facilitate Early Career and NPQ frameworks.

# 

| **JOB ADVERT** | | | | | | |
| --- | --- | --- | --- | --- | --- | --- |
| **Job title:** | | | | |  |  |
| **Senior ICT Technician** | | |  |  | | |
| ***Setting:*** | | |  |
| **Central Services** | | |  |
| ***CEO:*** | | |  |
| **John McNally** | | |  |  | | |
| ***Section:*** | | |  |  | | |
| **ICT Team - Operations Department** | | |  |
| ***Reporting to:*** |  |  |  |
| **Reporting to Adam Waterfield, Deputy ICT Manager** | | |  |
| ***Contract type:*** | | |  |
| **Permanent** |  |  | | |  |  |
| **Time commitment:** | | | | | | |
| Full time all year round role | | | | | | |
| ***Band/Range:*** | | | | | | |
| Band F | | | | | | |
| ***Further salary information:*** | | | | | | |
| Actual Salary - £31,067 to £33,366 | | | | | | |
| ***Information:*** | | | | | | |
| We are committed to delivering the very best education to our students, and an outstanding service to over 700 of our colleagues, eight schools and our Teaching Hub. To do this, the trust operates an excellent and well-established Central Services Team, within which this post is based. Our Central Services Team comprises of a range of expert departments including HR, Payroll, Premises and Compliance, and ICT.  Reporting to the Deputy ICT Manager, we are looking to recruit an Senior ICT technician to join the small but dynamic ICT team who maintain and deliver an outstanding ICT service currently to four secondary schools and four primary schools that together form the SHARE Multi Academy Trust based within the Kirkless District.  Just as we do with our students and teaching staff, we believe in helping all our colleagues to achieve their personal best and are keen to recruit the very best talent to our trust. Colleagues within our central team benefit from a wealth of first class, personal development opportunities alongside comprehensive induction programmes. This is in addition to training and ongoing support at every stage of their career.  By working as part of our Central Services Team, the trust is proud to offer a commitment to:   * Offering a vibrant place to work which equips staff to deliver their best every day, under the strong belief that Valuing People, Supporting Personal Best is key * A commitment that staff are happy, engaged and well supported at work, taking pride in the progress and development of our academies and pupils, as well as their own * Excellent training and guidance relevant to individual job roles, so expectations are understood and staff are motivated * Great benefits, as an employer of choice, including outstanding CPD, supportive line management, and meaningful networking opportunities across the trust to aid personal development * Supportive leadership, encouraging healthy work-life balance | | | | | | |
| ***We are looking to recruit:*** | | | | | | |
| Reporting to the Deputy ICT Manager, we are looking to recruit an Senior ICT technician to join the small but dynamic ICT team who maintain and deliver an outstanding ICT service currently to four secondary schools and four primary schools that together form the SHARE Multi Academy Trust based within the Kirkless District. | | | | | | |
| ***The ideal candidate will:*** | | | | | | |
| The ideal Candidate will:   * Have Maths and English to GCSE Grade C or equivalent with a level 3 ICT qualification or equivalent;   • Have sound experience of ICT operating systems and server technologies;   * Be customer focused, with excellent interpersonal skills in order to communicate effectively to all services users;   • Hold a full clean, driving licence willing to use own vehicle for work;   * Have outstanding problem solving and prioritising skills able to meet daily needs across the sites; * Have great references demonstrating they are a suitable candidate, safe to work in an environment with children. | | | | | | |
| ***For more information, get in touch with:*** | | | | | | |
| tracy.dickens@sharemat.co.uk | | | | | | |

| **JOB DESCRIPTION** |
| --- |
| ***Overall purpose of the role:*** |
| Assist in managing a high-quality ICT service. Responsibility for the day to day ICT service.  Responsible for the line management of ICT Technicians and Apprentice(s) taking a lead role in the mentoring and support programmes for new recruits.  Responsibility for managing contractor services/relationships for ICT service to maximise efficiency in relation to budgets. |
| ***Safeguarding requirements:*** |
| This post requires the post holder to work in settings with children and young adults. Any employment offer is therefore subject to the results of an Enhanced Disclosure from the Disclosure and Barring Service (DBS). People who may have contact with younger children (i.e. primary school age) are also required to complete a declaration about family or other members of their household. Applicants MUST complete the MAT’s standard application form to be considered, will be required to provide evidence of identity and qualifications and offers of employment will be subject to satisfactory references. For applicants who work or have recently worked in a school, one of the references must be from the Headteacher. |
| ***Key Outputs:*** |
| Information Technology and Communications   1. Manage a high-quality day-to-day ICT service in line with the MAT development plan and vision and values to support high quality educational provision. 2. Assist in co-ordinating a supporting structure for key school/MAT operational areas for ICT services. 3. To maintain effective contractor/service relationships for ICT services providing feedback regarding quality for service and working closely with contacts to find solutions to problems. 4. Oversee all contracted out ICT services and make recommendations to the ICT Manager. 5. Provide support for Team Leaders across the trust with key project work including tender submissions, bid writing, development and communication for project timelines and plans, working with contractors and providing up to date reports to senior leaders on timelines and progress. 6. To assist in the management of ICT budgets and maintain effective financial management controls and risk management for the service. 7. Provide a high-quality ICT support service that resolves any problems quickly. 8. Assist in identifying key risks relating to ICT across the trust and take appropriate steps to raise awareness amongst leaders/directors and ensure effective action is taken to mitigate any potential issues. 9. Ensure a safe working environment for all stakeholders, particularly in relation to e-safety and data security, and ensure full compliance with data protection legislation and regulations. 10. Provide clear guidance for staff regarding policy and actions required 11. Contribute to the trust’s Health and Safety Strategy; ensuring systems are in place for the implementation and monitoring of the Health and Safety Policy, particularly in relation to e-safety and data security 12. Promote equal opportunities for pupils and staff by identifying potential barriers to full participation in the school curriculum or work opportunities and supporting plans where relevant to ICT. 13. Support ICT infrastructure and services in trust schools in accordance with service level agreements. 14. Provide cloud support including Microsoft 365 technical expertise across the trust. 15. With the assistance of third-party advice, ensure the MAT’s ICT systems are fit for purpose and developed in the light of advancements in the use of ICT in the wider world. Maintain an up-to-date knowledge of the latest ICT developments. 16. Assist in evaluating the effectiveness of ICT services, taking into account feedback from end users, value for money and the efficiency of the service provided. Ensure appropriate action is taken when planning and implementing improvements. 17. Provide second and third response support for application software and hardware problem solving through Every ticket system both face to face and via telephone 18. Ensure full compliance with data protection legislation and regulations for the ICT area.   Other   1. To develop, coach and mentor ICT technicians, apprentices or new recruits to the ICT team so that they are skilled and confident in all areas, seeking advice from either the Deputy ICT Manager or ICT Manager as required. 2. To work in partnership with the nominated apprenticeship partner in order to help the apprentice develop and meet portfolio deadlines. 3. To attend meetings with senior leaders, directors and governors, providing appropriate information, reports and guidance, to help stakeholders meet their statutory obligations. 4. Have a flexible approach to work, be willing to work outside of the normal working day as required to meet the needs of the role and the MAT. 5. To undertake any other duties and responsibilities of an equivalent nature as may be determined by the Director of Operations or CEO. |
| ***Dimensions:*** |
| • Range of Students - 8000  • Range of Teachers / Support Staff – 1000  • Number of sites – up to 12  • Number of direct reports – up to 5 |
| ***Work/Business contacts:*** |
| Internal: All teachers, support staff, students and stakeholders  External: Apprenticeship partners, Department for Education, Local Authorities, External Agencies, Suppliers, Contractors |
| ***Expertise in role required (At selection – Level 1):*** |
| **ESSENTIAL** |
| * Experience and understanding of risk management and health and safety in ICT * Minimum Level 3 ICT qualification * Experience of ICT operating systems and server-based technologies * Experience of managing Microsoft 365 cloud solutions * Experience in managing IT Network infrastructures, and willing to work toward a networking LV4 qualification as required. * Ability to communicate technical language to non-technical users * Outstanding customer service skills, able to build and demonstrate effective team working and be able to develop co-operative working relationships across the Trust * Strong communicator with solutions-based approach to problem solving. * Ability to prioritise and problem solve to ensure that deadlines are met, whilst working under pressure. * To hold or be willing to work towards relevant technical/professional qualifications or training as required.   Other (Physical, mobility, local conditions)   * Has the ability to travel around the MAT area (and when required throughout the UK). * Is willing to work flexibly within scope of overall hours, e.g. occasional evening meetings. * Has a full valid current UK/European Driving Licence. * Has access to a motor vehicle and is prepared to use it for business purposes. |
| **DESIRABLE** |
| • Experience of ICT project management  • Experience of managing budgets and budget monitoring  • Experience of managing contracts/services with third party suppliers and contractors  • Experience of line managing or supervising staff  • Knowledge and basic understanding of ICT apprenticeship programmes  • Experience of mentoring colleagues in order to develop staff  • Experience of working within facilities/infrastructure  • Ability to liaise with a wide variety of internal and external contacts |
| ***Expertise in role – After initial and advanced development:*** |
| Level 2   * Experience of working in schools and promoting positive relationships with the operational team and MAT community. * Advanced organisational and prioritising skills with resilience to meet competing deadlines. * Developed good working knowledge of school ICT systems and network requirements. * Experience of managing a range of projects across the trust. * Advanced mentoring skill and ability to enable colleagues to reach their full potential. * Provide value for money solutions across ICT. * Evidence of making decisions based on needs for change with strong communication skills.   Level 3   * Used by colleagues as a main point of contact for enquires * Developed and implemented systems and procedures to ensure the ICT services are operating efficiently and effectively * Expertise in school systems and processes * Contributed to the implementation of systems and procedures to ensure the ICT service is operating efficiently and securely. |
| ***Structure/Department Information:*** |
| Director of Operations  IT Manager  Deputy IT Manager  **Senior ICT Technician**  ICT Technician / Apprentice |
|  |

| **HOW TO APPLY** |
| --- |
| **Please note that CVs will not be accepted. To apply, please complete an application form on the Every Candidate Portal using the application link below.** |
| ***Application link:*** |
| **https://candidates.every.education/Vacancies/Details?advertKey=9543b6da-bec0-4552-9f62-b0c16a2fe2bf** |
| ***Closing date:*** |
| **12th January 2025** |
| ***Interview date:*** |
| **23rd January 2025** |

Share MAT is committed to the Equalities Act 2010 and also to promoting the welfare and safeguarding of children and young people, by adhering to the “Keeping Children Safe in Education” guidance. All staff and volunteers are regularly trained regarding our expectations in keeping our students safe. An enhanced DBS is required for every post. An online search will be undertaken for all shortlisted candidates.



sharemat.org

Ready to start your career with Share MAT?

Get in touch:

Visit

Email  
info@sharemat.co.uk

Call  
08452 415175

Address  
Share Multi-Academy Trust  
C/O Shelley College, Huddersfield Road  
Shelley, Huddersfield  
HD8 8NL

***Valuing People,  
Supporting Personal Best***