



ACCORD MULTI ACADEMY TRUST

# RECRUITMENT

# PACK



# DEAR APPLICANT

---

Thank you for your interest in the position of HR Advisor at the Accord Multi Academy Trust. We hope that the information contained within this pack provides sufficient detail to help you consider if you have the right qualities, skills and experience to apply for the role.

Working together as a team has clearly made us stronger, and the support and challenge of each other has enriched each of our academies and the Trust central teams. As HR Advisor you will report to the HR Manager and play an integral role in the central team structure which supports academy leaders and staff. We are seeking an HR professional to join our central team and lead on recruitment and case management. The successful applicant will have strong organisational skills and be an effective team player to support the wider executive team and academy/Trust leaders.

The Accord Multi Academy Trust is an educational charity established in September 2016 that is currently made up of four academies who were the founding members of the Trust. In September 2016, Horbury Academy and Ossett Academy & Accord Sixth Form came together, moving away from their standalone Trust status and were joined in December 2016 by Horbury Primary Academy and Middlestown Primary Academy. The overarching vision for the Trust is to work in one 'Accord – celebrating the differences of each academy through strong collaboration in order to inspire all members of our learning community to be the best that they can be.' Our vision is underpinned by the highest expectations on what every child can achieve regardless of their context or starting point.

This is an exciting time in our continued development, as we work tirelessly to provide world class education for all young people within our community. Accord has secured a strong foundation on which to build, consolidating the important structures necessary for growth, development, innovation and sustained improvement. These foundations have been underpinned by strong collaboration between all leaders across each of our academies, and this has been instrumental in allowing us to meet the many challenges in education in a coherent, co-ordinated and effective way.

It is a real privilege to work alongside such a talented body of professionals working tirelessly to provide the best opportunities for young people across the Trust.

If you feel that you have the vision, drive and commitment to support our employees and make a contribution to the wider development of the Trust, our academies and central teams then we would be delighted to hear from you.

Your sincerely,



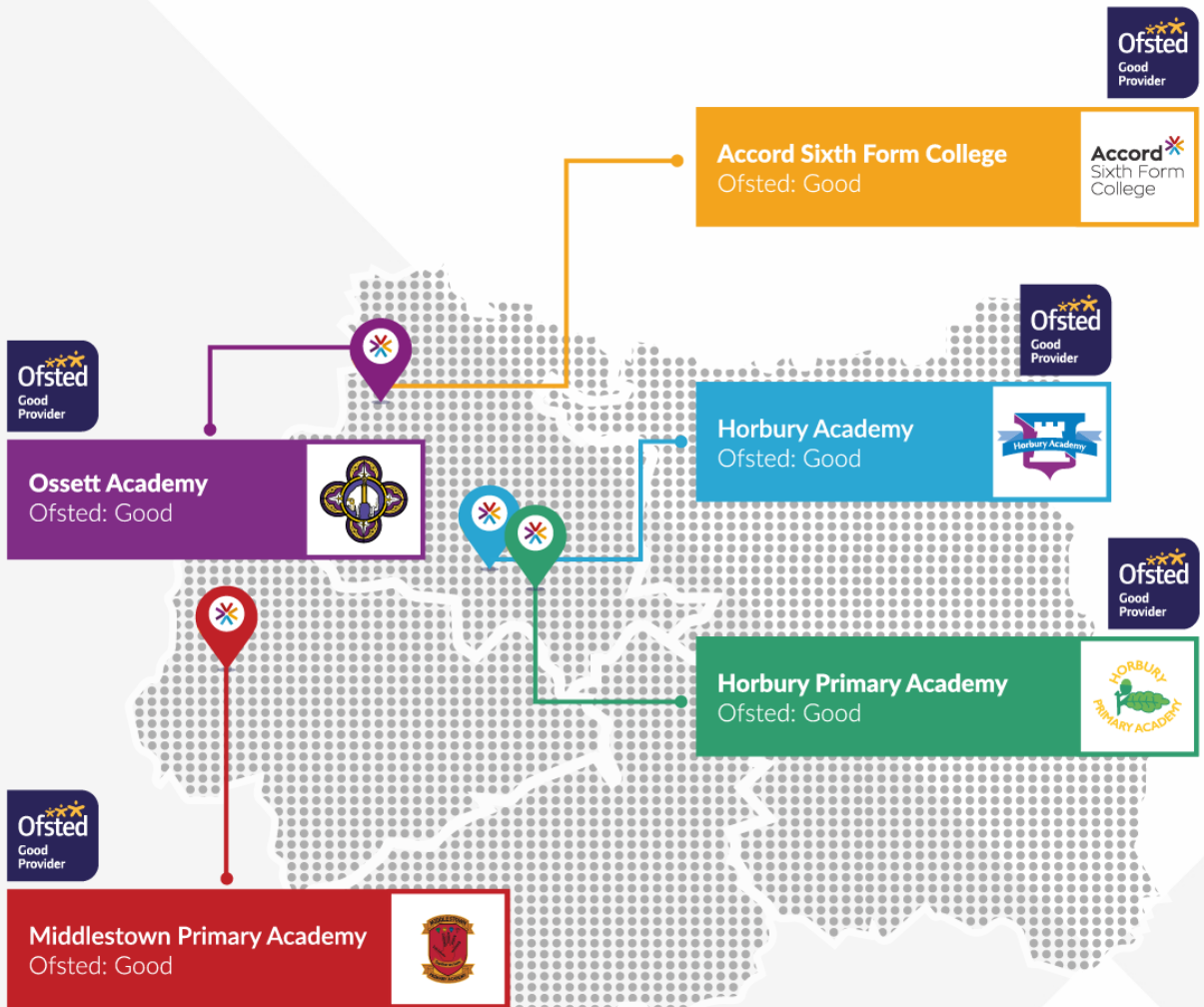
**Alan Warboys**  
Chief Executive Officer (CEO)  
National Leader of Education



**Lisa Binks**  
Chief Operating Officer (COO)

# ABOUT THE TRUST

The Accord Multi Academy Trust is an educational charity established in September 2016 that is currently made up of four academies who were the founding members of the Trust. In September 2016 Horbury Academy and Ossett Academy & Sixth Form College came together, moving away from their stand-alone Trust status and were joined in December 2016 by Horbury Primary Academy and Middlestown Primary Academy.



The overarching vision for the Trust is to work in one

*'Accord – celebrating the differences of each academy through strong collaboration in order to inspire all members of our learning community to be the best that they can be.'*

Our academies work on the following key principles:



Ambitious for our young people and staff;



Creating a positive climate and an ethos for learning and success;



Collaborative to secure the best possible learning experiences for young people and staff;



Opening doors for parents, carers and the community and being fully inclusive;



Resilient in order to develop in young people and staff a mind-set for success;



Dynamic and reflective learning communities

Our vision and key principles are underpinned by the highest expectations on what every child can achieve regardless of their context or starting point.

Having consolidated our position as a Multi Academy Trust, we are now at a point where we are looking to build on our existing central structures to sustain our improvement to date, but also to ensure that we have the strong educational capacity necessary to welcome more academies to join the Trust. This particular post is therefore a very important feature of our planned growth and development and aspiration to provide a world class education for all young people within our community.



## WHY WORK AT ACCORD MAT?

---

The Accord Multi Academy Trust is a Wakefield based Trust; all four academies in the Trust are closely located to one another which lends itself to many opportunities to work closely and collaboratively. All academies are within a three-mile radius of one another and can be found a short drive off junction 40 of the M1.

At Accord we are committed to providing world class education for all young people within our community and as such we recognise the pivotal role that our staff play in this respect.

The Trust places at the heart of its development a commitment to high quality professional development for all staff who join the Trust. We understand that by investing in our staff we will create an organisation with a shared vision and values that will transform education for young people.

The Trust is strongly committed to fostering a positive and healthy working environment with wellbeing and workload management at the forefront of all decision making.

Across the Trust there are a number of opportunities for staff to come together outside of their normal working day in a social or other activity capacity. The Trust and individual academies organise regular staff social events, craft workshops, sporting groups currently include a running club and weekly staff football matches.



“Joining Accord this academic year has given me a great opportunity to advance my career in a direction I am truly passionate about. Leaders are given the freedom to innovate and trusted to make decisions that will have a positive impact on pupils. I am certain joining Accord was the right choice for me and my career.”

---

**Dan**

Director of Mathematics



Working for Accord provides opportunities to work closely with the wider Trust to develop your skills and knowledge and build positive working relationships. I was a School Business Manager at Middlestown Primary when the school joined the Trust in 2016; the support and development opportunities available to me since then have enabled me to progress to a managerial role in the central team alongside completing professional qualifications.”

---

**Jules**

Finance Manager



As a Trust we are committed to providing a suite of benefits for employees, as part of our People Pledge and Accord Rewards scheme.

Exclusive for all colleagues across the Trust, our Accord Rewards initiative grants access to Reward Gateway and its SmartSpending App; allowing for instant savings on everyday high street brands.

Other Reward Gateway benefits include:

- Cashback Schemes
- Employee Assistance Programme
- Salary Sacrifice Schemes (eligibility restrictions may apply)
- Healthcare Cash Plans

In addition to the above, employees are also automatically entitled to a comprehensive range of nationally agreed terms and conditions in relation to pay and conditions for teaching and associate staff. All employees have the opportunity to access a pension scheme.

Furthermore, we actively promote a collaborative culture amongst colleagues, which affords the opportunity for sharing best practice and enhancing pre-existing strategies.

More information about working for the Accord Multi Academy Trust can be found here: <https://accordmat.org/working-for-our-trust/>



#### Employee Engagement Platform - Accord Rewards

We partner with Reward Gateway, who provide our employees with a central employee engagement App with access to a range of retailer discounts, a cashback scheme, 24/7 access to support, salary sacrifice schemes and healthcare cash plans.



#### Accord Multi Academy Trust Benefits

Our own in-house rewards offer encompasses a whole host of essential, everyday options, to support with day-to-day life.

From an eye care scheme to free flu vaccinations and gym discounts to professional learning and development sessions, we aim to underpin multiple facets of our staff's lives.



#### Accord Multi Academy Trust Contractual Benefits

Incorporated within our employees' terms and conditions are benefits such as pay progression, alignment with the local living wage and generous annual leave and pay in times of absence due to illness or maternity.



#### Other Discounts & Benefits

Besides all the above perks, staff can also make use of several further benefits, whether that be in relation to mobile phones with O2 or further discounts, courtesy of Discount for Teachers, for example.



“Twenty years ago I joined Horbury School as a Special Needs Assistant. Five years later I was celebrating becoming a qualified Maths Teacher having completed a degree and my teacher training. Thank you will never be enough for the opportunities, support and encouragement I have experienced over the years. The rewards from my career at Horbury have been a huge sense of pride and achievement knowing I have made a difference to so many young people’s lives. ”

---

**Diane**

Teacher of Mathematics



"Since joining Ossett Academy as a Teacher of PE in 2017, I have had a range of CPD experiences, including Aspiring Middle Leaders, ITT and NQT mentoring. I have received excellent support and guidance which has supported me to move into a Middle Leadership role. I envisage myself working at Ossett Academy for years to come."

---

**Ben**

Deputy Curriculum  
Leader PE





# HR Advisor (Maternity Cover)

**Full Time / Full Year / Maternity Cover**

**Grade Range SO1, £30,151 to £32,020 per annum (Pay Award Pending)**

**To Start As Soon As Possible**

---

The Accord Multi Academy Trust are seeking to appoint a HR Advisor (Recruitment & Casework) to deliver a high quality, efficient and effective HR service to all staff across the Trust. This is a exciting opportunity for an innovative, driven and committed HR Advisor to be part of an, energetic and hard-working HR team that takes great pride in delivering an outstanding and caring HR service across our 4 academies and the central team.

You will lead on the organisation and provision of an efficient and comprehensive recruitment service and appointment of staff across the Trust, following safer recruitment principles at all times. You will support the HR Manager and act as lead advisor for case management, providing advice during absence, performance, conduct and organisational change.

To be successful in this role you will have strong HR generalist experience, be a strong communicator, be friendly and approachable, calm under pressure and an excellent team player. Compliance will be a key focus of this role so excellent attention to detail will be essential.

You will be qualified to CIPD Level 5, with experience of working either as a HR generalist or HR specialist, and have a good understanding of HR policies and procedures.

This position is temporary to cover maternity leave for up to one year.

We are confident that new staff joining our Trust will feel welcomed and happy to have chosen us. We encourage prospective applicants to visit prior to applying and to take a look at our website for further information regarding our 'People Pledge' and our recently launched Employee Benefit package [Working For Our Trust - Accord \(accordmat.org\)](http://Working For Our Trust - Accord (accordmat.org)).

Working for the Trust you will have access to the following:

- Employee Benefits Portal & SmartSpending App including local and national discounts;
- 24/7 Employee Assistance Programme & Healthcare Cash Plans;
- Salary sacrifice schemes including Cycle 2 Work and SmartTech;
- 29 days annual leave per annum plus bank holidays;
- Free, on-site parking at every academy site;
- Dedicated site office;
- Generous pension scheme (Local Government Pension Scheme) with an employer contribution rate of 16.1% - for further details and the employee contribution rate go to [Your contributions :: LGPS \(lgpsmember.org\)](http://Your contributions :: LGPS (lgpsmember.org)).

For an informal discussion about this position please contact [hr@accordmat.org](mailto:hr@accordmat.org) or call on 01924 282748.



Closing Date: Sunday 05 November 2023

Interviews to be held: week commencing 06 November 2023

- Application forms are available from [Vacancies - Accord \(accordmat.org\)](https://www.accordmat.org/vacancies).
- Completed application forms to be returned to [hr@accordmat.org](mailto:hr@accordmat.org)

Based on the quality and quantity of applications received, The Trust reserves the right to interview sooner than the specified date above. Applicants will be notified of this where possible. Therefore, early applications are encouraged.

We are 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 at the Trust. We welcome and encourage applications from, but not limited to Black, Asian, other ethnic minority groups, individuals who identify as LGBT+; and/or are registered with a disability. 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.

The Accord Multi Academy Trust 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 DBS check.

<b>Job Title:</b>	<b>HR ADVISOR (Recruitment &amp; Casework)</b>	<b>Grade:</b>	<b>SO1</b>
<b>Department:</b>	<b>TRUST CENTRAL TEAM</b>	<b>Accountable to:</b>	<b>HR MANAGER (COO)</b>
<b>Contract:</b>	<b>FULL TIME, FULL YEAR, TEMPORARY ONE YEAR</b>	<b>Responsible for:</b>	<b>HR TEAM</b>

**Overall Purpose of the Job:**

- Provision of a high quality, efficient and effective Human Resources service for the Trust, aid the development and delivery of projects and initiatives, supporting the application of all Human Resource policies and procedures.
- Provide advice and guidance, supporting managers with case management including absence, performance, conduct, and organisational change.
- Maintain up to date and accurate human resource information systems, records of procedures and activities; ensuring all records are held in compliance with GDPR and all procedures are effectively followed and maintained.

**Key Outcomes/Activities (Recruitment):**

- Provide advice and guidance to managers on all aspects of the recruitment of staff, including pay, terms and conditions of employment, contractual changes and terminations.
- Lead the organisation of recruitment and appointment of staff in liaison with the Chief Operating Officer, Principals, Headteachers and Senior Leaders/managers, following safer recruitment principles and the pre-authorisation process at all times.
- Lead on the provision of an efficient and comprehensive service with regard to recruitment and selection including: completing the pre-authorisation process, maintaining the pre-authorisation tracker for all new and changes to posts, writing and placing advertisements, creating and/or updating job descriptions, producing shortlisting packs, pre-screening applications, arranging interviews, and supporting on interview days as may be required.
- Liaise with recruitment agencies, advertising companies and other external contacts with regards to Trust recruitment.
- Ensure all recruitment and selection paperwork is collated and stored as appropriate in line with GDPR, including the confirmation of appointment forms and selection notes.
- Work closely with the HR Advisor (Payroll & Transactions) to ensure all new starter documentation, pre employment checks and contractual documentation is issued to employees in a timely manner following recruitment.
- Create new starters offers and the new starter checklists prior to passing to the HR Administrator for progressing.
- Support the induction process for all newly appointed Trust colleagues.
- Support academies to arrange long-term supply as may be required.

**Key Outcomes/Activities (Casework):**

- Proactively support managers in relation to the effective application of Human Resources policies and procedures, acting as lead advisor for case management, providing advice during conduct cases, parental leave, absence meetings and other policy application processes.
- Provide advice and support on the management of HR issues, including (but not limited to) organisational change, capability, discipline, absence management, grievance and harassment, ensuring policies and procedures are applied consistently.
- Conduct management investigations, reviewing and preparing statement of cases and advising managers on their compilation; guiding and supporting managers in the preparation and presentation of the case at formal hearings.
- Provide support, advice and guidance during hearings, presenting information as appropriate.
- Implement the absence management procedure, monitoring sickness absence levels, developing proactive solutions and providing support to managers/employees through this procedure, whilst demonstrating care and understanding.
- Support managed staff reduction processes as may be required and as directed by the HR Manager / Chief Operating Officer.
- Liaise and consult with trade unions as necessary in relation to operational issues/ cases and organisational change, in order to maintain and develop positive and constructive working relationships.
- Lead on the management of Trust maternity case work including risk assessments, and providing advice and guidance to employees on maternity leave and pay.
- Undertake work station assessments for any employees who seek or require an assessment, providing advice and recommendations to the employee and/or HR Manager as may be required.

### **Key Outcomes/Activities (Other):**

- Support the development of HR policies and procedures, taking into account legislative requirements, regulation and guidance, and reviewing the implementation of these policies.
- Support the implementation and communication of new and revised policies and procedures, assist in ensuring that all staff are aware and understand these policies and procedures.
- Assist in the delivery of training to middle and senior leaders to raise their awareness of people management issues and Human Resources policies/ procedures to enable them to effectively manage staff and deal with issues effectively and efficiently.
- Lead on Employee Benefits for the Trust directing other HR colleagues as required to support.
- Produce reports as may be required for the Chief Operating Officer, HR Manager, Governors and Trustees and Trust central teams.
- Support the HR Advisor (Payroll & Transactions) and HR Administrator with the submission of the School Workforce Census for Trust member academies.
- Support the HR Administrator to maintain accurate academy / Trust Single Central Records that comply with Ofsted and statutory requirements.
- Support the appraisal process, providing advice and guidance on policy.
- Work with colleagues across the Accord Multi Academy Trust as may be required.
- Provide line management, support and direction to the HR Administrator in all aspects of their role.
- Support the HR Advisor (Payroll & Transactions) in execution of their tasks from time to time for example to cover A/L, absence or in busy times of the academic year.
- Maintain confidentiality with respect of all data held and processed; complying with GDPR requirements.
- Stay abreast of national and statutory developments that impinge on HR issues or policies.

### **General Responsibilities**

- Contribute to and uphold the overall vision and ethos of the Accord MAT.
- Recognise own strengths and areas of expertise and use these to inspire, advise and support others.
- Actively support team work, working in partnership to ensure effective working relations.
- Attend and participate in regular line management meetings with own line manager and direct reports.
- Promote teamwork, working in partnership across the central team and other central teams to ensure effective working relations.
- Treat all users of the academies within the MAT with courtesy and consideration.
- Be aware and comply with all Accord MAT and academy policies at all times.
- To comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- To be aware of and support difference and ensure equal opportunities for all.
- To produce, and respond to, complex correspondence from stakeholders and external agencies as may be required.
- To maintain confidentiality at all times in respect of Trust-related matters and to prevent disclosure of confidential and sensitive information.
- Commitment to continuous professional development and willingness to undertake required training and development opportunities to enhance role.
- To maintain confidentiality in all dealings with staff and pupils, safeguarding personal data where appropriate and preventing disclosure of confidential or sensitive information.
- Ability to work flexibly in order to maintain and deliver an effective and supportive HR service and provision.
- Willingness to develop skills and perform independent research as required in relation to role.
- Other duties commensurate with the grade of the post as directed by the Chief Operating Officer.

## Requirements for the Job/Evidence

The following section is the requirements for the job and lists the essential and desirable requirements needed in order to do the job. Applicants will be shortlisted solely on the extent to which they meet these requirements. Please note A = Application Form I = Interview/assessment process

Competency	Essential	*How Assessed	Desirable	How Assessed
<b>Qualifications:</b>	<p>CIPD qualified</p> <p>Evidence of continued professional development</p> <p>Educated to GCSE Level C in English and Mathematics</p>	A/I	<p>Degree or equivalent in a related subject</p> <p>CIPD Advanced qualification or postgraduate qualification in a relevant subject</p>	A/I
<b>Experience:</b>	<p>Experience in a Human Resources environment in a generalist role</p> <p>Experience of advising on absence management, disciplinary and grievance procedures</p> <p>Experience of implementing HR policies/procedures in relation to conduct issues including disciplinary, grievance, bullying and harassment, capability and sickness absence</p> <p>Experience of line managing others</p> <p>Experience of providing advice on terms and conditions of employment</p> <p>Experience of delivering all stages of the recruitment, selection and induction process</p> <p>Experience of liaising and consulting with trade unions</p> <p>Experience of using 365 Office packages including Word, Excel, Outlook and Power Point</p> <p>Demonstrable ability to respect confidentiality and display discretion</p> <p>Ability to interpret data/advice/statute and use this to devise policy/practice</p>	A/I	<p>Experience of working in the education sector or at a senior level in a unionised organisation</p> <p>Experience of providing advice on Terms and Conditions of Employment for teaching and non-teaching employees</p>	A/I
<b>Knowledge and Statutory Requirements</b>	<p>Knowledge of relevant HR policies/codes of practice/legislation and ability to put them into practice</p> <p>Understanding of employment law, employee relations, and techniques for effective management of staff</p>	A/I	<p>Understanding of School Teachers Pay &amp; Conditions, Burgundy Book and NJC Conditions of Service (Green Book)</p> <p>Understanding of performance management for teachers and non-teaching staff</p>	A/I

	<p>Knowledge of terms and conditions of employment and their application</p> <p>Understanding of ways of managing and improving staff absence</p> <p>Understanding of the issues surrounding the safeguarding of children</p> <p>Commitment to child welfare and safety</p> <p>Knowledge of child protection procedures</p> <p>Interest in education and the development of young people</p> <p>Working knowledge of all aspects of HR management</p> <p>Awareness of Freedom of Information and Data Protection legislation</p>			
<b>Planning, Organisation and Mental Challenge:</b>	<p>Ability to manage a range of complex tasks efficiently and apply effective organisation skills</p> <p>Ability to consider alternative approaches to Human Resources issues and propose solutions</p>	A/I		
<b>Interpersonal &amp; Communication:</b>	<p>Excellent interpersonal skills including the ability to communicate complex and contentious information in a clear, articulate, balanced and succinct way to a variety of audiences in an appropriate and sensitive manner</p>	A/I		
<b>Physical Skills and Demands:</b>	<p>The jobholder is expected to have excellent keyboard skills</p> <p>Proficient in the use of 365 Office applications and Management Information Systems</p>	A/I		
<b>Initiative &amp; Independence</b>	<p>Ability to work autonomously and flexibly with respect for wider team and colleagues</p>	A/I		
<b>Emotional Challenge and Resilience:</b>	<p>The jobholder will be required to apply resilience when dealing with emotions/challenges from staff, managers and trade unions on a regular basis</p>	A/I		
<b>Philosophy and Commitment</b>	<p>An interest in educational issues</p> <p>A belief that everyone can benefit from, and has entitlement to, high quality educational opportunities</p> <p>A personal commitment to lifelong learning and continuous professional development</p> <p>Commitment to high standards, best value and continuous improvement</p>	A/I		

	Commitment to inclusion so all pupils have access to a full academy life			
<b>Personal qualities:</b>	Ability to be reflective and self-critical Proactive and self-motivated Flexibility, creativity and ability to think laterally Resolution and problem solving.	I		

**People**

The post will line manage the HR Administrator.

Advisory role for Principals, Headteachers, senior leaders, managers, and other colleagues including Business Operations Managers and staff.

**Finance**

N/A

**Physical Resources**

The job involves direct responsibility for the handling and processing of highly confidential information relating to staff and pupils. Ensure information processed is treated with the strictest confidentiality and discretion.

Responsible for safe use of resources as appropriate for role.

**Working Conditions:**

This post is full time, full year. There is a requirement to work flexibly throughout the course of the week, attending meetings with staff and/or trade unions that may fall outside of academy hours.

The post holder will be required to work across multi-sites at member academies and central offices.

**Main Contacts:**

The jobholder liaises with the Trust central Executive Team, other central teams (ICT and Finance), Principals, Headteachers, Senior Leadership Teams, Business Operations Managers and external parties/bodies as required.

**Characteristics of the post:**

The employment checks required for this post are:

- Evidence of entitlement to work in the UK
- Evidence of essential qualifications
- Two satisfactory references
- Evidence of a satisfactory safeguarding check e.g. an Enhanced DBS Disclosure
- Confirmation of medical fitness for employment as required
- Registration with appropriate bodies (where applicable).

**Date Completed: July 2023**

**Signature of Jobholder:** ..... **Date:** .....

**This is a description of the job as it exists at present; all Accord Multi Academy Trust Job Specifications are reviewed and are liable to variation as determined by the CEO in consultation with the post-holder in order to reflect future developments, roles and organisational change.**



Accord Multi Academy Trust  
Storrs Hill Road  
Ossett  
West Yorkshire  
WF5 0DG

Email: [enquiries@accordmat.org](mailto:enquiries@accordmat.org)  
Telephone: 01924 668936  
[www.accordmat.org](http://www.accordmat.org)