



OSSETT ACADEMY

# RECRUITMENT PACK



A MEMBER OF  
**Accord**  
MULTI ACADEMY TRUST

# DEAR APPLICANT

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Thank you for your interest in Ossett Academy and Accord Sixth Form College. We hope that the information contained within this pack will help you decide if you have the right qualities, skills and experience to apply for our vacancy.

The academy has gained a reputation for excellence that is best evidenced in the outcomes that pupils achieve across all aspects of academy life. Our strong tradition of success is built on a firm foundation of personalised pastoral care, ensuring a climate for learning that is calm, well ordered and secure. We recognise the hard work and efforts of pupils in their lessons and their learning, and positive recognition of both staff and pupils is at the heart of our approach.

Academic success is only one part of our story. Whilst we are incredibly proud of our excellent track record of high levels of pupil achievement in the context of a broad and balanced curriculum, we also offer and actively encourage our pupils to engage in a wide range of enrichment activities. There really is an extensive variety of extra-curricular opportunities at the academy.

Whilst supporting our pupils and students to be the very best learners is our primary focus, the development of our community is also an extremely important feature of our work. It is Ossett Academy's key priority to ensure that we have very positive relationships with parents and carers in order to fully support the learning of all young people.

We understand that partnership and collaboration is an important aspect to the ongoing development of schools and academies and with this in mind, we continue to play a key role alongside our primary pyramid as a member of the Education Ossett Community Trust (EOCT), striving to provide world-class opportunities for the community of Ossett, and supporting young people aged 3-18 to develop a lifelong passion for learning, across a range of experiences.

Further to this partnership approach, we work alongside Horbury Academy, Horbury Primary Academy, Middlestown Primary Academy and South Ossett Infants Academy as part of Accord Multi Academy Trust. We feel this is both exciting and enriching for the academy and its staff and pupils. The vision of our partnership is that Accord Multi Academy Trust will enhance both our practice and knowledge of learning across primary and secondary education, whilst also providing access for pupils and staff to an even better range of opportunities in order to achieve excellence.

I am extremely proud to lead Ossett Academy and to work alongside such a talented body of pupils and staff, who are fully committed to working as a team. If you feel that you have the vision, drive and energy to support and contribute to the academy's further continued improvement, then we would love to hear from you.

Yours sincerely,



**Nicola Walker**  
Executive Principal

# ABOUT THE TRUST

Accord Multi Academy Trust is an educational charity, established in September 2016. The founding members of the Trust were Horbury Academy and Ossett Academy & Accord Sixth Form College, joined in December 2016 by Horbury Primary Academy and Middlestown Primary Academy. Our fifth member, South Ossett Infants Academy, joined us in 2024.



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 mindset for success;**



**Dynamic and reflective learning communities.**

Our vision and key principles are underpinned by the highest expectations of 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 FOR THE TRUST?

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Accord Multi Academy Trust is based in Wakefield; all five 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, and sporting groups, which currently include a running club and weekly staff football matches.



**Accord** \*  
Sixth Form  
College

## 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, including supermarkets.

Other Reward Gateway benefits include:

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

In addition to this, 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 Accord Multi Academy Trust can be found [here](#).



### 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 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 02 or further discounts courtesy of, for example, Blue Light Card and Discounts for Teachers.



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“Joining Accord Multi Academy Trust has allowed me to follow my passion for education in a truly meaningful way. I started as a Computer Science teacher at Ossett Academy and took full advantage of the opportunities available to transition into the role of SENCo. The academy’s commitment to professional development and access to various qualifications has been pivotal in my personal and professional growth, enabling me to make a wider impact on both our pupils and the school community.”

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**Thom**  
SENCo

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“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 Academy 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.”

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**Jules**  
Finance Manager



# WHY WORK AT OSSETT ACADEMY?

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- Ossett Academy is a mixed 11-18 academy, located on the outskirts of Wakefield. Accord Sixth Form College, our standalone Post 16 provision, is situated onsite.
- Ossett Academy was founded in 1735 as Ossett Grammar School, originally located in the centre of Ossett where the Town Hall now stands.
- Our school site is diverse and firmly rooted around 'Park House', the Grade II listed building built in 1867. The building was purchased and became Ossett Grammar School in 1906.
- We are immensely proud of our academy, staff and pupils. We strongly believe that all pupils are entitled to experience the full breadth of education, reflected through our curriculum model which encourages learners to study a broad range of subjects.
- Alongside our extensive academic and extra-curricular offer, we provide excellent pastoral care for our pupils, tailored to their individual needs.
- New colleagues have access to an extensive onboarding programme, which walks staff through our collective Trust and academy values. All new staff can utilise their first working day to meet colleagues and complete their induction/transition, before entering the classroom and/or workstation for the first time.
- Our Trust promotes a one-Trust culture, in which our colleagues work as part of a wider team which spans all our academies.
- As a Trust we provide extensive opportunities and resources for career development, and encourage colleagues to take responsibility in leading their own progression.



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"After starting as an NQT at Ossett Academy I have taken part in a range of CPD which has given me the opportunity to develop not only my classroom practice but also my leadership experience. This started by acting as an ITT and ECT mentor, joining the Trust's Aspiring Middle Leaders programme and then last year completing an NPQ in Leading Teaching. All this experience has helped prepare me for my current role as Head of Biology."

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Anna  
Head of Biology



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"I've been involved with staff wellbeing for a number of years. I lead the academy's Workload Group; its aim being to give staff a voice on matters relating to workload and a forum within which the academy can consider and respond to matters raised. I also lead a fantastic weekly running club, and have worked with departments to run after school fun staff workshops, Christmas crafts, staff and students choir, and second hand swap shops to name a few!"

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Lyndele  
Curriculum Team Leader of Art, Design  
& Technology

ADVERT



# Administration Assistant

Scale 3, £21,869 to £22,216

37 Hours Per Week, Term Time only + 5 Insets + 5 additional days

To Start as Soon As Possible

Ossett Academy is seeking to appoint to the role of Administration Assistant to support the Academy's core administration services function ensuring provision of an effective administration service across the Academy.

The successful applicant will be required to demonstrate flexibility, excellent organisational skills and the ability to communicate effectively with all colleagues and pupils alike. This role represents a great opportunity within a friendly, positive and professional academic environment.

The ideal candidate will have considerable experience working in an administrative role and will be proficient in Microsoft Office applications and will be able to adapt to new systems. They will be able to manage their own workload and work effectively as part of a team.

The position is on a full-time basis working **Monday to Thursday 8.00am to 4.00pm and Friday 8.00am to 3.30pm**, with a half an hour unpaid lunch break per day.

At Ossett Academy we strive to create an environment where pupils enjoy learning and are given opportunity to stretch themselves both academically and also through a wide range of other extra-curricular activities. Our success is founded on traditional values set in a warm friendly environment.

Ossett Academy is an Ofsted 'good' rated secondary academy with great facilities and fantastic staff. This is an exciting opportunity to become part of a forward-thinking, ambitious team in a welcoming, friendly school.

We are confident that new staff joining our Trust will feel welcomed and happy to have chosen us. Prospective applicants are welcome to visit prior to applying.

As a Trust, we have developed an extensive range of employee benefits and we also encourage prospective candidates to 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)).

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 Accord Rewards
- Access to an industry leading Employee Assistance Programme
- 24/7 access to an online GP or Advanced Nurse Practitioner through Healthcare Cash Plans
- Cycle to Work Scheme\*
- Free annual flu jab
- Free, on-site parking at every site
- Trained Mental Health First Aiders in all our settings.

*\*restrictions apply*



## ACCORD MULTI ACADEMY TRUST

The Accord Multi Academy Trust was established in September 2016 and is currently made up of five academies, four of which were the founding members of the Trust. The Trust is committed to providing world class education for all our young people within our community and as such we recognise the pivotal role that our staff team have 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.

Prospective applicants are welcome to visit prior to applying. We offer a supportive work environment with a dedicated and approachable central operational team and an educational strategy group who will work with you in order for you to reach your career goals and aspirations.

For an informal discussion about this position please contact [hr@accordmat.org](mailto:hr@accordmat.org) or call on **01924 921213**

**Closing Date: Friday 06 June 2025 at 9.00am**

**Interviews likely to be held: week commencing Monday 09 June 2025**

Application forms are available from <https://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, Accord Multi Academy Trust reserves the right to interview sooner than the specified dates 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**

*Ossett Academy and Sixth Form College is committed to safeguarding and promoting the welfare of students and expects all staff to share this commitment.*

<b>POST TITLE:</b>	Administration Assistant
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<b>REPORTING TO:</b>	Administration Team Manager
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<b>GRADE:</b> Scale 3	<b>LOCATION:</b> Ossett Academy
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**WORKING HOURS:**

37 hours per week

8.00am – 4.00pm (30 minutes lunch), 8.00 – 3.30pm Friday.

Term time only + 5 Inset Days + 5 additional days.

**OVERALL PURPOSE OF THE POST:**

To support the Academy's core administration services function ensuring provision of an efficient administration service across the Academy.

Provide direct support on Reception and provision of administration support as part of the Administration Team.

Provide administrative support to other teams at the Academy as required.

To uphold and promote the Academy's child protection and safeguarding policies and procedures, and ensure they are adhered to by all staff.

To promote the safety and wellbeing of all students.

## Knowledge, skills and experience requirements for the post:

### KNOWLEDGE & SKILLS

### Essential

Excellent knowledge of Microsoft Office software – Excel, Word and Outlook, and computer based management information systems

Understanding of the Data Protection and Freedom of Information Acts

Understanding of the importance of Equal Opportunities and Health and Safety at Work

Sound understanding of the issues surrounding the safeguarding of children and commitment to child safety and welfare

Awareness of child protection procedures

Excellent organisational and time management skills

Self-motivated and ability to work on own initiative in addition to working effectively as a team member

Ability to take a pro-active approach to strict deadlines

Ability to carry out all tasks with accuracy and attention to detail

Ability to remain calm under pressure

Excellent communication skills and the ability to relate to people at all levels

Excellent customer service skills

Appreciation of the need to maintain the strictest confidence

Willingness to work flexibly, particularly during busy periods

Educated to GCSE Grade C or above in English and Mathematics (or equivalent)

RSA or equivalent Level 2 Typing

Recognised ICT qualification

### Desirable

NVQ Level 3 in Business Administration

### QUALIFICATIONS

**EXPERIENCE**

(e.g. ECDL or RSA)

Experience working within an office environment, reception/administrative team.

Experience of providing a high level of administrative support to a variety of people

Experience of working to deadlines

Experience of using Microsoft Excel, Word and Outlook.

Working within an educational setting

Experience of designing and/or creating displays

## **RESPONSIBILITIES AND ACCOUNTABILITIES:**

### **Support as part of Administration Team / Academy wide administrative support :**

- To undertake word processing to a high standard as required for colleagues across the Academy.
- To take minutes at meetings, type up onto required template and distribute accordingly.
- To send and receive computerised mail.
- Preparation and acquirement of refreshments for meetings, setting up and cleaning down.
- Respond to requests for room bookings and add to system accordingly.
- Assist with routine orders e.g. hospitality and staff gifts for events and leavers.
- Monitor stationery for all Academy colleagues, include stock taking and draft of orders.
- To liaise with staff and students within the purpose of the role.
- Update Academy Databases as and when required, running reports.
- Provision of an administrative support service to departmental teams including photocopying, printing, and word processing upon request.
- Support administration colleagues in maintaining a high level, professional administration service throughout the Academy
- Assist in the preparation of reports and circulars for distribution to parents, staff and outside bodies as directed.
- Undertake filing and/or scanning for colleagues as directed.

### **Support for Reception:**

- Provision of a professional telephone answering service for all incoming calls.
- Ensure provision of a high level of customer service when dealing with all nature of enquiries.
- Provide a professional reception service to all visitors (e.g. welcoming visitors, maintaining signing-in/out procedures and liaison with relevant staff).
- Respond to gate enquiries appropriately.
- Assist in the monitoring of students signing out ensuring relevant authority has been given (e.g., illness, hospital appointment)
- Ensure the dispatch of all outgoing mail on a daily basis.
- Receive all incoming post, stamp as receipted and distribute accordingly.
- Receive, log and distribute all parcels and deliveries from external couriers.
- Opening and forwarding, as necessary, of the Ossett Academy generic e-mail address.

### **Support for the PA to Principal as may be required:**

- Assist the PA to the Principal in providing a high level, professional, pro-active PA service to the Principal and SLT.
- Assist with sorting incoming post for the Principal and SLT.
- Support the PA to the Principal in administrative tasks such as drafting letters, communications, minutes and reports.
- Assist with collation of information and liaise with members of the Senior Leadership Team, Learning Leaders and Curriculum Team Leaders as appropriate.
- Support the PA to the Principal with organisation and planning for Staff Meetings and events as may be required.

### **General**

- Provide administrative support to other teams at the Academy as required.
- To undertake such other duties and responsibilities of an equivalent nature, as may be determined by the Principal from time to time, in consultation with the post-holder and post-holders Line Manager.
- The post-holder's duties must, at all times, be carried out in accordance with the Academy's Equal Opportunities Policy and other policies designed to protect employees or students from harassment.
- Take reasonable care of the health and safety of self, other persons and resources whilst at work

### **Development/Other**

- Commitment to ongoing personal training and development.

## **Responsibility for Resources**

### **People**

No direct line management of others.

### **Budgets**

To assist in sourcing cost effective orders e.g. for stationary, refreshments, hospitality etc.

### **Physical Resources**

Effective use of resources as determined by line manager.

Responsibility for maintaining and producing accurate information and Academy records as applicable to the role.

## **Characteristics of the post:** (e.g. non standard working arrangements and/or conditions, physical requirements such as lifting, mobility etc.)

Flexibility to work outside of normal hours when required, to suit the needs of the Academy, and as agreed with the line manager from time to time.

The post is term time only + 5 Inset Days + 5 additional days.

### **Employment checks required of this post:**

- Evidence of entitlement to work in the UK
- Evidence of essential qualifications – see page 2 of this specification
- Two satisfactory references
- Satisfactory DBS Disclosure
- Confirmation of medical fitness for employment

**Date: March 2022**



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