



HORBURY PRIMARY ACADEMY

# RECRUITMENT PACK



# DEAR APPLICANT

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Thank you for your interest in Horbury Primary Academy. We hope that the information contained within this brochure will help you decide if you have the right qualities, skills and experience to apply for our vacancy.

I have enormous pleasure in inviting you to consider joining Horbury Primary Academy and join a team committed to the pursuit of excellence in provision for our children.

We are keen to appoint individuals who have enthusiasm, vision and creativity but above all else an unrelenting commitment to high expectations and inclusivity.

Horbury Primary Academy is a community where children become confident, caring individuals with high aspirations, an enduring enthusiasm for learning and the necessary skills to succeed in life.

We believe we have created a broad, balanced and creative curriculum to ensure that children are engaged in their learning and above all enjoy coming to school. We have enthusiastic and caring staff who work hard to ensure this is in place.

We want every child to reach their potential and our ultimate aim is to create a lifelong love of learning which gives children not only new skills, knowledge and understanding, but also key learning attributes that will enable them to succeed as they begin their path in life.

We understand that partnership and collaboration is an important aspect to the on-going development of schools and academies and with this in mind, we work alongside Ossett Academy & Accord Sixth Form, Horbury Academy and Middlestown Primary Academy as part of the Accord Multi Academy Trust. We feel this is both exciting and enriching for the Academy and all staff and pupils.

The vision of our partnership is that the 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 as Headteacher to lead Horbury Primary Academy and 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 Horbury Primary Academy's further continued improvement, then we would be delighted to hear from you.

Your sincerely,



**Julie Tomlinson**  
Headteacher

# 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 FOR THE TRUST?

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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.”

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**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.”

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**Jules**

Finance Manager



## As a Trust we are committed to provide the following benefits for employees:

- An opportunity to collaborate with colleagues across our academies, within the central Trust teams, and where appropriate with other schools or Multi Academy Trust's on a local or regional basis.
- Formal opportunities arising from collaboration provide:
  - Structured and informal opportunities to share best practice that affords colleagues the opportunity to develop their own skills;
  - Efficiencies of scale and a joint up approach to working and developing initiatives, agendas and changes to practise.
  - Opportunities to lead on developments as a stepping stone to further career opportunities.
  - The opportunity to work in a forward thinking and fast paced environment alongside a range of professionals with a proven track record of success in transforming education for young people.
  - A specific career stage pathway of professional development with a commitment to support engagement in nationally recognised professional qualifications (NPQ's).
- The Trust maintains nationally agreed terms and conditions in relation to pay and conditions for teaching and associate staff, and continues to subscribe to local holiday patterns within the Wakefield local authority district.
- All employees have the opportunity to access a pension scheme.
- All employees have access to discounted rates for self and family members for a range of local and national companies and services, reviewed annually.
- Access to a biannual C2W scheme.
- All employees have access to the Fitness Suite at one of the academies in the Trust free of charge.



# WHY WORK AT HORBURY PRIMARY ACADEMY?

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- Horbury Primary Academy is a mixed, 3-11 primary academy, situated on the outskirts of Wakefield.
- Horbury Primary converted to academy status in December 2016 and joined the Accord Multi Academy Trust at the same time.
- The academy is situated just outside of the town centre of Horbury, a close knit community.
- We are immensely proud of our academy, staff and pupils and strongly believe that all pupils are entitled to experience the full breadth of learning and education.
- We encourage all pupils to demonstrate the academy's 'PRIDE' attributes; Perseverance, Risk Taking, Independence, Determination and Enthusiasm.
- We are delighted to offer an extensive extra-curricular and enrichment programme including Young Voices, Residential Trips, professional visitors into school and sporting competitions and events.
- We work in partnership with parents and carers to ensure that our pupils feel fully supported and safe during their time at the academy, allowing them to achieve their very best.
- Visitors frequently comment on our calm, supportive and friendly atmosphere.
- We have extensive outside play areas and grounds which enrich our pupils' outdoor activities and learning.
- We have previously held the Green Flag status and continue to uphold our commitment to sustainability in our school.
- The Academy has very strong links with the local community in Horbury and other primary schools within the Horbury pyramid.





“It has been a breath of fresh air working at Horbury Primary Academy. As a teacher, working in a supportive and collaborative environment is incredibly important and I have received support in all areas of my career and personal life while working here. All the staff are a caring and friendly group of people, who truly put the children first, and make it a very happy place to be.”

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**Helen**  
Teacher & PE Lead



“Working as part of the Horbury Primary family for 17 years has given me the privilege of not only working alongside such an enthusiastic, dedicated team, but seeing the fantastic experiences and opportunities that are provided for our children. Over the many years I have been encouraged and supported by such an amazing team, enabling myself to grow and develop skills I thought I could never accomplish”.

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**Tracy**  
Teaching Assistant





ADVERT

# OFFICE MANAGER

Grade 6, £22,342 to £24,485 per annum (actual salary)  
37 Hours Per Week, Term Time Only + 5 Insets + 10 Days  
To Start As Soon As Possible

Horbury Primary Academy are seeking to appoint an Office Manager who will play an integral role in shaping and developing efficient systems whilst maintaining our warm and welcoming environment. The successful candidate will be highly motivated, positive, emotionally intelligent and enthusiastic. You will ensure a high standard of secretarial, administrative and management support in order to assist in the smooth running of the Academy and act as the key link between the academy and Trust central teams.

The main function of the role is to ensure effective operation of the school in providing business services to the Academy to support the provision of effective teaching and learning. This includes responsibility for day-to-day operations and acting as the lead academy contact for the efficient delivery of administrative and local operational support systems, procedures and policies.

You will be responsible for developing systems to meet the needs of our school – so the roll takes imagination, determination and initiative!

If you are an effective communicator with excellent organisational skills and an interest in working in education we would be delighted to hear from you.

The Accord Multi Academy Trust was established in September 2016 and is currently made up of four academies who 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.

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. 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 or to arrange a visit to the Academy please contact [hr@accordmat.org](mailto:hr@accordmat.org) or call on 01924 282748.



**Closing Date: Monday 20 February 2023 at 9.00am.**

**Interviews likely to be held: w/c Monday 20 February 2023.**

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

<b>Job Title: OFFICE MANAGER</b>	<b>Grade: Grade 6</b>
<b>Department: HORBURY PRIMARY ACADEMY</b>	<b>Accountable to: DESIGNATED MEMBER OF SLT</b>
<b>Contract: FULL TIME, TTO + 5 INSETS + 10 DAYS</b>	<b>Responsible for: ADMINSTRATIVE STAFF</b>

**Overall Purpose of the Job:**

- Organise and supervise administrative systems within designated Primary academy.
- Support the planning, development and monitoring of administrative support services, including coordination and delegation of relevant activities.
- Act as link contact between designated Primary academy and Trust central team.

**Key Outcomes/ Activities:**

**Operations**

- Lead academy contact for the efficient delivery of administrative and local operational support systems, procedures and policies.
- Line manage administrative support staff.
- Deal with enquiries from parents, visitors and pupils.
- Support the organisation of academy educational visits or trips.
- Act as key facilitator between academy and central Trust team for all compliance related matters relating to health and safety, site management, HR, Finance, ICT, Data Protection, Freedom of Information and other relevant matters, ensuring provision of information required in a timely manner.
- Respond to queries from the Trust central Finance team regarding income received, invoices or purchase orders.
- Provide details of staff changes, payroll matters and staff absences to the Trust central HR team.

**Administration**

- Lead role in the maintenance of academy records and information systems.
- Support the Head of Academy / Executive Principal with responses to correspondence and enquiries.
- Act as Clerk to the designated primary academy Local Governing Body, attending 6 meetings per academic year.
- Provide administrative support to the Local Governing Body, Executive Principal / Head of Academy, and the Senior Leadership team.

**Resources**

- Provide guidance to staff at the academy as may be required commensurate with job role – forwarding complex queries and issues to the Trust central team.
- Monitor designated academy resources within an agreed budget, raising purchase orders as required.
- Ensure Loomis cash collection arrangements are undertaken within agreed process.
- Assist the Senior Leadership Team and Trust central team with marketing and promotion of the academy.
- Manage administration of facilities including premises, lettings etc.
- Be responsible for oversight of day to day academy Health & Safety matters seeking advice on issues arising, compliance and policy changes / implementation from the Trust central team.

**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 advise and support others.
- Promote team work, working in partnership to ensure effective working relations.
- Treat all users of the academies within the MAT with courtesy, respect and consideration.
- Be aware and comply with all Accord MAT and Academy Policies at all times.
- To be aware of and support difference and ensure equal opportunities for all.
- To participate in training and other learning activities and performance development as required.
- To maintain confidentiality at all times in respect of academy-related matters and to prevent disclosure of confidential and sensitive information.
- Other duties commensurate with the grade of the post as directed by the Executive Principal, Head of Academy, central Trust team and/or CEO.

**The duties and responsibilities highlighted in this job specification are indicative and may vary over time. Postholders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and the grade has been established on this basis.**

### 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>	NVQ Level 3 or equivalent qualification or ability to demonstrate an equivalent level of knowledge and experience in a relevant field  GCSE English and Maths at Grade C or above or equivalent	A/I		
<b>Experience</b>	Experience working in an office environment  Experience of line managing staff and delegating duties  Experience of minuting or clerking meetings	A/I		
<b>Knowledge</b>	Excellent Numeracy/ Literacy Skills  Effective use of ICT packages including Microsoft Office  Understanding of relevant policies/codes of practice/legislation	A/I		
<b>Physical Skills</b>	Excellent keyboard skills in the use of computerised systems  Ability to type proficient minutes and documents to a high standard	A/I		
<b>Competencies and other skills required</b>	Ability to organise and motivate other staff  Ability to plan and development systems and processes  Ability to relate well to children and adults  Work constructively as part of a team, understanding academy roles and responsibilities and your own position within these  Ability to self-evaluate learning needs and actively seek learning opportunities  Ability to seek advice and guidance from other colleagues at appropriate time and act / deliver on advice and guidance received in a timely and proficient manner  Excellent communication skills with ability to liaise with colleagues at all levels; and contacts inside and outside of own academy or organisation as may be required	A/I		

**Responsibilities for Resources:**

**Line Management Responsibilities:** Line management of identified academy administrative staff.

**Financial Responsibilities:**

Monitor resources within an agreed budget. Provide financial information to the Trust central Finance team as required. Collection of cash and/or cheques from parents on a regular basis reporting monies received in line with financial procedures.

**Physical Resources:**

Academy contact for facilities/health and safety – taking direction from the Trust central team.

Responsibility for management information systems associated with role, and the accurate confidential processing and reporting of the data including pupil data.

**Responsibility for People:**

The jobholder has a responsibility for implementing regulations and providing advice and guidance on established internal policies and procedures.

Close liaison with internal and external partners, organisations and stakeholders.

**Responsibility for Policy Developments:**

No direct responsibility with regard to policy development.

**Responsibility for Pupil Outcomes:**

Indirect impact on pupil's outcomes as the jobholder's role links to the provision of a successful and efficient administrative and operational service to the academy and staff.

**Working Conditions:**

This post is full time, term time only plus 5 Insets and 5 additional days per year. There may be a requirement to work flexibly throughout the course of the week, and support at after academy hours events as may be required.

**Main Contacts:**

The jobholder liaises with the Trust central team, Executive Principal, Head of Academy, Senior Leadership Teams, staff, pupils, parents and carers, and visitors to the academy. .

**Characteristics of the post:**

The employment checks required of 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:** May 2019

**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 Executive Principal, Head of Academy and/or CEO in consultation with the post-holder in order to reflect future developments, roles and organisational change.**



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