



SOUTH OSSETT INFANTS ACADEMY

RECRUITMENT PACK



A MEMBER OF
Accord
MULTI ACADEMY TRUST

DEAR APPLICANT

Thank you for your interest in South Ossett Infants Academy. 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.

I have enormous pleasure in inviting you to consider joining South Ossett Infants Academy and become part of a team of staff committed to the pursuit of excellence.

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

South Ossett Infants 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 that the child is the centre of everything we do and we have tried to create a broad, balanced and creative curriculum to ensure that children are engaged in their learning and above all, enjoy coming into school. We have enthusiastic, caring and professional staff who work hard to ensure this happens.

We believe that outstanding staff, not only teaching staff but support staff as well, are the key to our success. We see all staff as key members of our team. We are looking to appoint someone who recognises the importance of their contribution to our learning community.

We understand that partnership and collaboration is an important aspect to the ongoing development of schools and academies and with this in mind, we work alongside Ossett Academy & Accord Sixth Form College, Horbury Academy, Horbury Primary Academy and Middlestown Primary Academy as part of 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 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 South Ossett Infants Academy and to work alongside such a talented body of children 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 be delighted to hear from you.

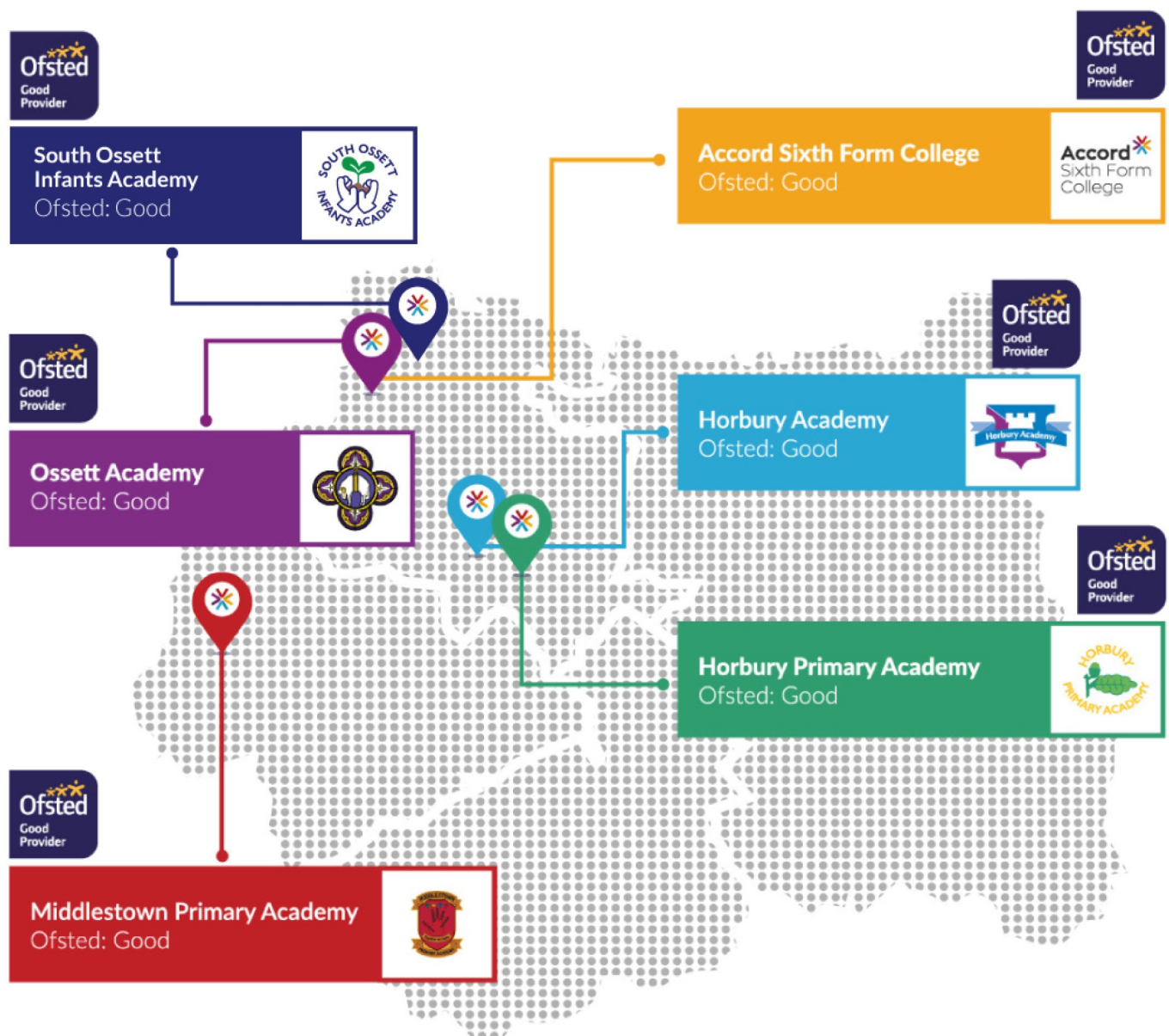
Yours sincerely,



Hannah Young
Headteacher

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?

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.



“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.”

Thom
SENCo



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.”

Jules
Finance Manager



WHY WORK AT SOUTH OSSETT INFANTS ACADEMY?

- South Ossett Infant Academy is a mixed 3–7 infant academy, situated on the outskirts of Wakefield. Our Early Years Foundation Stage provision is based in a separate building to the main school, allowing us to specifically cater for the developmental needs of all pupils.
- The Day School was originally founded in 1850, with the New Church Schools erected in 1856-7, close by to Christ Church.
- We converted to academy status in 2011 and joined Accord Multi Academy Trust in 2024.
- Our pupils are at the centre of everything we do and 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, caring and professional staff who work hard to ensure this happens.
- We have large, secure grounds and purpose-built play areas which enrich our pupils' outdoor activities and learning.
- 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.
- 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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“I began my journey as a parent volunteering to support classroom activities. This experience ignited a passion for working in the school environment, leading me to become a Special Educational Needs Teaching Assistant where I could make a direct impact on children's lives. As I continued to grow professionally, I embraced the opportunity to step into the role of Office Manager, where I could contribute to the school's success in an administrative capacity. I love the sense of community and purpose that comes with working at South Ossett Infants Academy and I'm grateful for the opportunities I've had to grow and make a difference.”

Gill
Office Manager



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“I began my career at Middlestown Primary Academy and have always been given opportunities to develop professionally. It is inspiring to work alongside dedicated professionals who work hard to give our children the best possible start in life. Leaders are supportive, encourage career progression and are always willing to go the extra mile. This support has allowed me to take on the role of Assistant Headteacher at South Ossett Infants Academy so I can share best practice across both sites and work collaboratively with colleagues.

Jack
Assistant Headteacher



ADVERT

Premises Assistant

Scale 4, £12,964 – £13,818 per annum (actual salary)

18.75 Hours Per Week, Full Year, Permanent

To Start As Soon As Possible

Are you practical, good at solving problems, using your own initiative, have good people skills and high standards for health and safety and a clean and organised environment?

Accord Multi Academy Trust are seeking to appoint a reliable and pro-active Premises Assistant to work as part of the wider Trust Estates Team ensuring security, safety and general maintenance of the Academy is maintained to a high standard.

The successful applicant should have some experience in a relevant field and demonstrable skills applicable for a caretaking and premises role.

The successful applicant will work as part of the Ossett Academy Estates team and will largely support caretaking requirements and be based at South Ossett Infants Academy which is located across the road from Ossett Academy. You will work collaboratively as part of the Ossett Academy team and work flexibly as part of that team to cover the needs of both South Ossett Infants and Ossett Academy in times of cover requirements and/or busy periods.

The post is 18.75 hours per week, working all year round. The proposed shifts for the role are detailed below. However we can be flexible with these times and are willing to consider applications from candidates who may wish to work flexibly around these times:

Mornings: 7.15am – 9.30am

Afternoons/Evenings: 16.30pm – 18.00pm

The job role can be carried out by one job holder or could be a job share arrangement for two job holders.

During the school holiday periods, shift times will be adjusted to suit the different working arrangements and any projects that are being undertaken.

There will also be a requirement to provide support and cover at our other academies within the Trust which are all located within 3 miles of the Academy.

We are confident that new staff joining our Trust will feel welcomed and happy to have chosen us. We 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 \(accordmat.org\)](#).

For an informal discussion about this position or to arrange a visit to our academy please contact hr@accordmat.org or call on 01924 274380.

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.



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.

Closing Date: Friday 27 June 2025 at 9.00am

Interviews are expected to be held: week commencing 30th June 2025

Application forms are available from [Vacancies | Accord Multi Academy Trust](#)

Please indicate on your application whether you are applying for the full 18.75 hours or one of the two shifts available.

Completed application forms to be returned to 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

Job Title: PREMISES ASSISTANT	Grade: Scale 4
Department: ACCORD MULTI ACADEMY TRUST	Accountable to: SENIOR ESTATES OFFICER
Contract: 18.75 HOURS PER WEEK , ALL YEAR ROUND THE ABILITY TO WORK FLEXIBLY AND SUPPORT AT ALL ACADEMIES IN THE TRUST.	Responsible for: N/A

Overall Purpose of the Job:

Working flexibly to support designated academy site, and also work as part of the wider Trust Estates team to ensure provision of clean, safe and secure environments for pupils and staff.

Contribute to the Estates Team across the Academy sites in the Trust, with responsibility for the security, lighting, heating and general cleanliness and maintenance of designated Academy site. To undertake site maintenance tasks e.g. portering, general grounds maintenance and the supervision of contractors who provide services to the Academy sites.

To uphold and promote the Trust's child protection and safeguarding policies and procedures and ensure they are adhered to by all staff. To promote the safety and wellbeing of pupils.

Cleaning and Health and Safety

- To ensure that academy buildings and grounds are kept in a clean and tidy state with particular responsibility for litter picking, sweeping, and graffiti removal.
- Attend to emergencies such as floods, broken glass, etc. as a priority.
- Undertake emergency cleaning duties.
- Clear snow and treat external areas with salt and sand in freezing conditions, paying particular attention to steps, slopes, paths, roadways and zebra crossings.
- Be aware of all relevant Health and Safety Regulations, including COSHH and report any breaches accordingly.
- Work closely with the academy cleaning team and provide support as may be required.
- Ensure pedestrian safety at all times using appropriate methods and equipment, especially cleaning of paths and steps in the winter months.
- Assist with carrying out fire evacuation drills and fire alarm testing with the assistance of the academy in accordance with fire procedures and statutory provisions.
- Assist with the maintenance of specialist sports equipment following specialist training, (e.g. MUGA).
- Carry out inspections of the Grounds.
- Carry out assigned compliance checks.
- Carry out assigned and pre-planned maintenance tasks at sites and respond to those of a reactive nature which are not pre-planned.

Security

- Provide an opening and closing service to designated Academy site ensuring all buildings and premises remain safe and secure. Support with opening and closing at other academy sites as may be required with appropriate notice.
- Setting and un-setting of Intruder alarms.
- Ensure that any lights not required are turned off during the day and all lights are turned off last thing at night.
- Ensure all buildings, doors and windows are locked at the end of the academy day.
- As directed, complete regular checks of all safeguarding lines including fences, gates and any access control systems in operation.
- Participate in an out of hours emergency call out service as and when required.

Maintenance and Repairs

- Undertake repairs and maintenance as required including joinery, painting, basic plumbing (including rodding and plunging of waste pipes and drains) and other basic maintenance as directed.
- Change fuses, bulbs, fluorescent tubes etc. where accessible and report electrical faults or broken sockets and switches, the smell of gas or other hazards to the senior site staff immediately.

Lettings

- Facilitate any out of hours lettings of the Academy site to ensure efficient handover and continuity of service, reporting any issues as soon as possible to appropriate staff.

Academy Customer Service:

- Undertake general portage type duties including the movement of furniture, equipment and general deliveries made to sites.
- Respond to, and as directed complete reactive academy based / curriculum orientated requests.
- Coordinate and complete requests that are received via the academy help desk and prioritise own workload in this respect with support from line managers and/or Director of Estates.
- Undertake various maintenance tasks following agreed works schedules. Tasks may include but may not be limited to removal of graffiti, changing light bulbs, replacing toilet rolls and paper towels and soap (where cleaning colleagues are unavailable), flushing off all toilets in the evening, cleaning and maintenance of equipment, removal and fitting of curtains/blinds up to regulatory heights, scrubbing and resealing floors when appropriate, repairing door handles, and some fixtures and fittings, painting and decorating tasks, and other ad hoc general cleaning and maintenance requirements.
- Any requirements for maintenance that may fall beyond the agreed skills and competencies of requirements of the post and/or of the job holder must be reported to the Principal/Headteacher, line managers and/or Director of Estates.

Administration

- To work within the academy system for prioritisation of workload and tasks assigned under the direction of the Principal/Headteacher, line managers and/or Director of Estates.
- Support with the identification and ordering of material needed, in liaison with line managers.
- Support with the preparation of evidence for the compliance management system in liaison with line managers and / or Director of Estates.
- Operate strong contractor management following appropriate academy training to ensure all contractors on site are managed effectively across the site(s) before the commencement of any works i.e. completion of safeguarding induction, DBS, Risk Assessments, Method Statements, Public Liability Insurances, Asbestos Management Plans and that they are an approved Trust / Academy assured contractor.

General Responsibilities

To undertake such other duties and responsibilities of an equivalent nature, as may be determined by Principal / Headteacher / Director of Estates from time to time, in consultation with the post-holder.

- To participate in continual professional development and annual reviews of personal performance, undertaking necessary training as required.
- The post-holder's duties must, at all times, be carried out in accordance with the Accord Multi Academy Trust Equal Opportunities Policy and other policies designed to protect employees from harassment.
 - A) Take reasonable care of the health and safety of self, other persons and resources whilst at work.
 - B) Co-operate with management of the academy as far is necessary to enable the responsibilities placed upon the academy under the Health and Safety at Work Act to be performed, e.g. operate safe working practices.

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
Qualifications:	Full driving licence for car and ability to travel to support duties of role GCSE English and Maths to Grade c or above	A/I	NVQ Level 2 Health & Safety.	
Experience:	Relevant experience of maintenance and repair/operation of premises/buildings.	A/I	Experience of working within an educational environment	A/I
Knowledge and Statutory Requirements	Awareness of relevant Health and Safety guidelines, including COSHH, H&S at Work Act, Asbestos regulations etc. Awareness of moving and handling procedures Demonstrable DIY skills Ability to prioritise tasks on a daily basis Willingness to be flexible Ability to contribute to effective team working ICT skills and the ability to use an IT database and emails	A/I	Working knowledge of building and alarm systems	A/I
Planning, Organisation and Mental Challenge:	Good organisational skills Ability to prioritise tasks with minimal direction	A/I		
Interpersonal & Communication:	Ability to communicate verbally and by email in a professional manner	A/I		
Physical Skills and Demands:	Ability to work in a physically demanding role, working on your feet and walking for significant periods of the day	A/I		
Initiative & Independence	Ability to work under own initiative when required	A/I		

Emotional Challenge and Resilience:	<p>Ability to remain calm under pressure</p> <p>The jobholder may be required to apply resilience when dealing with emotions/challenges from pupils and/or staff on an infrequent basis</p>	<p>A/I</p>		
Philosophy and Commitment	<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> <p>Commitment to inclusion so all pupils have access to a full Academy life</p>	<p>A/I</p> <p>I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p>		
Personal qualities:	<p>Proactive and self-motivated</p> <p>Flexibility, resolution and problem solving.</p>	<p>I</p>		

People

No line management responsibility.

Finance

No direct responsibility for budgets; however post holders should ensure all work is carried out within budget and cost effectively.

Physical Resources

To use and maintain equipment / resources as described in the main tasks and responsibilities in a safe and effective manner.

To take responsibility for securing sites working at and ensure grounds and buildings are safe and secure.

Working Conditions:

The post is 18.75 hours per week all year round. The shifts available for the role are:

Mornings – 7.15 – 9.30am

Afternoons/Evenings – 16.30 – 18.00pm

The job role can be carried out by one job holder or could be a job share arrangement for two job holders.

The successful applicant will work as part of the Ossett Academy Estates team and will largely support caretaking requirements and be based at South Ossett Infants Academy which is located across the road from Ossett Academy. You will work collaboratively as part of the Ossett Academy team and work flexibly as part of that team to cover the needs of both South Ossett Infants and Ossett Academy in times of cover requirements and/or busy periods.

There will be requirements to work flexibly and on different shift patterns to suit the needs of the designated academy and cover other colleagues across the wider Trust Premises Teams. There may also be requirements to work evening shifts for academy events as and when they occur.

During the school holiday periods, shift times will be adjusted to suit the different working arrangements and any projects that are being undertaken.

This is a physical role involving manual handling to be carried out on a regular basis; e.g. lifting and carrying of equipment, pushing and pulling of items, etc. This will increase at peak times such as during academy school holidays, and during periods of inclement weather. The job involves some exposure to disagreeable, unpleasant or hazardous working conditions.

Up to 15 days annual leave to be taken during Academy closure, the rest may be taken during term time. All holidays to be fitted around the needs of the academy.

Characteristics of the post:

- The post holder will be required to work flexibly to suit the needs of the Accord Multi Academy Trust and demands of the role.
- The post holder will be required to travel to any academy within the Trust.

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: October 2024

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 line manager in consultation with the post-holder in order to reflect future developments, roles and organisational change.



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