Place Partnership

A MULTI-ACADEMY TRUST

Recruitment Pack





Welcome to Candidates

Thank you for your interest in joining Place Partnership. This pack contains the ambition for our new organisation and the details of our journey to date, alongside information regarding the role we are looking to recruit to.

We are incredibly excited to be in the process of finalising our new Shared Services Team. This team of highly skilled colleagues will be dedicated to supporting us to realise our ambitious vision for education at Place Partnership, where people belong, place matters and purpose lasts.

Place Partnership represents the voluntary merger of two strong and successful Trusts in South and West Yorkshire: Maltby Learning Trust, established in 2014, and Accord Multi Academy Trust, founded in 2016. Both organisations shared a clear ambition - to grow our families of schools, extend the impact of our work, and ensure more children, families and communities could benefit from high-quality education. We recognise that by coming together, we will create a larger organisation with greater capacity to deliver exceptional learning experiences, strengthen school improvement, and contribute more meaningfully to the wider education system. From 1 September 2026, we will comprise 12 academies, supporting children and young people from early years through to Post 16.

At the heart of Place Partnership is a commitment to building a culture where people feel valued, take pride in their place, and hold high expectations because everyone matters. At Place Partnership we are dedicated to providing a high-quality education which ensures that every child is given the opportunity to achieve their full potential.

As an employer, we invest in our people through extensive professional learning and development opportunities, a comprehensive wellbeing offer, and a wide range of generous employee benefits.

It has always been a privilege to work alongside talented and dedicated professionals who strive every day to create the best possible opportunities for young people and our local communities. If you share our ambition, energy, and belief in the power of education to transform lives, we would be delighted to hear from you.



Alan Warboys
CEO

Vision

People belong, **place** matters, **purpose** lasts.

Mission

We commit to building a culture where people feel valued, take pride in their place, and hold high expectations because everyone matters.

Value Our People

We treat people with care and compassion, build belonging, and hold high expectations because everyone matters.

Take Pride in Our Place

We care for our communities and work in partnership, so that people feel connected, supported and part of something to be proud of.

Act with Enduring Purpose

We focus on what matters most, our young people, making decisions that stand the test of time.



The **Heart** of our Communities

Bringing together two closely connected regions through the merger was a deliberate and meaningful choice.

From the outset, we recognised that place matters, and that pride in local identity is a powerful force. South and West Yorkshire have long been shaped by industry, resilience, and strong civic identity, and education has always played a central role in supporting opportunity and social mobility. Today, that legacy is at the heart of our commitment to inclusive education, strong vocational pathways, and schools that sit at the centre of their communities. As our region continues its shift from industrial to knowledge-based economies, we are determined to realise the high aspirations of our young people ensuring that they receive the very best education available.

Our academies are deeply rooted in their localities, and we build meaningful relationships with families, businesses, and community organisations. Events within academies – such as charity fundraisers, concerts, showcases, and annual Remembrance Services - bring people together, and pupils regularly visit care homes and community spaces. These experiences help our young people understand the importance of compassion, connection, and contributing to the world around them.



We also maintain strong partnerships with local industry and education providers, ensuring pupils can explore and pursue the pathways that inspire them. Mock interview days, careers fairs, and links with employers and training providers open doors to a wide range of careers, apprenticeships, and higher education opportunities. Through these connections, we help our pupils see what is possible and we support them to take confident steps toward their futures.

This work will be made possible through a strong and well coordinated shared services model. Our teams will operate within a single executive structure, with strategic and operational functions delivered through two geographical hubs in Rotherham/Doncaster (South) and Wakefield (West). As a larger Trust, we will have greater flexibility to shape roles around individual strengths and to offer meaningful opportunities for cross collaboration and professional development.

By bringing together specialist expertise and ensuring it is accessible to every academy, we will enable our schools to focus on what matters most: delivering exceptional education and improving outcomes for every young person we serve.

The Shared Services model incorporating Finance, People, ICT, Data, Estates, Governance & Executive Support and Marketing & Communications strengthens the quality, consistency, and reliability of support across Place Partnership.

If you have the drive and passion to help shape something new, we would be delighted to hear from you.

Place Partnership is embarking on an exciting journey, and we are looking for talented, motivated people who can help us achieve our ambitions.

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Our Academies

12 academies
9,000 pupils
1,050 staff



1. Ossett Academy
   Accord Sixth Form College
2. South Ossett Infants Academy
3. Horbury Academy
4. Horbury Primary Academy
5. Middlestown Primary Academy
6. Wath Academy
   Wath Academy Sixth Form
7. Sir Thomas Wharton Academy
   The Sixth Form Partnership
8. Ravenfied Primary Academy
9. Maltby Redwood Academy
10. Maltby Manor Academy
11. Maltby Lilly Hall Academy
12. Maltby Academy
    The Sixth Form Partnership

Why Work for Us?

We recognise that our people are our greatest strength. Creating an environment where every colleague feels valued, supported, and able to thrive is one of our core values.

As part of our commitment to staff wellbeing and professional growth, we offer a comprehensive suite of benefits designed to support you at every stage of your career:

- Generous annual leave entitlement for full-time colleagues, rising with length of service.
- A Corporate Paid Healthcare Cash Plan through Westfield Health, with the ability to claim money back for essential healthcare and access a GP 24/7 through Doctorline.
- A competitive salary, incremental progression, and an enhanced pension scheme through either the Teachers' Pension Scheme or the Local Government Pension Scheme.
- An extensive professional learning and development offer, with regular training and development tailored to your role, ambitions, and career stage.
- Apprenticeship pathways, supporting progression into new roles and qualifications while you work.
- Family friendly policies, including enhanced maternity, paternity, adoption, and parental leave.
- A collaborative working culture, enabling you to learn from colleagues across the Trust and share best practice.
- Staff recognition programmes celebrating excellence, dedication, and positive impact.
- Supportive, inclusive environments where wellbeing and belonging are prioritised.

Access to Reward Gateway which offers:

- A SmartSpending App, allowing for instant savings on everyday high street brands, including supermarkets.
- Cashback schemes.
- Employee Assistance Programme with 24/7 confidential access to trained counsellors.
- Salary sacrifice schemes including Cycle2Work and SmartTech.
- A wellbeing centre, offering workout videos, healthy recipes, guided meditations, and articles focused on mental, emotional, financial, and physical health.





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Premises Officer

Location: Middlestown Primary Academy
Salary: Band E, £20,271 to £21,606 per annum (actual salary)
Contract: 27.5 Hours Per Week, Full Year
Start date: As Soon As Possible

About the Role

Place Partnership are seeking a dedicated Premises Officer at Middlestown Primary Academy to join our wider Estates Team and play a vital role in ensuring our academy sites remain safe, secure and fully operational for children, staff and visitors. This is a varied and rewarding role that combines site maintenance, health and safety compliance, security responsibilities and operational support.

As a Premises Officer, you will be responsible for the day-to-day upkeep of academy buildings, grounds and facilities. You will undertake routine maintenance, support statutory compliance checks, help maintain site security and contribute to the smooth running of academy operations.

You will also act as a key holder, participate in opening and closing procedures, and support events, deliveries and contractor management across the site.

Middlestown Primary Academy is a mixed 3–11 primary academy that was established in 1928 and set within expansive grounds, our school is situated in the heart of Middlestown, a semi-rural village close to the city of Wakefield.

The working pattern for the role is Monday to Friday 7.15am to 9.45am and 3.00pm to 6.00pm.

About You

The successful candidate will have:

- Experience in a premises, facilities or maintenance role.
- Good understanding of health and safety practices.
- Good organisational and time management abilities.
- Basic ICT skills, including email and management systems.
- Ability to work independently and as part of a wider team.
- Flexible approach to working hours and emergency callouts

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About Place Partnership

This is an exciting opportunity to join a forward-thinking and ambitious organisation, driven by a genuine passion for the wellbeing, care and education of young people.

Place Partnership represents the voluntary merger of two strong and successful Trusts in South and West Yorkshire: Maltby Learning Trust, established in 2014, and Accord Multi Academy Trust, founded in 2016. At the heart of Place Partnership is a commitment to building a culture where people feel valued, take pride in their place, and hold high expectations because everyone matters. At Place Partnership we are dedicated to providing high-quality education which ensures that every child is given the opportunity to achieve their full potential.

The estates team at Place Partnership is a central Shared Service. Although the role is based at Middlestown Primary Academy it may include supporting other sites as appropriate.

We invest in our people through extensive professional learning and development opportunities and we recognise that our people are our greatest strength. As such, we offer a comprehensive suite of benefits as part of our commitment to wellbeing and professional growth. 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
- 26 days annual leave per annum plus bank holidays, increasing to 31 days plus bank holidays after 5 years' service
- 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 Corporate Paid Healthcare Cash Plans
- Access to health and wellbeing services, with the ability to claim money back for essential healthcare such as prescriptions, optical and dental care through Corporate Paid Healthcare Cash Plans.
- Cycle to Work Scheme*
- Free, on-site parking at every site
- Trained Mental Health First Aiders in all our settings

**restrictions apply*

For full details of our employee benefit package, please see our recruitment pack.

Further Information

Visits are warmly welcomed and can be arranged. For further details regarding this opportunity, for an informal discussion regarding the role or to arrange a visit, please do not hesitate to contact hr@placepartnership.com

Closing Date: Friday 02 October 2026 at 12.00pm

Interviews are expected to take place: week commencing 05 October 2026

To apply for the position, please visit https://placepartnership.com/current-vacancies

Place Partnership is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. This post is subject to an enhanced Disclosure and Barring Service (DBS) check, further details of which can be found at www.gov.uk/disclosure-barring-service-check.

Place Partnership is 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.

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.

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

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Role Description
Premises Officer

NJC Pay Range:	Band E
Responsible For:	N/A
Responsible To:	Premises Manager / Senior Premises Officer

Main Purpose of the Post

- Maintain a secure Academy environment through effective site access management, daily safety checks, and consistent implementation of security procedures.
- Carry out day-to-day routine maintenance and repair tasks to ensure buildings, facilities and grounds are safe, functional and well-maintained.
- Contribute to health and safety legal compliance through PPM schedules, routine inspections, accurate record-keeping, and supporting statutory testing to ensure a safe environment for pupils, staff and visitors.
- Support the operational needs of the Academy by assisting with logistics, room setup, deliveries, porterage and contractor liaison to ensure the site runs efficiently.
- Act as key holders and respond to site security or emergency callouts.

Key Areas of Responsibility

Routine Maintenance and Reactive Repairs

- Respond efficiently to service help desk requests and complete routine maintenance and minor repairs including but not limited to addressing minor damage, tightening fixtures, replacing bulbs, basic plumbing, carpentry, painting, cleaning and general DIY tasks.
- Ensure the site is maintained at a high standard by proactively undertaking grounds and site maintenance work including but not limited to litter picking, graffiti removal and clearing leaves and weeds.
- Support the Senior Premises Officer and Premises Manager with PPM schedules, record keeping, and audits.
- Maintain tools, equipment, and stores, ensuring they are safe and fit for purpose.

Statutory Checks and Compliance

- Carry out statutory checks and inspections as directed, including but not limited to fire alarm and equipment testing, emergency lighting tests, legionella flushing or sampling and water temperature checks.
- Log all works and inspections in the estates MIS system accurately and on time.
- Support where required, with keeping paper / electronic records and folders up to date, including but not limited to asbestos management, legionella logbook, pest control and fire logbooks. Support the Academy with safe use of chemicals and equipment in line with COSHH and Health and Safety regulations and model safe working practices for pupils and staff, supporting with risk assessments as required.
- Support the Academy with evacuation and lock down drills as directed by Academy Leaders.
- Co-operate with and support external representatives undertaking site inspections including but not limited to Environmental Heath, HSE, Fire Officers, Trust insurers, DfE conditions inspectors.
- Immediately report any compliance issues, safety hazards, or urgent repairs to the Senior Premises Officer or Premises Manager.

Accidents and Incidents

- Support where required, with accident & incident investigations through the gathering of information and evidence.
- Be a positive ambassador for site health & safety and safe working practices at all times.
- Ensure vigilance in identifying and reporting near misses, hazards, or potential risks to maintain a safe environment for pupils, staff, and visitors.
- Support where required in gathering accurate evidence (including accident forms, photographs, witness details and compliance records) to support the Trust's insurance processes and effective claims management.

Site Safety, Security and Emergency Response

- Act as a designated key holder and respond to site security, alarms and emergency callouts outside of normal working hours.
- Be responsible for conducting daily opening and closing routines, including unlocking/locking buildings, gates and perimeter access points.
- Carry out routine daily site safety checks, including but not limited to visual inspections, ensuring safe emergency exits with clear access, hazard identification, perimeter fencing inspection and ensuring pathways and playgrounds are safe and unobstructed.
- Maintain safe access during adverse weather e.g. winter gritting and snow clearance, to ensure pupils, staff and visitors can safely enter and egress.
- Support the Senior Premises Officer / Premises Manager with security arrangements for lettings and community use.

Porterage and General Duties

- Carry out porterage duties including but not limited to moving furniture, equipment, and deliveries around the site.
- Assist with setting up and clearing away for exams, dining, events, lettings, and Academy activities.
- Liaise with contractors on site in relation to access, welfare, job progress and safeguarding considerations.
- Monitor cleaning and contractor working practices to ensure they are working safely and to a high standard reporting any concerns to the Premises Manager or Senior Premises Officer.
- Maintain adequate stocks of consumables and basic repair materials, including but not limited to cleaning supplies, toilet tissue, hand towels, soap (if the cleaning contract is outsourced), lightbulbs, and minor repair components, ensuring availability to meet operational needs.
- Support with storage management and ensure stores and plant rooms are kept tidy and well-organised.
- Assist with waste management and recycling arrangements.
- Support with deep cleans and additional cleaning requirements as needed.
- Providing flexible support across the Academy estate to ensure daily operational needs are met and teaching and learning are not disrupted.

Vehicle Checks (where applicable)

- Support daily vehicle checks and ensure any minibus defects or compliance issues are reported promptly to the Premises Manager or Estates Compliance Coordinator
- Provide guidance and support to ensure drivers are fully familiar with vehicle operation and safety procedures.
- Support with coordination of MOTs, servicing, vehicle movement and replacements, and repairs as required.
- Support with the recovery of the vehicle and/or pupils and staff in the event of a breakdown or road traffic accident.
- Support if required, to ensure minibuses are clean, fuelled, and ready for use.

Other Considerations Relevant to the Role

- Work from identified Place Partnership Academy locations on a shift and rota basis.
- Work flexibly and collaboratively as part of the Trust Shared Services Estates Team in designated hub.
- Post holders will be required to work various shifts on a rota basis with an unpaid half hour lunch break per day.

- The postholder is expected to provide reasonable out-of-hours support where required in response to critical incidents, in accordance with operational needs, and the provisions of the Green Book/NJC terms and conditions.
- Work with flexibility, travelling to and from Academies and other locations in the course of undertaking work duties.
- A Disclosure and Barring Service (DBS) check at Enhanced Level is required.

The aim of the Role Description is to indicate the general purpose and level of responsibility of the post. Duties may vary from time to time without changing the character of the post or general level of responsibility.

This is an outline Role Description only and the post holder will be expected to undertake duties commensurate within the range and grade of the post or any lesser duties as directed.

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Role Description

Supplementary Information

NJC Pay Range:	Band E

Standards and Expectations

- Be an excellent role model, exemplifying high personal and professional standards and promoting high expectations for all members of the Trust.
- Take responsibility for promoting and safeguarding the welfare of children, young people and adults within the organisation.
- Demonstrate optimistic personal behaviour, positive relationships and attitudes towards young people, professionals, parents/carers, governors and members of the local community.
- Regularly review own practice, set personal targets and take responsibility for own personal development.

Securing Policies and Compliance

- To apply Academy and Trust wide policy and procedures.
- To promote and safeguard the welfare of pupils and other adults within the Trust by adhering to all statutory and associated workplace policies.
- To ensure compliance through quality assurance and evaluation.
- To report and advise on any matter that may place the brand and reputation at risk.
- To keep abreast of statutory and regulatory guidelines within the area of responsibility and ensure leaders are kept up to date so that systems and processes secure compliance.

Leading People and Managing Performance

- To develop staff within the team to deliver high quality performance.
- To actively manage own performance and that of others, participating in the Trust's appraisal process as Appraiser and Appraisee.
- To ensure that Leaders receive high quality advice and guidance emanating from area of work/responsibility.

Engagement with Stakeholders

- To build and maintain effective professional relationships with relevant external stakeholders and service user groups.
- Contribute to the development and delivery of staff and leader training and support across the Academy/Trust.
- To secure and actively engage with professional networks and collaborative arrangements with outside agencies and professional bodies associated with area of responsibility.
- To set clear standards for and expectations of communication with parents/carers and other key stakeholders ensuring follow up is timely, effective and appropriate.
- To work collaboratively with others to deliver added value to the Academy and Trust.
- To understand the changing community and ensure stakeholder satisfaction.

This supplementary information forms part of the role description and should be used alongside the role specific information.

Place Partnership is committed to safeguarding the welfare of children and expect all staff to share this commitment.

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Person Specification

Premises Officer

	Essential	Desirable
Qualifications and Training	• Level 2 English/Maths or functional skills. • Full UK driving licence.	• Basic trade skills or qualifications.
Experience, Knowledge and Understanding	• Experience in premises, facilities, or maintenance, role. • Good understanding of health and safety.	• Experience in education or Academy premises.
Skills and Attitude	• Practical skills and good attention to detail in general maintenance and minor repairs. • Ability to work in a physically demanding role, working on your feet and walking for significant periods of the day. • Willingness to undertake emergency callouts and work flexibly. • Good organisational and time management skills. • Ability to stay calm and controlled under pressure and meet deadlines. • ICT skills to respond to emails and access service requests via MIS. • Proactive and solution-focused approach.	
Personal Qualities and Attributes	• Ability to work with a wide range of people and build effective working relationships. • Ability to work independently and collaboratively as part of a wider team. • Conscientious and reliable with strong professional integrity. • Reliable, trustworthy, and able to work independently. • An advocate for the Academies and Trust.	
Commitment	• Commitment to diversity and equality of opportunity in all working practices. • Commitment to child protection and safeguarding policies and procedures. • Commitment to personal professional learning and development. • Commitment to participate in all Health & Safety training requirements	

		as issued by the Trust, ensuring compliance with safe working practices.	

**The postholder is required to ensure they have the appropriate car business insurance to meet the requirements of the post.*

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This role is part of Place Partnership, which will be formed on 1 September 2026 from the existing legal entity of Maltby Learning Trust (MLT). Appointments that are scheduled to start before 1 September 2026 will be contracted to MLT as the legal entity, which will then become Place Partnership at the point that the merger is finalised.

Please visit our websites for further information and how to apply.

Accord MULTI ACADEMY TRUST

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West Yorkshire WF5 0DG

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Exceptional Experiences. Successful Lives.

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