



A MULTI-ACADEMY TRUST

Recruitment Pack





Welcome to Candidates

Thank you for your interest in joining Place Partnership. This pack contains information about our Trust, alongside information regarding the role we are looking to recruit to.

Place Partnership, established in 2026, comprises 12 academies, supporting children and young people from early years through to Post 16 across South and West Yorkshire. Our Trust was formed following the voluntary merger of Accord Multi Academy Trust and Maltby Learning Trust on 1 September 2026. At the heart of our organisation is a commitment to building a culture where people feel valued, take pride in their place, and hold high expectations because everyone matters. 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 is 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
Chief Executive Officer

Vision

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



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.

Mission

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



The Heart of our Communities

People belong, place matters, purpose lasts.

We recognise that pride in our regions and local identities 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.

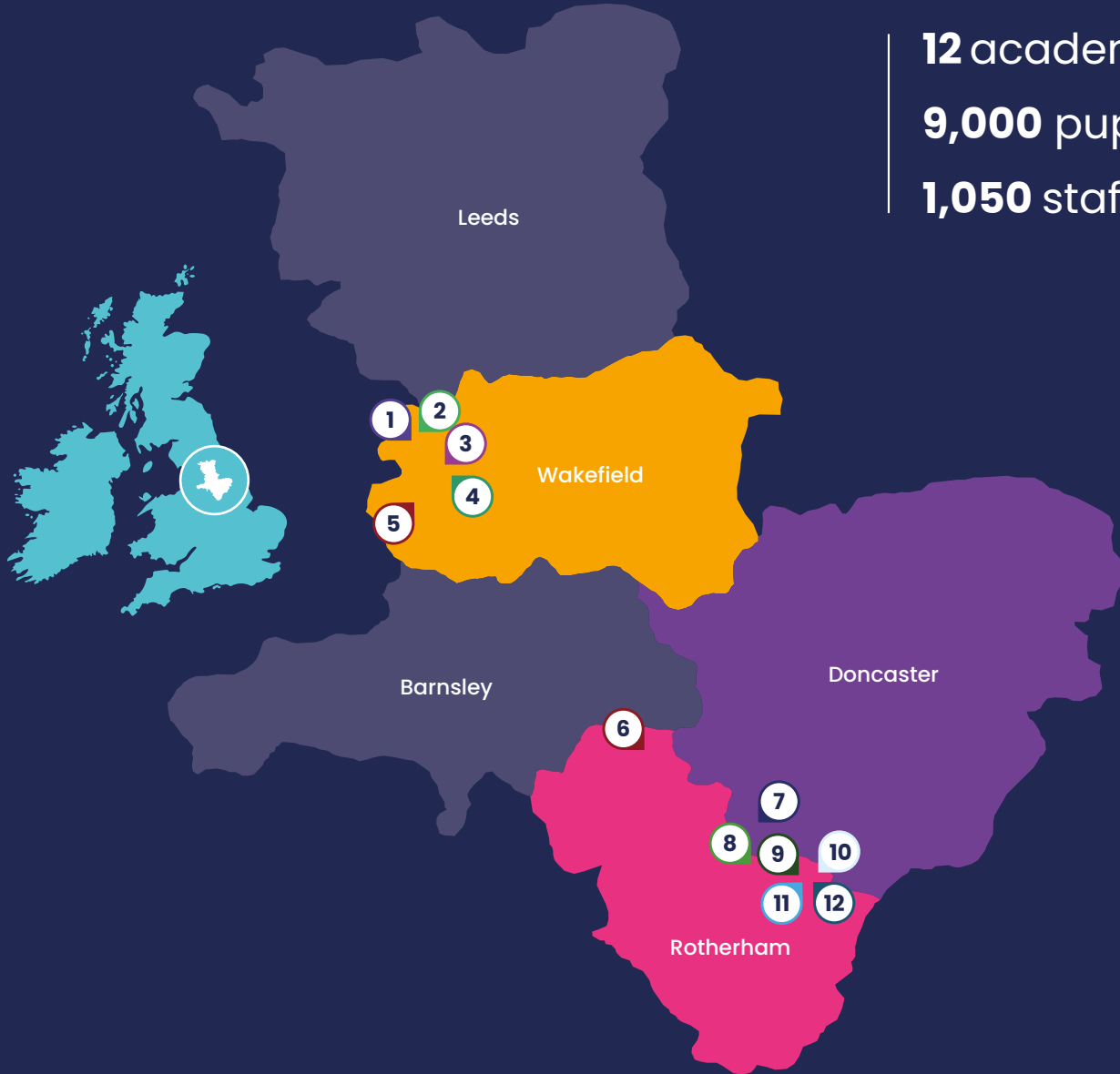
We also maintain strong partnerships with local industry and education providers, ensuring pupils can explore and pursue the pathways that inspire them. Mock interview days, careers fairs, and links with employers and training providers open doors to a wide range of careers, apprenticeships, and higher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

As a family of academies, we combine the strengths of local schools with the benefits of collective expertise. Specialist teaching knowledge is shared across the Trust, ensuring that every child has access to high-quality learning experiences regardless of which academy they attend. This collaborative approach is underpinned by a robust and responsive Shared Services model operating across our South and West Yorkshire hubs. With expert support available in areas including finance, human resources, IT, marketing, data and operations, our academies are empowered to focus on what matters most: delivering exceptional education and enriching the lives of young people.



Overview

12 academies
9,000 pupils
1,050 staff



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



GREAT HARBOR HUB
The Great Harbor Hub is the new home for all of our community events and activities. It's a place where you can come and enjoy a range of activities, from sports to arts and crafts, all in one place.



Finance Assistant

Location: Place Partnership West Hub (Wakefield)

Salary: Band D, £26,427 to £26,847 per annum

Contract: Full Time, Full Year

Start date: As Soon As Possible

About the Role

Place Partnership are seeking to appoint an enthusiastic and dedicated Finance Assistant to provide essential support to our Shared Services Finance Team based in the West Hub (Wakefield.) This role offers an excellent opportunity to contribute to the delivery of high-quality financial services across the Trust, while working closely with academies and a range of stakeholders.

The successful candidate will work collaboratively with the Senior Finance Officer to provide comprehensive financial support across the Trust. They will be responsible for ensuring the accurate and timely delivery of transactional finance services, including purchase ledger administration, payment processing, and cashback management. The postholder will also undertake routine reconciliations, prepare financial reports and schedules for review, and maintain accurate administrative and audit records. In addition, they will provide first-line support for resolving transactional finance queries and contribute to the continuous improvement of financial processes and procedures.

The ideal candidate will be a proactive, adaptable, and collaborative team player, capable of managing a varied workload, prioritising competing demands, and meeting deadlines in a fast-paced environment. They will possess excellent organisational and communication skills, strong attention to detail, and a commitment to delivering accurate, high-quality financial support.

Experience of working with financial systems and processes is desirable, together with a willingness to learn and contribute positively to the ongoing success of the finance team.

This is a full-time, permanent position, working Monday to Thursday, 8:00am to 4:00pm, and Friday, 8:00am to 3:30pm, with a 30-minute unpaid lunch break each day.

About You

The successful candidate will be...

- Educated to GCSE level (or equivalent), including English and Mathematics.
- Proficient in the use of Microsoft Office applications and Accounting Software.
- Experienced in working within financial procedures, systems and processes.
- Able to complete work accurately, efficiently and within agreed deadlines.
- Competent in the use of ICT systems, with a proven ability to quickly learn and adapt to new software, systems and procedures.
- Able to demonstrate excellent numerical, communication and problem-solving abilities.
- Able to work effectively both independently and as part of a team, while maintaining confidentiality and professionalism.

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 was formed in September 2026 following 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.

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 'Place Plus'
- Access to an industry leading Employee Assistance Programme (EAP)
- 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: Monday 12 October 2026 at 9.00am

Interviews are expected to take place: week commencing 12 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 young people and expects all staff and volunteers to share this commitment. The post is subject to an Enhanced Disclosure and Barring Service (DBS) check and checks of the relevant barred list / prohibition lists.

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.

Role Description

Finance Assistant

NJC Pay Range:	Band D (with progression to Band E upon the successful completion of the Level 3 AAT qualification).
Responsible For:	N/A
Responsible To:	Senior Finance Officer

Main Purpose of the Post

- Provide accurate and timely transactional finance support, including purchase ledger, payments processing, and cashbook management.
- Carry out routine reconciliations and prepare schedules for review.
- Contribute to consistent processes and excellent customer service standards to all internal and external stakeholders.

Key Areas of Responsibility

Purchase Ledger and Payments

- Raise Trust and Academy purchase orders and receipt goods and services where required, ensuring accurate coding of all costs.
- Maintain accurate purchase ledger records and resolve supplier queries.
- Monitor purchase orders and receipting, escalating issues as appropriate.
- Enter invoices accurately onto the finance system, ensuring correct coding and authorisation.
- Process BACS payments, ensuring suppliers are paid within agreed terms and in accordance with Trust procedures.

Sales Ledger

- Raise sales ledger invoices as required, ensuring accurate coding of income including but not limited to lettings and Academy visits.
- Review the aged debtors listing on a regular basis, investigating through to resolution aged debt and credit balances.

Cashbook and Reconciliations

- Carry out routine transactional processing and reconciliations including bank accounts, petty cash, and credit cards.
- Prepare suspense account reconciliation schedules for review by the Senior Finance Officer.
- Provide support to ensure that Trust credit cards and Expense Cards, are appropriately used and all transactions validated and posted appropriately.
- Ensure all transactions are recorded accurately and promptly.
- Identify and report discrepancies or control issues.

Month-End Support

- Support month-end close by preparing reconciliations, reports, and schedules.
- Post Academy recharges as requested.
- Provide data and documentation to support management accounts production.
- Review the aged creditors listing on a regular basis, investigating through to resolution aged invoices and purchase ledger debit balances.
- Support the reconciliation of Academy trips income and expenditure.

- Ensure all month-end tasks allocated to the role are completed on time and to the required standard.

Administration and Compliance

- Maintain filing, audit documentation, and system records to ensure audit readiness.
- Manage the Finance mailbox, ensuring timely action is taken to resolve routine supplier and Academy queries, escalating complex issues to the Senior Finance Officer.
- Support Academy cash collection procedures.
- Provide day to day support for pupil payment systems e.g. ParentPay, Scopay, Bromcom.
- Support first-line transactional problem solving and contribute to continuous improvement.
- Follow Trust financial regulations and policies and procedures, maintaining strong internal controls.
- Ensure compliance with GDPR and the Trust's Data Protection Policies when handling financial and personal data.

Other Considerations Relevant to the Role

- To work from an identified Place Partnership Office location.
- To 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.

Role Description

Supplementary Information

NJC Pay Range:	Band D (with progression to Band E upon the successful completion of the Level 3 AAT qualification).
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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, 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 highly effective quality assurance and forensic evaluation.
- To report and advise on any matter that may place the brand and reputation at risk.

Engagement with Stakeholders

- To build and maintain effective professional relationships with relevant external stakeholders and service user groups.
- To provide reports and updates to Leaders and Governors in relation to 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 academies 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.

Person Specification

Finance Assistant

	Essential	Desirable
Qualifications and Training	GCSE English and Maths (Grade C/4 or above) or equivalent.	- AAT Level 2 or 3 or working towards AAT qualification. - Experience in education or public sector finance. - Familiarity with finance systems (e.g., Sage, PS Financials, Access Education).
Experience, Knowledge and Understanding	- Accurate data entry skills and attention to detail. - Competent in Microsoft Office, particularly Excel.	- Experience in transactional finance, purchase ledger, or accounts payable. - Awareness of Academies Handbook. - Awareness of Child Protection/Safeguarding.
Skills and Attitude	- Excellent organisational and time management skills. - Strong analytical and problem-solving abilities. - Ability to stay calm and controlled under pressure and meet deadlines. - High level of accuracy and attention to detail. - Proactive and solution-focused approach. - Ability to work on own initiative.	
Personal Qualities and Attributes	- Effective communicator both in verbal and written form to a variety of audiences. - Ability to work with a wide range of people and build effective working relationships. - Conscientious and reliable with strong professional integrity. - An advocate for the 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.	

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



Place Partnership is a Charitable Company limited by guarantee.
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