



Recruitment Pack



Welcome to Applicants

Thank you for your interest in Maltby Academy.

We hope that the information within this pack will help you decide whether Maltby Academy is the right place for the next stage of your career.

Maltby Academy is a successful and ambitious 11-19 academy at the heart of its community, serving more than 1,100 students, including a thriving Sixth Form. We are proud to be part of Place Partnership, a family of academies committed to ensuring that people belong, place matters and purpose lasts.

At Maltby Academy, we believe that every young person deserves an exceptional education and the opportunity to fulfil their potential. Our culture is built upon high expectations, strong relationships and an unwavering commitment to putting students first. We are proud of the inclusive and supportive environment we have created, where students feel safe, valued and empowered to succeed.

Our dedicated staff work collaboratively to ensure that all students receive excellent academic, pastoral and personal development opportunities. We strive not only to achieve strong educational outcomes, but also to develop confident, resilient and responsible young people who are fully prepared for their futures.

Beyond the classroom, students benefit from a comprehensive programme of enrichment, leadership opportunities and wider experiences that help broaden horizons, build confidence and raise aspirations.

As Principal, I am incredibly proud of our students, staff and wider academy community. If you share our passion for excellence, inclusion and transforming the life chances of young people, we would be delighted to hear from you.

Yours sincerely,

Richard Wood
Principal



About Place Partnership



1. Ossett Academy and Sixth Form College
2. South Ossett Infants Academy
3. Horbury Academy
4. Horbury Primary Academy
5. Middlestown Primary Academy
6. Wath Academy and Sixth Form

7. Sir Thomas Wharton Academy and The Sixth Form Partnership
8. Ravenfield Primary Academy
9. Maltby Redwood Academy
10. Maltby Manor Academy
11. Maltby Lilly Hall Academy
12. Maltby Academy and The Sixth Form Partnership

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. 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.

Our Vision

People belong, place matters, purpose lasts.

Our Mission

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

Our Values



Value Our People

We commit to building a culture where people feel valued, take pride in their place, 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.



Staff Benefits

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 which support colleagues to progress into new roles and qualifications while working.



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.



About Maltby Academy

- Maltby Academy is a successful and ambitious 11-19 academy located in Rotherham, serving more than 1,100 students, including a thriving Sixth Form provision.
- We are a highly inclusive academy where every student is known, valued and supported to achieve their full potential. Ofsted recognised that "Inclusion runs through every aspect of school life."
- We are committed to delivering a broad, ambitious curriculum alongside exceptional pastoral care and a strong focus on personal development.
- We offer an extensive programme of enrichment activities, leadership opportunities and wider experiences that broaden horizons and raise aspirations.
- We provide a supportive and aspirational learning environment where students develop the knowledge, skills and character needed to succeed in education, employment and life beyond school.
- We have been recognised by Ofsted for our strong personal development provision, with pupils benefiting from a "well-sequenced personal development programme" that supports wellbeing, resilience and personal growth.
- We are dedicated to ensuring the very best outcomes for all students through high expectations, strong relationships and a culture of continuous improvement.
- We are at the heart of the local community, working closely with families and partners to ensure every young person can thrive and succeed.



Ofsted Report 2026

Inclusion runs through every aspect of school life. Leaders identify and understand each pupil's individual needs. As a result, vulnerable pupils' attendance is improving, rates of suspensions are decreasing and attainment is increasing.



Pupils access activities such as boxing and special effects make-up, which they might not otherwise have had the opportunity to experience.



Administration Assistant

Location: Maltby Academy

Salary: Band C £26,016 FTE per annum, £22,053.04 pro rata

Contract: 37 Hours, Term Time + 2 Inset Days

Start date: As Soon as Possible

About the Role

An exciting opportunity has arisen at Maltby Academy for an exceptional Administration Assistant to work with an experienced and highly motivated team of professionals.

We are seeking to appoint a suitably qualified and talented professional to provide general clerical and administrative support to our reception/admin team.

Maltby Academy already has a strong team of professionals delivering high-quality learning in and out of the classroom who work together to achieve our Academy vision 'where every child, colleague and community feels a strong sense of belonging, pride and purpose. We strive to build an education system that delivers excellent outcomes and creates a lasting, positive impact on the communities we serve.'

If you feel you would like to be a part of that team and could make a valuable contribution to driving standards and performance to the next level, we would like to hear from you.

About You

The successful candidate will be...

- be committed to Place Partnership's Vision and Values and the Academy's Key Drivers;
- be a driven, proactive, and positive individual with an unwavering commitment to continuously improving their own standards;
- have a true growth mindset, exceptional work ethic and a sense of humour;
- have the skills and personal qualities to support the reception/admin team and work with other professionals;
- be a team player and work closely with other professionals and implement effective strategies to ensure systems and processes are rigorously adhered to;
- have the knowledge and experience of the context in which Maltby Academy operates.

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
- 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 **Mrs J Holden, PA to Principal** via email jholden@maltbyacademy.com.

Closing Date: Monday 21 September 2026 at 9.00am

Interviews are expected to take place: W/C 21 September 2026

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

Administration Assistant

NJC Pay Range:	Band C
Responsible To:	PA to Principal

Main Purpose of the Post

- To provide general clerical and administrative support to the Academy.
- To provide administrative support to the Senior Leadership Team as needed.
- To greet all visitors in a warm and welcoming manner, dealing with all enquiries in a helpful and informative manner.
- To maintain good working relationships with all members of the Academy community.
- To undertake any other relevant administrative duties.

Key Areas of Responsibility

- To provide administrative support to the admin team including (but not limited to) making routine telephone calls, supporting the set-up of meetings, photocopying, printing, filing, and scanning of documents.
- To answer and action any incoming calls, transferring to the relevant member of staff and to take and communicate messages.
- To sort and manage incoming/outgoing mail.
- To maintain high standards when managing confidential information, complying with the academy's data protection procedures and legal requirements at all times.
- To receive and send emails and text messages, forwarding when necessary.
- To ensure staff, visitors and students are appropriately signed in/out of the building.
- To undertake certain financial transactional and administrative tasks required by the academy.
- To update files and folders on a regular basis, ensuring secure storage of confidential documents.
- To complete miscellaneous duties with regard to school events, educational visits, and functions.
- To actively engage in the Performance Management / Appraisal process.
- To provide administrative support to the Leadership Team.

Other Considerations Relevant to the Role

- To work from and identified Place Partnership Office location.
- To work with flexibility, travelling to and from Academies and other locations in the course of undertaking work duties.
- To work outside contract hours in order to meet the needs of the role.

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 C
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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/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 students and other adults within the Learning 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.

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 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 Academy and Trust.
- To understand the changing community and ensure stakeholder satisfaction.

Other considerations

- A Disclosure and Barring Service (DBS) check at Enhanced Level is required.
- To undertake any duties and reasonable requests that are in keeping within the requirements of this post.

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

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

Person Specification

Administration Assistant

	Essential	Desirable
Qualifications and Training	GCSE's A*-C / 9-4 or equivalent (including English Language and Mathematics).	- First Aid training - Safeguarding training - Recognised qualification in Microsoft Word, Excel or European Computer - Driving License. - Level 2 Business Admin qualification
Experience, Knowledge and Understanding	- A good level of competency in - IT systems including Microsoft Office.	Previous experience of having worked in an educational environment.
Skills and Attitude	- Ability to work with a wide range of people. - Ability to work as part of a proactive team as well as on your own initiative. - Ability to stay calm and controlled under pressure. - Ability to meet deadlines. - Ability to be self-directed. - Good organisational skills.	Ability to meet the needs of the Trust.
Personal Qualities and Attributes	- Ability to form and maintain appropriate relationships and personal boundaries with young people. - Ability to communicate effectively and concisely both in verbal and written form.	
Commitment	- Committed to professional development and willingness to attend training courses. - Commitment to diversity and equality of opportunity in all working practices.	

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



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