



ACCORD MULTI ACADEMY TRUST

RECRUITMENT PACK



DEAR APPLICANT

Thank you for your interest in this very important post at Accord Multi Academy Trust. We hope that the information contained within this pack provides sufficient information and helps you to decide if you have the right qualities, skills and experience to apply for the position.

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 vision is underpinned by the highest expectations of what every child can achieve regardless of their context or starting point.

This is an exciting time in our development as we continue to work tirelessly to provide world class education for young people within our community. In our infancy, the Trust secured a strong foundation on which to build, consolidating the important structures necessary for growth, development, innovation and sustained improvement. These foundations have been underpinned by strong collaboration between all leaders across each of our academies, and this has been instrumental in allowing us to meet the many challenges in education in a coherent, co-ordinated and effective way.

Working together as a team has clearly made us stronger, and the support and challenge of each other has enriched our individual academies and the Trust as a whole.

As a Trust we are fully committed to investing in our staff, and as an employee you will have access to high quality professional development and an employee benefit package that includes a range of wellbeing support in addition to cash saving and salary sacrifice schemes.

It is a real privilege to work alongside such a talented body of professionals working tirelessly to provide the best opportunities for young people across the Trust, and if you feel that you have the vision, drive and energy to support and contribute to the Trust's further development, then we would like to hear from you.

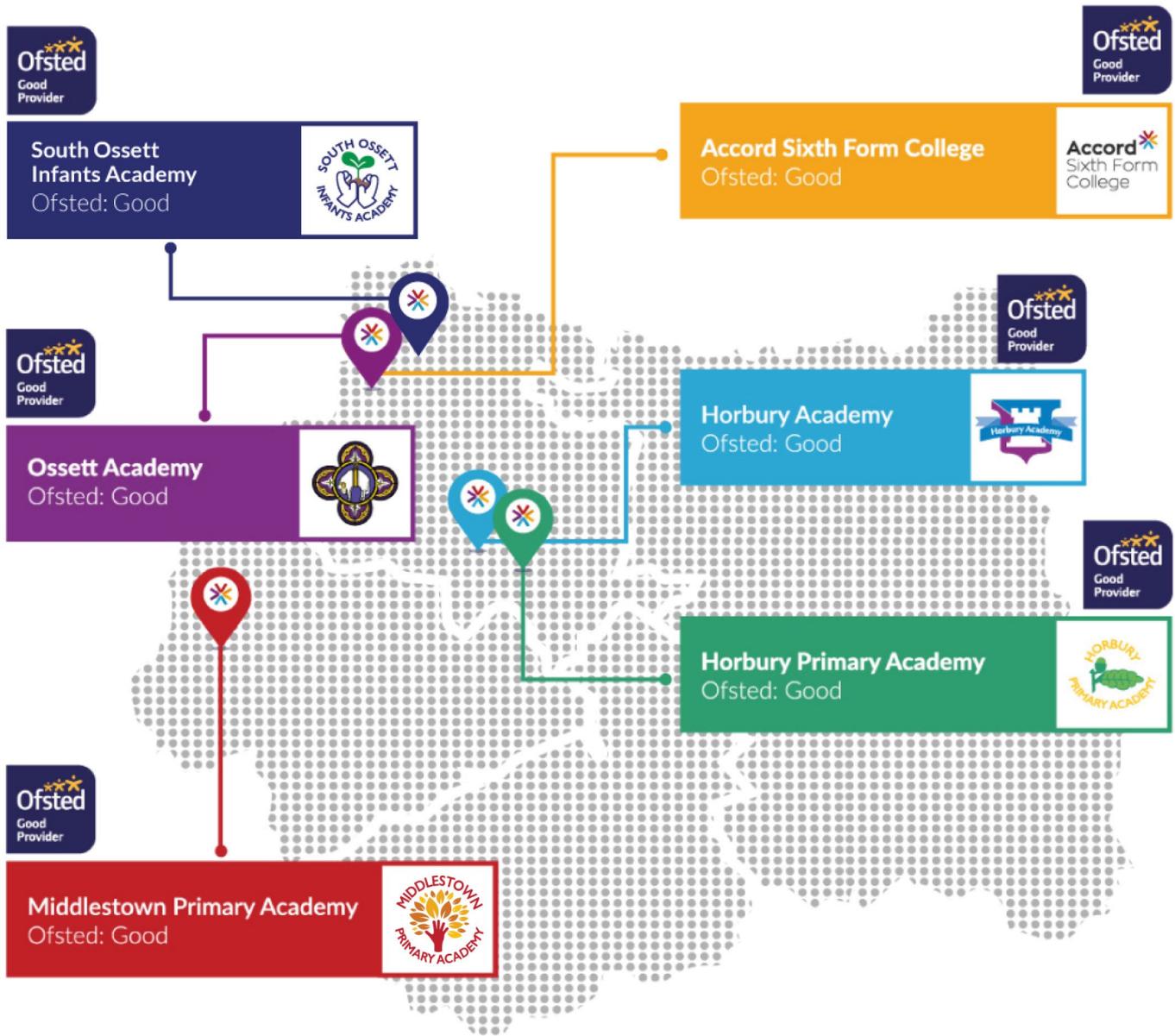
Yours sincerely,



Alan Warboys
Chief Executive Officer

ABOUT THE TRUST

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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 on what every child can achieve regardless of their context or starting point.

Having consolidated our position as a multi academy trust, we are now at a point where we are looking to build on our existing central structures to sustain our improvement to date, but also to ensure that we have the strong educational capacity necessary to welcome more academies to join the Trust. This particular post is therefore a very important feature of our planned growth and development and aspiration to provide a world class education for all young people within our community.



WHY WORK AT ACCORD MAT?

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 O2 or further discounts courtesy of, for example, Blue Light Card and Discounts for Teachers.



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“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



WHAT MAKES US A GREAT EMPLOYER?

- We have designated Central Team offices located close to Junction 40, Wakefield.
- We have additional Central Team offices based at both of our secondary academies, allowing staff to be flexible in terms of working across sites.
- The Central Teams consist of Operations, Finance, HR and ICT, who work in close partnership to ensure the smooth running of our academies.
- We have five local academy sites shrouded in local history, with school buildings dating back to 1850, including two of the oldest schools in Ossett.
- 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.
- We encourage Central Team staff to build and maintain relationships across sites and with other local academies to develop their own and the organisation's expertise and provision.
- We prioritise a positive working culture through clear policies and procedures, and provide support for all colleagues in all roles to adhere to these and be the best possible role models that they can be.
- To support the achievement of success, Accord is a flexible and understanding employer and we seek to recognise the achievements and successes of all employees.



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“10 years ago I joined Ossett Academy as a Business Administration Apprentice. Upon completion of the course, I was given the opportunity to move into the HR Team and complete various HR-related qualifications. In 2019 I moved over to the Accord Central Team and now provide HR support across the Trust. Thank you will never be enough for the opportunities and support that have been given over the years.”

Jessica
HR Advisor



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"Since joining Ossett Academy several years ago I have had the opportunity to work alongside a range of amazing teachers and fantastic PE team. All the staff I have worked closely alongside have been very supportive and motivated to achieve the highest outcomes for pupils which fits in with my ethos. More recently I have moved to be part of the Accord Sixth Form College team, and I have thoroughly enjoyed being given the opportunity to lead on the Football Academy which has grown every year since we started."

Tom
Teacher of PE and Football Academy
Lead

Trust Data Manager

Scale POA, £37,035 to £39,513 actual salary

37 Hours Per Week, Full Year

Permanent

To Start As Soon As Possible

Accord Multi Academy Trust are seeking to appoint an outstanding Trust Data Manager, who will be responsible for the day-to-day operation of the Trust's data and Information Systems, ensuring all data, assessment and curriculum information is up to date across the Trust. You will report to the Director of ICT and be required to Support the curriculum planning and costing process, including timetabling using information from Academy Senior Leadership Teams.

The successful candidate ideally will have experience working in an education environment with children and young people. Whilst working as part of a central team you will be based at the Accord Central Offices, whilst also spending time on site at our Secondary Academies, providing a reactive hands-on data support service to academy staff. This will involve ensuring data colleagues deployed to academy sites are well supported, knowledgeable and kept up to date with central changes and procedures. As with all our roles you will be required to uphold and promote the academy's child protection and safeguarding policies and procedures, and ensure they are adhered to by all staff.

The position is on a full-time basis working **Monday to Thursday 8.00am to 4.00pm and Friday 8.00am to 3.30pm**, with a half an hour unpaid lunch break per day.

At Accord we strive to create an environment where pupils enjoy learning and are given opportunity to stretch themselves both academically and also through a wide range of other extra-curricular activities. Our success is founded on traditional values set in a warm friendly environment.

We are confident that new staff joining our Trust will feel welcomed and happy to have chosen us. Prospective applicants are welcome to visit prior to applying.

As a Trust, we have developed an extensive range of employee benefits and we also 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 \(accordmat.org\)](http://Working For Our Trust - Accord (accordmat.org)).

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
- 29 days annual leave per annum plus bank holidays, increasing to 31 days plus bank holidays after 5 years' service or Scale Point 28 and above.
- 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 Healthcare Cash Plans
- Cycle to Work Scheme*
- Free annual flu jab
- Free, on-site parking at every site
- Trained Mental Health First Aiders in all our settings

**restrictions apply*



The Accord Multi Academy Trust was established in September 2016 and is currently made up of five academies who were the founding members of the Trust. The Trust is committed to providing world class education for all our young people within our community and as such we recognise the pivotal role that our staff team have in this respect. The Trust places at the heart of its development a commitment to high quality professional development for all staff who join the Trust. We understand that by investing in our staff we will create an organisation with a shared vision and values that will transform education for young people.

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.

For an informal discussion about this position please contact hr@accordmat.org or call on **01924 921213**

Closing Date: Friday 08 August 2025 at 9.00am

Interviews are expected to be held: week commencing 11 August 2025

Application forms are available from <https://accordmat.org/vacancies/>

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: Trust Data Manager	Grade: POA – SCP 27 – 30
Department: Trust Central Data Team	Accountable to: Designated Senior Leader
Contractual Terms: Permanent, Full Time, Full Year	Responsible for: 2 x Data Assistants

Overall Purpose of the Job:

- Support the curriculum planning and costing process, including timetabling using information from Academy Senior Leadership Teams.
- Responsible for the day-to-day operation of the Trust's data and Information Systems, ensuring all data, assessment and curriculum information is up to date across the Trust.
- Provide pupil/student assessment and progress reports for Senior Leadership Teams.
- Line manage the Trust Data Assistants and ensure the day to day operations of systems, all data, assessment and curriculum information is accurate and up to date.
- Provide statutory data for external bodies including the DfE and Local Authority ensuring it is accurate and submitted on time.
- Be committed to the safeguarding and promotion of the welfare of young people and to demonstrate this commitment in every aspect of this post.
- Provide consistent processes and reporting across Trust academies, removing duplication in workload where opportunities are identified.

Key Outcomes/Activities:

Data and Assessment Responsibilities:

- Manage the flow of relevant student/pupil data between the Trust's academies and all outside agencies.
- Responsible for the Trust's academy Management Information Systems and the integrity of the data held within them.
- Responsible for the leadership, planning, development, design, organisation of whole data management systems, procedures and policies to meet Academy and Trust needs.
- Ensure data colleagues deployed to academy sites are well supported, knowledgeable and kept up to date with central changes and procedures.
- Ensure data colleagues deployed to academy sites have work allocated to them, appropriate to their role.
- Advise the Principals/Senior Leadership Teams in reporting to outside agencies and Governors in target setting and detailed analysis of Trust/Academy data.
- Provide training to staff as required on use of systems and data analysis.
- Responsibility for the creation of the Academy censuses for the DfE three times a year, liaising with relevant academy staff (e.g. SENCO, Attendance Officer).
- Ensure data health checks are completed by the Trust Data Team to highlight obvious issues with data quality.
- Working with the Digital Systems Specialist, manage and develop academic, behavioural and report databases, spreadsheets or equivalent.
- Working with the Digital Systems Specialist, oversee strategic and operational data analysis systems to support accurate, in depth analysis of individual teacher, subject and curriculum performance, at a Trust or academy level.
- Manage the day-to-day business of the Trust Data Team, ensuring all data is entered efficiently and accurately.
- Oversee the collection, creation, the entry and publication of assessment data, supported by Trust Data Assistants.
- Produce a variety of student/pupil progress reports for staff, parents/carers and external agencies (i.e. LA, DfE).
- Import data and provide detailed analysis, produce reports/information, undertaking appropriate interrogation and report generation.
- Support the Senior Leadership Teams in the delivery of the Academy / Trust Assessment Calendar, ensuring all reports are published in time.
- Monitor the quality and completeness of data inputted into data systems and propose effective action to remedy any problems that may arise.

Curriculum Responsibilities:

- Working with academy leaders, maintain and produce the timetable for secondary academies, facilitating timetables for all teaching and classroom-based staff.
- Oversee all aspects of the scheduling of Secondary Academy and Sixth Form timetabling including the production of set lists, student/pupil and staff timetables.

Middle Leadership Responsibilities:

- Hold regular meetings with line managed staff.
- Appraise Trust Data Assistants completing annual appraisals, identifying and meeting training needs, ensuring staff are customer focused, friendly and helpful at all times.
- Work collaboratively with other Trust colleagues and Data colleagues at other secondary academies within the Trust.

General Trust Responsibilities:

- Contribute to and uphold the vision and ethos of the Trust.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Promote team work within the team, working in partnership to ensure effective working relations.
- Willingness and commitment to own professional personal development.
- Treat all people in the Trust with courtesy and consideration.
- Be aware and comply with all Trust and Academy Policies at all times.

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:	Educated to Degree level or ability to demonstrate equivalent level of knowledge and/or skills relative to job role	A/I	Data or IT application certifications relating to the role, i.e. MS Office, Power BI	A/I
Experience:	Considerable experience of Academy/School Management Information Systems. Experience of managing a team. Experience of advanced analytical use of applications such as MS Excel.	A/I A/I A/I	Hands-on experience in the use of the Bromcom MIS. Experience of using Power Query to manipulate data.	A/I A/I
Knowledge and Statutory Requirements:	Knowledge and commitment to safeguarding and promoting the health, safety and welfare of young people. Substantial knowledge and understanding of the statutory requirements in relation to Data Protection. Ability to interrogate, analyse and present complex data to a range of audiences Considerable knowledge of Management Information Systems. Knowledge of the curriculum and timetabling planning process in secondary educational settings.	A/I	 Knowledge of curriculum and timetabling processes using Bromcom's Timetabling software.	 A/I
Planning, Organisation and Mental Challenge:	Excellent time management and problem solving skills. Ability to develop strategies, analysing and interpreting the requirements of the curriculum. The jobholder is required to be able to analyse and interpret varied and highly complex information or situations to produce solutions.	A/I		
Interpersonal & Communication:	Highly developed interpersonal and communication skills, communicating complex, contentious and confidential information to SLT and/or non-specialists. Ability to present at full staff meetings/briefings Excellent technical and organisational skills with a high attention to detail.	A/I	Ability to confidently liaise with third party software providers to provide a measured approach in the configuration of key data systems and related processes.	A/I
Physical Skills and Demands:	Excellent keyboard skills, including both precision and speed, in order to produce accurate, timely analysis information as well as	A/I		

	keep information on all students/pupils up-to-date, to support the Academy's achievements.			
Initiative & Independence:	Ability to work on own initiative and be able to prioritise work of the Data team, as well as own work requirements.	A/I		
Emotional Challenge and Resilience:	The jobholder may be required to apply some emotional resilience.	A/I		
Philosophy and Commitment:	An interest in educational issues. A belief that everyone can benefit from, and has entitlement to, high quality educational opportunities. A personal commitment to lifelong learning and continuous professional development. Commitment to high standards, best value and continuous improvement.	A/I		
Personal Qualities:	Ability to be reflective and self-critical. Enjoys working with young people.	A/I		

Responsibilities for Resources:

Line Management Responsibilities

2 Data Assistants.

Financial Responsibilities

The job involves some responsibility for designated budgets.

Physical Resources

Substantial responsibility for the design and development of student/pupil information systems together with the safe storage and confidentiality of all student/pupil information contained therein.

Substantial responsibility for the design, development and maintenance of various sources of management information and systems.

Responsibility for People: The job involves direct contact with students, pupils, parents/carers, staff, senior leaders, external agencies including DfE, LA and Ofsted.

Responsibility for Policy Development: The job involves some direct responsibility for policy development relative to job role.

Responsibility for Student Outcomes: The job has limited direct impact on the educational outcomes of students/pupils.

Working Conditions: The jobholder works in a normal office environment within the Academy.

Characteristics of the post:

The employment checks required of this post are:

- Evidence of entitlement to work in the UK
- Evidence of essential qualifications
- Two satisfactory references
- Evidence of a satisfactory safeguarding check e.g. an Enhanced DBS Disclosure
- Confirmation of medical fitness for employment as required
- Registration with appropriate bodies (where applicable)

Date Completed: January 2025

Signature of Jobholder:

Date:

This is a description of the job as it exists at present; All Academy Job Specifications are reviewed and are liable to variation in consultation with the post-holder in order to reflect future developments, roles and organisational change.



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