



ACCORD MULTI ACADEMY TRUST

# RECRUITMENT

# PACK



# DEAR APPLICANT

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Thank you for your interest in the very important post at the 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.

The Accord Multi Academy Trust is an educational charity established in September 2016 that is currently made up of four academies who were the founding members of the Trust. In September 2016 Horbury Academy and Ossett Academy & Accord Sixth Form came together, moving away from their stand alone Trust status and were joined in December 2016 by Horbury Primary Academy and Middlestown Primary Academy. 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 on 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 has 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 each of our academies and the Trust.

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 through formal programmes of CPD. As part of your role you will have the opportunity to shape professional development and to work directly with a wide range of senior leaders, Principals and with the CEO. The Trust would also be extremely keen to provide support to access recognised national professional qualifications (NPQ's).

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.

Your sincerely,



A stylized, handwritten signature in white ink, appearing to read 'AW'.

**Alan Warboys**  
Chief Executive Officer (CEO)  
National Leader of Education

# ABOUT THE TRUST

The Accord Multi Academy Trust is an educational charity established in September 2016 that is currently made up of four academies who were the founding members of the Trust. In September 2016 Horbury Academy and Ossett Academy & Sixth Form College came together, moving away from their stand-alone Trust status and were joined in December 2016 by Horbury Primary Academy and Middlestown Primary Academy.



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 mind-set 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?

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The Accord Multi Academy Trust is a Wakefield based Trust; all four 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, sporting groups currently include a running club and weekly staff football matches.

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.

Other Reward Gateway benefits include:

- Cashback Schemes
- Employee Assistance Programme
- Salary Sacrifice Schemes (eligibility restrictions may apply)
- Healthcare Cash Plans

In addition to the above, 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 the Accord Multi Academy Trust can be found here: <https://accordmat.org/working-for-our-trust/>



#### 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 sacrifice 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 Discount for Teachers, for example.



“Joining Accord has provided me with opportunities to advance my career in a direction which I am truly passionate about. I joined as Director of Mathematics in 2019 and have taken advantage of the opportunities and support available to progress to Vice Principal. I am certain joining Accord was the right choice for me and my career.”

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**Dan**  
Vice Principal



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 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.”

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**Jules**  
Finance Manager





“Twenty years ago I joined Horbury School as a Special Needs Assistant. Five years later I was celebrating becoming a qualified Maths Teacher having completed a degree and my teacher training. Thank you will never be enough for the opportunities, support and encouragement I have experienced over the years. The rewards from my career at Horbury have been a huge sense of pride and achievement knowing I have made a difference to so many young people’s lives. ”

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**Diane**

Teacher of Mathematics



"Since joining Ossett Academy as a Teacher of PE in 2017, I have had a range of CPD experiences, including Aspiring Middle Leaders, ITT and NQT mentoring. I have received excellent support and guidance which has supported me to move into a Middle Leadership role. I envisage myself working at Ossett Academy for years to come."

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**Ben**

Teacher of PE &  
Post-16 Head of Year



ADVERT

# HR APPRENTICE

**National Apprentice Rate of Pay – National Minimum Wage after 6 months**  
**37 Hours Per Week/Full Year**  
**To Start As Soon As Possible**

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Accord Multi Academy Trust are seeking to appoint a number of HR Apprentices to join their central HR Team and academy teams. This opportunity would be perfect for individuals looking to embark on a career in HR and gain exposure to HR activities working closely with HR and academy colleagues.

As an HR Apprentice you will work with other HR colleagues to support all aspects of the human resources service to employees, line managers, senior leaders and central team colleagues. You will provide quality administrative support to securely underpin all aspects of the employment life cycle.

Ideal candidates will have strong organisational skills and the ability to complete work carefully and accurately. You will also need to have excellent oral and written communication skills and be confident in their approach.

You will be required to undertake on the job training to learn and develop new skills and commit to completing the Level 3 Human Resources Support Apprentice qualification.

We are seeking individuals who are professional and committed to their own personal development, by undertaking and completing the CIPD Foundation Certificate in People Practice (Level 3) qualification.

The Accord Multi Academy Trust was established in September 2016 and is made up of five academies. 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.

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. We encourage prospective candidates to look at our website for further information regarding our 'People Pledge' and our recently launched Employee Benefit package [Working For Our Trust - Accord \(accordmat.org\)](https://www.accordmat.org/working-for-our-trust).

For an informal discussion about this position please contact [hr@accordmat.org](mailto:hr@accordmat.org) or call on 01924 282748.



**Closing Date: Monday 22 July 2024 at 9.00am**

**Interviews likely to be held: week commencing 22 July 2024**

Application forms are available from [accordmat.org/vacancies/](https://accordmat.org/vacancies/)

Completed application forms to be returned to [hr@accordmat.org](mailto:hr@accordmat.org).

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

We are committed to providing a culture of inclusion, respect and equity of opportunity that attracts, supports, and retains high quality colleagues from all backgrounds and across all job roles at the Trust. We welcome and encourage applications from, but not limited to Black, Asian, other ethnic minority groups, individuals who identify as LGBT+; and/or are registered with a disability. Candidates will always be shortlisted based on the content of application against the job description and essential criteria without access to the personal details information.

The Accord Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The post is subject to an Enhanced DBS check.

<b>Job Title:</b>	<b>HR APPRENTICE</b>	<b>Grade:</b>	<b>APPRENTICE RATE</b>
<b>Location:</b>	<b>TRUST CENTRAL TEAM / ACADEMIES</b>	<b>Accountable to:</b>	<b>HR ADVISOR</b>
<b>Contract:</b>	<b>FULL TIME, FULL YEAR</b>	<b>Responsible for:</b>	<b>N/A</b>

**Overall Purpose of the Job:**

- Under the supervision and guidance of the HR Advisor, support the provision of a highly effective human resources service in order to ensure an accurate and consistent service is provided to all trust colleagues, senior leaders, line managers and staff.
- To undertake on the job training to learn and develop new skills and gain experience in Human Resource Management.
- Commitment to undertake and complete the Level 3 Human Resources Support Apprentice qualification.
- Committed to the safeguarding and promotion of the welfare of young people and to demonstrate this commitment in every aspect of the post and activities.

**HR Apprentice Responsibilities:**

- Under the supervision and direction of the HR Advisor and other HR colleagues, the HR Apprentice will work collaboratively with the HR Team to support all aspects of the Trust's Human Resources service to employees, line managers, leaders and central team colleagues.
- The HR Apprentice will provide quality administrative support to all HR Team colleagues to securely underpin all aspects of the employment life cycle. Specific tasks may include but are not limited to:
  - Maintaining and updating the Pre-Authorisation Tracker for all recruitment, changes to posts etc.
  - Saving and recording all job applications received into the Trust.
  - Collating shortlisting packs for line managers and sharing these in a timely manner following the advert closing date.
  - Support the with planning recruitment processes, contacting candidates, creating invite to interview letters, ensuring rooms are pre-booked and refreshments are ordered.
  - Support with the collation and storage of all recruitment paperwork in line with GDPR.
- Answer telephone enquiries referring any complex matters to the relevant colleague.
- Monitor email inboxes, responding to routine enquiries and referring any complex matters to the relevant colleague.
- Direct all verbal and email enquiries to the appropriate HR, academy or Trust colleague for their attention.
- Attend and minute meetings as may be required following full training. (?)
- Support HR colleagues with follow up actions from meetings with direction.
- Maintain accurate and up to date information and ensure appropriate use of electronic storage systems.
- Assist with sorting incoming and outgoing post.
- Provision of administrative tasks such as drafting letters, communications and minutes to a high standard with attention to detail using templates provided. All documents produced would require thorough checking and senior colleague approval. Examples include but are not limited to:
  - Half and no Pay Sickness absence letters;
  - Variation to Contract Letters;
  - Offer of Appointment Letters.
- Assist with collation of information and liaise with relevant colleagues as may be directed.
- Undertake updates to Bromcom employee records following full training.
- Support the new starter process with direction including pre-employment checks and new starter set up on academy/Trust systems.
- Support the leaver process including leaver letters and ceasing all system access.
- Support with the production of any other HR administration tasks as may be required including written correspondence and maintaining Management Information Systems, in order to ensure an accurate and consistent service is provided and internal records, processes and procedures are effectively maintained.
- Collect data and maintain the Trust designated management information system on a regular basis to ensure accurate information is available at all times.
- Undertake filing, photocopying and scanning within GDPR and retention requirements; ensure HR files and document storage systems are up to date.
- Maintain confidentiality with respect of all data held and processed; complying with GDPR requirements.
- Any other duties commensurate with the post as directed by the HR Advisors and/or COO.

**General Responsibilities:**

- Contribute to and uphold the overall vision and ethos of the Accord MAT.
- Recognise own strengths and areas of expertise and use these to support others.
- Actively support teamwork, working in partnership to ensure effective working relations.

- Attend and participate in regular line management meetings with own line manager.
- Treat all users of the Academies within the MAT with courtesy and consideration.
- Be aware and comply with all Accord MAT and Academy Policies at all times.
- To comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- To be aware of and support difference and ensure equal opportunities for all.
- To produce, and respond to, correspondence from stakeholders and external agencies as may be required.
- To maintain confidentiality at all times in respect of Trust-related matters and to prevent disclosure of confidential and sensitive information.
- Commitment to continuous professional development and willingness to undertake required training and development opportunities to enhance role.
- To maintain confidentiality in all dealings with staff and pupils, safeguarding personal data where appropriate and preventing disclosure of confidential or sensitive information.
- Ability to work flexibly in order to maintain and deliver an effective and supportive HR service and provision.
- Willingness to develop skills and perform independent research as required in relation to role.

The job holder may be required to support other central teams or administrative support teams at member academies during periods of holidays or staff absence.

**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
<b>Qualifications:</b>	GCSE Maths and English – Grade C or equivalent.  Commitment to undertake the Level 3 Human Resources Support Apprenticeship qualification.	A/I	Recognised ICT qualification	A/I
<b>Experience:</b>	On the job training is provided.  The ability to use Microsoft Office programmes such as Word and Excel at a proficient level is required  An interest in working in a support services function.	A/I	Some administrative support experience  Knowledge/understanding of academy/school environment	A/I
<b>Knowledge and Statutory Requirements</b>	Awareness and commitment to safeguarding and promoting the health, safety and welfare of young people  Awareness, understanding and commitment to the Equality Act 2010 and fair treatment of all  Understanding of the need to maintain confidentiality  Awareness of data protection principles	A/I		A/I
<b>Planning, Organisation and Mental Challenge:</b>	Good organisational skills  Ability to complete work carefully, accurately and to agreed deadlines, taking a pro-active approach to work to ensure that these deadlines are met  Some initiative will be required but the jobholder will be closely supervised on a daily basis  The jobholder will be expected to apply judgemental skills to develop straightforward solutions to simple problems	A/I		

<b>Interpersonal &amp; Communication:</b>	The jobholder will be expected to have good interpersonal and communication skills and confidence to relate to a range of people at all levels, being approachable at all times	A/I		
<b>Physical Skills and Demands:</b>	The jobholder will work in an office environment and will be expected to use a keyboard when required to input information into spreadsheets and management information systems	A/I		
<b>Initiative &amp; Independence</b>	Ability to work with minimum supervision and on own initiative as role develops  Tasks will be defined in detail	A/I		
<b>Emotional Challenge and Resilience:</b>	The jobholder will be closely supervised and thus protected from emotional challenges as far as is reasonable possible  The job holder will be exposed to people related problems that can be of sensitive nature.	A/I		
<b>Philosophy and Commitment</b>	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		
<b>Personal qualities:</b>	Self-motivated  High standards of professional personal conduct and appearance.  A positive attitude.	I		

**Responsibility for People**

No direct line management responsibility.

Ensure effective liaison and communication with all colleagues as appropriate to ensure the needs of pupils, staff and academy leaders are met.

**Finance**

No direct financial management responsibility.

The HR Apprentice will be required to ensure (with support and direction from HR colleagues) that all tasks are undertaken in a cost effective manner and are of best value e.g. arrangements for recruitment, adverts, refreshments, hospitality etc.

**Physical Resources**

Effective use of resources as determined by line manager. Responsibility for maintaining and producing accurate information and records as applicable to the role ensuring confidentiality and GDPR principles are followed at all times.

**Working Conditions:**

This post is full time, full year.

The post holder may be required to work across multi-sites at member academies and central offices.

**Main Contacts:**

The jobholder may be required to liaise with a range of academy staff, leaders and central team colleagues as well as conversing with members of the general public in response to enquiries.

**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.

**Date Completed:** July 2024

**Signature of Jobholder:** ..... **Date:** .....

**This is a description of the job as it exists at present; all Accord Multi Academy Trust Job Specifications are reviewed and are liable to variation as determined by the COO and HR Advisors in consultation with the post-holder in order to reflect future developments, roles and organisational change.**



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