



HORBURY ACADEMY

RECRUITMENT PACK



DEAR APPLICANT

Thank you for your interest in Horbury Academy. We hope that the information contained within this pack will help you decide if you have the right qualities, skills and experience to apply for our vacancy.

I have enormous pleasure in inviting you to consider joining Horbury Academy and becoming part of a team of staff committed to the pursuit of excellence.

We are keen to appoint individuals who have vision and creativity but above all else an unrelenting commitment to high expectations and inclusivity.

We believe that outstanding staff, not only teaching staff but support staff as well, are the key to our success. We see all staff as key members of our team. We are looking to appoint someone who recognises the importance of their contribution to our learning community.

We understand that partnership and collaboration is an important aspect to the ongoing development of schools and academies and with this in mind, we work alongside Ossett Academy & Accord Sixth Form College, Horbury Primary Academy, Middlestown Primary Academy and South Ossett Infants Academy as part of Accord Multi Academy Trust. We feel this is both exciting and enriching for the academy and all staff and pupils.

The vision of our partnership is that Accord Multi Academy Trust will enhance both our practice and knowledge of learning across primary and secondary education, whilst also providing staff and pupils access to an even better range of opportunities in order to achieve excellence.

Horbury is a happy academy and we are keen to appoint like-minded individuals who have a positive outlook, a 'can do' attitude to all aspects of their role; and who enrich the lives of learners and ensure they are always at the centre of their thinking.

I am extremely proud to lead Horbury Academy and to work alongside such a talented body of pupils and staff, who are fully committed to working as a team. If you feel that you have the vision, drive and energy to support and contribute to the academy's further continued improvement, then we would be delighted to hear from you.

Yours sincerely,



Nicola Walker
Principal

ABOUT THE TRUST

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 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 of 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 FOR THE TRUST?

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 02 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

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“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



WHY WORK AT HORBURY ACADEMY?

- Horbury Academy is a mixed 11–16 academy, situated on the outskirts of Wakefield. The school was founded in 1963 as Horbury Secondary School.
- Our new build was constructed in 2009, with purpose-built facilities which include ramp and lift access throughout, as well as accessible toilets.
- Our site offers several areas aimed at pupils with SEND, whether they require one-to-one/small group tutoring, or simply a safe space to regulate. Our academy aims to be fully inclusive for all pupils and staff members.
- We are immensely proud of our academy, staff and pupils. We strongly believe that all pupils are entitled to experience the full breadth of education, reflected through our curriculum model which encourages learners to study a broad range of subjects.
- Alongside our extensive academic and extra-curricular offer, we provide excellent pastoral care for our pupils, tailored to their individual needs.
- New colleagues have access to an extensive onboarding programme, which walks staff through our collective Trust and academy values. All new staff can utilise their first working day to meet colleagues and complete their induction/transition, before entering the classroom and/or workstation for the first time.
- 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.



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"In 2017 I came to the Trust as part of the Initial Teacher Training programme and have been working at Horbury Academy since the start of the 2017/18 academic year. During my time at Accord I have felt fully supported by my department and also the wider academy. This has allowed me to take advantage of plenty of great opportunities that have helped develop me as a teacher and enabled me to progress with my career as a teacher and a leader."

Tony

Curriculum Team Leader of English



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"I started working at Horbury Academy in the school's busy kitchen. An opportunity arose for the Science Technician role which I applied for and was successful! Working in the science department has given me many new skills as well as receiving first class training from experienced staff. I continue every day to develop and grow thanks to the academy."

Jayne

Science Technician



ADVERT

ADMINISTRATION ASSISTANT (COMMUNICATIONS)

Scale 4, £22,569 to £24,370 per annum (actual salary)

37 hours per week, Term Time Only + 5 Insets + 5 Additional Days

To Start As Soon As Possible

Horbury Academy is seeking to appoint an outstanding Administration Assistant (Communications) to join the academy Admin Team.

The successful candidate will be a professional, approachable, and proactive individual who will support the Academy's commitment to delivering positive communication with parents and the wider community. They will act as a first point of contact for all Academy email enquiries and will undertake reception duties, including handling routine telephone and face-to-face enquiries, and warmly welcoming visitors in line with DBS and safeguarding protocols.

The role involves providing a high-quality reception service to all visitors and delivering effective administrative support to staff, ensuring the Academy is represented in a professional and welcoming manner at all times.

Ideally, the successful candidate will also assist the wider administrative team as required. This may include supporting the organisation of Academy events and activities, providing general administrative assistance (such as reprographics), and covering reception duties when needed.

Additionally, the postholder will offer administrative support to designated colleagues across the Academy, to help ensure clear, positive, and timely communication is maintained throughout the Academy.

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 Horbury Academy 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 \(accordmat.org\)](https://www.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
- 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, four of which 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 282748.



Closing Date: Friday 02 May 2025 at 9:00am

Interviews are expected to be held: week commencing 05 May 2025

Application forms are available from <https://accordmat.org/join-our-team/vacancies/>

Completed application forms to be returned to 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

Job Title: Administration Assistant (Communications)	Grade: Scale 4
Department: Administration	Accountable to: PA to Principal
Contract: Full Time, Term Time Only + 5 Insets + 5 Days	Responsible for: N/A

Overall Purpose of the Job:

- Support the Academy in delivering positive parental and community communications, acting as a first responder to all academy email enquiries.
- Provide a professional reception service, representing the Academy at all times.
- Provide an effective administration service to all staff at Horbury Academy.

Key Outcomes/Activities:

Freshdesk Responsibilities

- Under guidance of the PA to Principal deliver positive parental and community communications acting as a first responder to all academy email enquiries.
- Under the direction of the PA to Principal, model exemplar approaches to dealing with parental enquiries establishing systems and processes for ensuring enquiries, requests and matters arising are dealt with in line with the Academy Communication Principles.
- Provide support to pastoral colleagues in order to effectively and efficiently respond to parent enquiries; and in some cases taking responsibility to triage enquiries and respond on pastoral colleague's behalf.

Key Outcomes/Activities:

- Undertake reception duties, answering routine telephone and face to face enquiries and welcoming visitors with courtesy and hospitality, following DBS and visitor safeguarding requirements.
- Maintain and build positive relations with the parent/carer body.
- Ensure administrative activities facilitate the smooth running of the Academy.
- Support the PA to Principal with administration associated with the Exclusions process when needed.
- Support the wider academy administration team as required, e.g. support with organising academy events and activities, and general admin support including but not limited to reprographics and reception cover.
- Ensure provision of administrative support to the PA to Principal as and when required.
- Demonstrate professional conduct when dealing with parent/carer communications, enquiries and requests for information.
- Provide administrative support to designated Academy colleagues e.g. Pastoral Year Leaders, Safeguarding colleagues, PA to Principal and administration colleagues to maintain positive and constructive communications in a timely manner.
- Handle and respond to telephone calls and emails, dealing with matters on own initiative, taking messages, using discretion to redirect calls/enquiries to colleagues as appropriate and only where required.

- Work with designated Senior Leader and the central Trust team for guidance on communication principles.
- Support the work of the wider Academy Administration Team to ensure that the office is professional, organised and operates efficiently in relation to communications, enquiries, and parent/carer communications.
- Maintain up to date records and administrative systems within the remit of the job role.
- Ensure GDPR principles are adhered to in all aspects of the job role's work.
- Support Academy leaders, pastoral colleagues and other colleagues at meetings as may be required; this may include preparation of agendas, providing refreshments, attending and taking minutes/notes of meetings and following up on any actions arising.
- Support with the typing and word processing of correspondence, reports and arrangements of meetings.

General Responsibilities

- To undertake such other duties and responsibilities of an equivalent nature, as may be determined by line manager from time to time, in consultation with the post-holder.
- The post-holders duties must at all times be carried out in accordance with the Trust's Equality Policy and other policies designed to protect employees or pupils from harassment.
- Accord Multi Academy Trust is committed to safeguarding and promoting the welfare of children and expects all colleagues and volunteers to share this commitment.
- Commitment to continuous professional development and willingness to undertake required training and development opportunities to enhance role.
- Willingness to develop skills and perform independent research as required in relation to role.
- Ability to work flexibly throughout the academy year including on occasion evenings and academy closure periods as required in order to maintain an effective and efficient and support the key duties of the post and wider administration team.

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:	<p>GCSE Maths and English or equivalent – Grade C or above.</p> <p>RSA typing qualification or ability to demonstrate adequate typing/word processing skills.</p>	A/I	<p>Further professional development of qualification (relevant to job role)</p> <p>Experience of working in an education setting</p>	A/I
Experience:	<p>Experience of working in a relevant role e.g. administrative support, reception, liaising with the public/customer service.</p> <p>Experience of providing a high level of administrative support and guidance to a variety of people.</p> <p>Experience of working to deadlines.</p> <p>Experience of providing customer service in a relevant environment / setting.</p> <p>Experience of using Microsoft Excel, Word and Outlook.</p>	A/I		A/I
Knowledge and Statutory Requirements	<p>Knowledge and commitment to safeguarding and promoting the health, safety and welfare of young people.</p> <p>Excellent knowledge of Microsoft Office Software – Excel, Word and Outlook and computer-based management information systems.</p> <p>Understanding of the application of the General Data Protection Regulations in relation to role and education setting.</p> <p>Understanding of the importance of Equal Opportunities and Health and Safety at Work.</p>	A/I		A/I
Planning, Organisation and Mental Challenge:	<p>Ability to apply judgmental skills on own initiative on a daily basis when dealing with enquiries, situations from pupils, parents/carers and outside agencies.</p> <p>Ability to remain calm under pressure.</p> <p>Excellent communication service skills and the ability to relate and respond appropriately to people at all levels.</p> <p>Ability to carry out all tasks with a high level of accuracy and attention to detail.</p>	A/I		
Interpersonal & Communication:	<p>Developed and strong interpersonal skills, particularly when dealing with staff, pupils and carers.</p> <p>Polite and professional telephone manner.</p> <p>Ability to deal with a range of stakeholders in a professional and timely manner.</p>	A/I		

Physical Skills and Demands:	Ability to use a keyboard efficiently and effectively.	A/I		
Initiative & Independence	Ability to organise own workload and work on own initiative in a timely basis – applying excellent time management skills with ability to support the time management of others in team.	A/I		
Emotional Challenge and Resilience:	Ability to apply emotional resilience from both face to face situations and telephone enquiries on a daily basis.	A/I		
Philosophy and Commitment	An interest in educational issues.	A/I		
	A belief that everyone can benefit from, and has entitlement to, high quality educational opportunities.	I		
	A personal commitment to lifelong learning and continuous professional development.	A/I		
	Commitment to high standards, best value and continuous improvement.	A/I		
	Commitment to inclusion so all students have access to a full Academy life.	A/I		
Personal qualities:	Ability to be reflective and self-critical.	I		
	Proactive and self-motivated.			
	Flexibility, creativity and ability to think laterally			
	Resolution and problem solving.			

Responsibilities

Line Management Responsibilities: None.

Financial Responsibilities: No direct responsibility for financial resources.

Physical Resources: The job holder will have access to sensitive and confidential pupil / academy information and is responsible for dealing with this in accordance with academy policy and GDPR regulations.

Responsibility for People: The jobholder will work with staff and leaders from the Academy and across the Trust and deal with parents/carers, members of the public and visitors.

Responsibility for Policy Developments: The job involves no direct responsibility for policy development. However, all staff are expected to be involved in policy consultation and adherence to policy.

Responsibility for Student Outcomes: The job involves no direct impact on the educational outcomes of pupils.

Working Conditions:

Office based at the Academy. Due to the nature of the reception / communication aspects of the role, the job holder may be exposed to people-related behavior on a daily basis.

Main Contacts: the job holder liaises with Academy users, visitors, parents/carers, staff and pupils.

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: April 2025

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 CEO in consultation with the post-holder in order to reflect future developments, roles and organisational change.



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