Place Partnership

A MULTI-ACADEMY TRUST

Recruitment Pack





Welcome to Candidates

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

Place Partnership, established in 2026, comprises 12 academies, supporting children and young people from early years through to Post 16 across South and West Yorkshire. Our Trust was formed following the voluntary merger of Accord Multi Academy Trust and Maltby Learning Trust on 1 September 2026. At the heart of our organisation is a commitment to building a culture where people feel valued, take pride in their place, and hold high expectations because everyone matters. We are dedicated to providing a high-quality education which ensures that every child is given the opportunity to achieve their full potential.

As an employer, we invest in our people through extensive professional learning and development opportunities, a comprehensive wellbeing offer, and a wide range of generous employee benefits.

It is a privilege to work alongside talented and dedicated professionals who strive every day to create the best possible opportunities for young people and our local communities. If you share our ambition, energy, and belief in the power of education to transform lives, we would be delighted to hear from you.



Alan Warboys
Chief Executive Officer

Vision

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

Mission

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

Value Our People

We treat people with care and compassion, build belonging, and hold high expectations because everyone matters.

Take Pride in Our Place

We care for our communities and work in partnership, so that people feel connected, supported and part of something to be proud of.

Act with Enduring Purpose

We focus on what matters most, our young people, making decisions that stand the test of time.



The Heart of our Communities

People belong, place matters, purpose lasts.

We recognise that pride in our regions and local identities is a powerful force. South and West Yorkshire have long been shaped by industry, resilience, and strong civic identity, and education has always played a central role in supporting opportunity and social mobility.

Today, that legacy is at the heart of our commitment to inclusive education, strong vocational pathways, and schools that sit at the centre of their communities. As our region continues its shift from industrial to knowledge-based economies, we are determined to realise the high aspirations of our young people ensuring that they receive the very best education available.

Our academies are deeply rooted in their localities, and we build meaningful relationships with families, businesses, and community organisations. Events within academies – such as charity fundraisers, concerts, showcases, and annual Remembrance Services - bring people together, and pupils regularly visit care homes and community spaces. These experiences help our young people understand the importance of compassion, connection, and contributing to the world around them.

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

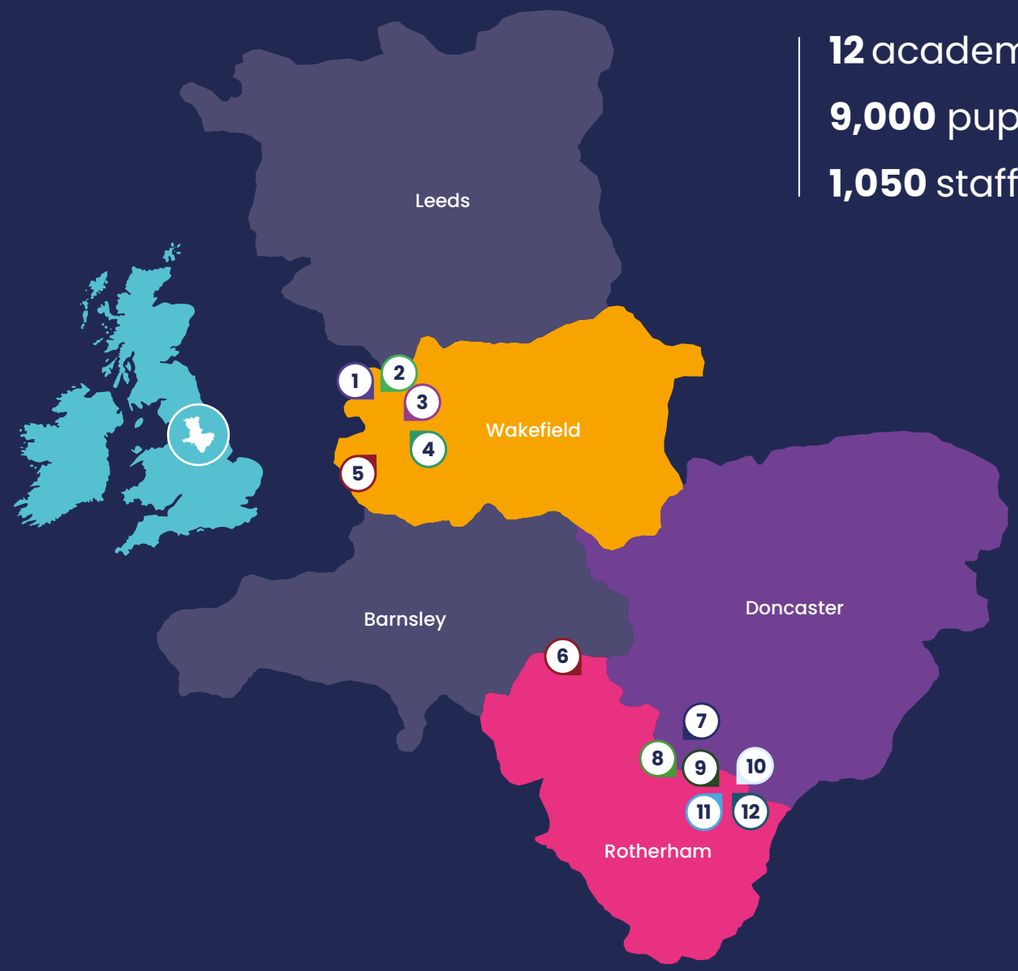
As a family of academies, we combine the strengths of local schools with the benefits of collective expertise. Specialist teaching knowledge is shared across the Trust, ensuring that every child has access to high-quality learning experiences regardless of which academy they attend. This collaborative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



Overview

Place Partnership
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12 academies
9,000 pupils
1,050 staff



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 Wath Academy 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

Why Work for Us?

We recognise that our people are our greatest strength. Creating an environment where every colleague feels valued, supported, and able to thrive is one of our core values.

As part of our commitment to staff wellbeing and professional growth, we offer a comprehensive suite of benefits designed to support you at every stage of your career:

- Generous annual leave entitlement for full-time colleagues, rising with length of service.
- A Corporate Paid Healthcare Cash Plan through Westfield Health, with the ability to claim money back for essential healthcare and access a GP 24/7 through Doctorline.
- A competitive salary, incremental progression, and an enhanced pension scheme through either the Teachers' Pension Scheme or the Local Government Pension Scheme.
- An extensive professional learning and development offer, with regular training and development tailored to your role, ambitions, and career stage.
- Apprenticeship pathways, supporting progression into new roles and qualifications while you work.
- Family friendly policies, including enhanced maternity, paternity, adoption, and parental leave.
- A collaborative working culture, enabling you to learn from colleagues across the Trust and share best practice.
- Staff recognition programmes celebrating excellence, dedication, and positive impact.
- Supportive, inclusive environments where wellbeing and belonging are prioritised.

Access to Reward Gateway which offers:

- A SmartSpending App, allowing for instant savings on everyday high street brands, including supermarkets.
- Cashback schemes.
- Employee Assistance Programme with 24/7 confidential access to trained counsellors.
- Salary sacrifice schemes including Cycle2Work and SmartTech.
- A wellbeing centre, offering workout videos, healthy recipes, guided meditations, and articles focused on mental, emotional, financial, and physical health.





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HR Operations Manager

Location: Place Partnership
Salary: Band J, £44,253 to £47,665 per annum
Contract: Full Time, Full Year
Start date: As soon as possible

About the Role

Place Partnership is seeking to appoint a dynamic, experienced and forward-thinking HR Operations Manager to lead the delivery of high-quality HR operations across our West (Wakefield) and South (Rotherham) Hubs. This is an exciting opportunity for a proactive HR professional to drive service excellence, lead operational improvement, and support organisational change.

The successful candidate will play a key role in ensuring the Trust continues to provide a responsive, compliant, and professional HR service that supports its strategic objective of empowering colleagues to deliver exceptional educational experiences. Working closely with leaders across the organisation, they will lead continuous improvement initiatives, streamline processes, and embed best practice to meet the evolving needs of academies and Shared Service teams across the Trust.

A key aspect of the role will be overseeing the end-to-end recruitment and onboarding journey, ensuring an efficient and effective recruitment service, and providing high-quality support for managers. Strong operational leadership and assurance will be central to the role, with responsibility for effective workflows, high service standards, performance monitoring, and identifying opportunities to enhance processes and guidance. A focus on compliance with safer recruitment requirements, Trust policies and GDPR will be essential, with risks proactively managed and escalated where appropriate.

The postholder will lead the effective implementation and optimisation of the Trust's HR systems (HR MIS), ensuring the accuracy of workforce data and delivering meaningful workforce insights through reports and dashboards that support informed decision-making.

Working collaboratively with colleagues, the ideal candidate will line manage HR Advisors and the Payroll Advisor, providing effective leadership and development opportunities to support individual and team success. They will contribute to the delivery of Trust-wide people strategies, support the implementation of policies and procedures, and lead initiatives that enhance organisational effectiveness and the employee experience.

About You

The successful candidate will be…

- CIPD Level 5 qualified with substantial experience in HR operations, administration or recruitment.
- Pragmatic and solutions-focused, with sound judgement and the confidence to drive decisions.
- Process-minded and improvement-led, spotting inefficiencies and driving simple, user-friendly ways of working.
- Collaborative and relationship-driven, building productive working links across HR, payroll, finance and academies.
- Proactive and forward-thinking, anticipating pinch points and putting cross-cover and workflow controls in place.
- Digitally confident and data-aware, comfortable working with HR systems and using insight to improve service delivery.
- Highly organised and methodical, with the ability to manage multiple priorities, ensure attention to detail and meet tight deadlines.
- Professional, discreet, and able to handle highly confidential information with integrity.

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 well-being 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.
- 31 days annual leave per annum plus bank holidays, increasing to 33 days plus bank holidays after 5 years' service and 34 days plus bank holidays after 10 years service.
- Technology scheme via SmartTech*.
- Access to an extensive discounts platform via 'Place Plus.'
- Access to an industry leading Employee Assistance Programme (EAP).
- 24/7 access to an online GP or Advanced Nurse Practitioner through Corporate Paid Healthcare Cash Plans.
- Access to health and wellbeing services, with the ability to claim money back for essential healthcare such as prescriptions, optical and dental care through Corporate Paid Healthcare Cash Plans.

- Cycle to Work Scheme*.
- Free, on-site parking at every site.
- Trained Mental Health First Aiders in all our settings.

**restrictions apply*

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 lbinks@placepartnership.com.

The role may be based in either our Wakefield hub or our South Hub in Rotherham with an expectation to work flexibly across both hubs for line management arrangements and collaboration.

Closing Date: Monday 23 November 2026 at 9:00am

Interviews are expected to take place on: Tuesday 01 December 2026

To apply for the position, please visit https://placepartnership.com/current-vacancies

Place Partnership is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The post is subject to an Enhanced Disclosure and Barring Service (DBS) check and checks of the relevant barred list / prohibition lists.

Place Partnership is committed to providing a culture of inclusion, respect and equity of opportunity that attracts, supports, and retains high quality colleagues from all backgrounds and across all job roles.

Candidates will always be shortlisted based on the content of application against the job description and essential criteria without access to the personal details information.

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

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Role Description

HR Operations Manager

NJC Pay Range:	Band J
Responsible For:	HR Advisors and Payroll Advisor
Responsible To:	Chief People Officer

Main Purpose of the Post

- Lead and develop the Trust's operational HR Shared Service, ensuring efficient, accurate and compliant delivery of HR operations, recruitment, HR systems, and payroll administration.
- Manage the end-to-end recruitment and onboarding function across the Trust, ensuring high quality candidate experience, safer recruitment compliance, and timely processing of all employment checks.
- Oversee HR systems, workforce data and reporting, ensuring data integrity, insightful workforce analytics, and strong HR MIS performance to support informed decision making.
- Provide effective line management and leadership to HR Advisors and Payroll Advisor and the wider HR Team including HR Assistants and Payroll Assistant, ensuring resilience, balanced workloads, and a high performing HR Shared Service.
- Work collaboratively with HR Partners and the Chief People Officer to support Trust wide people strategies, policy implementation, and continuous improvement initiatives.

Key Areas of Responsibility

Leadership of Operational HR Services

- Lead the day-to-day delivery of HR operations, ensuring accuracy, timeliness and high standards across recruitment, contracts, onboarding, variation processes, leavers, and HR compliance tasks.
- Ensure the transactional HR service remains resilient through effective workforce planning, cross cover arrangements, workflow monitoring, and escalation management.
- Review and improve HR processes, templates, workflows, and guidance to ensure efficiency, consistency, and user-friendly operations across the Trust.
- Ensure compliance with employment legislation, Trust policies, safer recruitment, and GDPR requirements, escalating risks where appropriate.

Recruitment, Onboarding and Safer Recruitment Compliance

- Manage the full end-to-end recruitment service for the Trust and all Academies, from vacancy approval to onboarding.
- Oversee creation and maintenance of standardised job descriptions, adverts, recruitment packs, and candidate facing materials.
- Ensure all vacancies are advertised promptly, applications are monitored, and managers are supported through shortlisting and interview processes to deliver a high quality first impression of the Trust.
- Ensure HR Advisors and HR Assistants deliver professional candidate communications, ensuring a positive recruitment journey.
- Ensure timely and robust completion of satisfactory safer recruitment preemployment checks, including DBS, references, right-to-work, medical clearance.
- Identify and act on opportunities to improve recruitment quality, efficiency, and succession planning.

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HR Systems, Workforce Data and Reporting

- Oversee Trust HR systems (HR MIS), ensuring accurate, up to date workforce records, strong data governance, and GDPR compliance.
- Produce routine workforce reports and dashboards, providing the Chief People Officer and HR Partners with accurate data for analysis and decision making.
- Lead improvements, upgrades, and configuration changes to the HR system, ensuring integration with payroll and other Trust platforms where relevant.
- Ensure HR Advisors and HR Assistants receive appropriate training and support to use HR systems confidently and consistently.
- Maintain high-quality data to support statutory returns such as the School Workforce Census.

Leadership and Management

- Line manage HR Advisors and Payroll Advisor, providing clear direction, performance management, coaching, and professional development.
- Monitor workloads, redistribute tasks where necessary, and maintain strong cross cover arrangements to ensure business continuity.
- Foster a collaborative, supportive and solution focused team environment centred on accuracy, customer service, and continuous improvement.
- Ensure consistent application of Trust policies, standards, and procedures across the HR Shared Services operations team.

Payroll Compliance and Compliance Assurance

- Work closely with the Payroll Advisor & Payroll Assistant to ensure accurate monthly payroll processing, proactive resolution of discrepancies and robust payroll controls.
- Oversee HR to payroll data flows, ensuring timely submission of accurate workforce changes (new starters, leavers, variations, absences etc).
- Ensure alignment between payroll, HR system records and contractual documentation for audit and compliance.
- Support the payroll team in maintaining accurate pension and statutory records.
- Lead operational improvements to minimise payroll errors and strengthen audit trails.
- Lead the payroll function, acting as lead escalation point if required and delegating tasks as appropriate to the Payroll Advisor and Payroll Assistant.

Stakeholder Engagement and Cross Trust Support

- Build strong and trusted relationships with Executive Leaders, Academy Leaders, HR Partners, Finance, and other Shared Services teams.
- Provide clarity and guidance to Academies on HR processes, timelines, requirements, and compliance expectations.
- Represent the HR operations function in Trust working groups, meetings, and project activity.
- Provide cover and on-site support to Academies when operational demands require it.
- Support the wider HR Shared Services Team to ensure delivery of an efficient and timely people service to all stakeholders including supporting casework processes where required.
- Support and direct HR Advisors where applicable to assist and /or lead on their own allocated cases, developing skills and experience within the wider HR Team.

Continuous Improvement, Policy Implementation & HR Service Development

- Contribute to the review, implementation and communication of Trust HR policies and processes.
- Identify opportunities to streamline workflows, improve user experience, and strengthen compliance controls.
- Support delivery of Trust wide people projects led by the Chief People Officer or HR Partners.
- Promote a culture of service excellence, customer first behaviours, and continuous development across the HR operations team.

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Other Considerations Relevant to the Role

- Regular travel across the Trust's Academies and offices is required to ensure effective leadership and support.
- Maintain high standards of confidentiality, safeguarding awareness, equality, and GDPR compliance.
- Undertake ongoing professional learning and development, remaining current with employment legislation, case law, and HR best practice.
- A Disclosure and Barring Service (DBS) check at Enhanced Level is required.

The aim of the Role Description is to indicate the general purpose and level of responsibility of the post. Duties may vary from time to time without changing the character of the post or general level of responsibility.

This is an outline Role Description only and the post holder will be expected to undertake duties commensurate within the range and grade of the post or any lesser duties as directed by the Line Manager.

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Role Description
Supplementary Information

NJC Pay Range:	Band J

Standards and Expectations

- Be an excellent role model, exemplifying high personal and professional standards and promoting high expectations for all members of the Trust.
- Be highly visible, proactive, and approachable presence to pupils, staff, and other stakeholders across the Trust and at Academy/Trust events and activities while sustaining the specific demands for the role.
- Be proactive, strategically plan and establish professional networks that will support and enhance the work of the Trust.
- Sustain wide, current knowledge and understanding of education and relevant business systems and processes locally and nationally and pursue continuous professional development.
- Maintain and operate in the 'bigger picture' view of the Trust securing the connectivity/implications of the change and challenge across the spectrum of Academy operation.
- Celebrate success at every opportunity and implement ambitious strategies for continuous improvement while proactively challenging underperformance at all levels.
- Have high expectations against external benchmarks, engaging in systematic quality assurance, preparing for inspection, self-evaluation and improvement planning for all aspects of Academy life as well as specific areas of individual responsibility.
- Take responsibility for promoting and safeguarding the welfare of children, young people, and adults within the organisation.
- Demonstrate optimistic personal behaviour, positive relationships and attitudes towards young people, professionals, parents, governors, and members of the local community.
- Regularly review own practice, set personal targets, and take responsibility for own personal development.

Securing Policies and Compliance

- To engage with the latest educational, business research and legislation to inform effective policy development and seek to influence it.
- To contribute to the strategic direction of the service area and review and update all relevant policies in line with statutory requirements.
- To take a lead role in ensuring Trust workstreams are compliant with policy and practice related to area of responsibility.
- To maintain the overall integrity of the Trust in relation to area of responsibility.
- To conduct comprehensive due diligence on area of responsibility for any school considering joining the Trust and advise the Executive Leaders on any associated risk.
- To promote and safeguard the welfare of pupils and other adults within the Trust by adhering to all statutory and associated workplace policies.
- To contribute to the formulation, implementation, and review of safeguarding arrangements.
- To ensure compliance through highly effective quality assurance and forensic evaluation.
- To report and advise on any matter that may place the brand and reputation at risk.

Leading People and Managing Performance

- To lead and develop staff within the team to deliver high quality performance, ensuring that effective performance management arrangements are in place.
- To ensure that teams have clear structure, roles and responsibilities and work in an integrated way.

- To take responsibility for line managing specific individuals and teams, being accountable for their performance and ensuring that they meet the overall standards expected by the Trust.
- To lead, plan, co-ordinate and manage the work of the team, including development of their skills/knowledge and maximising the potential of all staff through professional support and challenge.
- To provide effective leadership and operational management of the teams and functions, ensuring that staff adopt the values and expected behaviours.
- To ensure that Executive Leaders receive high quality advice and guidance emanating from area of work/responsibility.
- To actively manage own performance and that of others, participating in the Trust's appraisal process as Appraiser and Appraisee.

Engagement with Stakeholders

- To represent the Trust within external forums, creating opportunities to enhance the profile of Place Partnership and acting as a strong and effective influencing voice in those partnerships.
- To build and maintain effective professional relationships with relevant external stakeholders and service user groups.
- To liaise with all curriculum areas to plan and implement effective service and support for staff and pupils.
- To lead and contribute to the development and delivery of staff and leader training and support across the Trust.
- To secure and actively engage with professional networks and collaborative arrangements with outside agencies and professional bodies associated with area of responsibility.
- To provide reports and updates to Executive Leaders and Governors in relation to area of responsibility.
- To set clear standards for and expectations of communication with parents/carers and other key stakeholders ensuring follow up is timely, effective, and appropriate.
- To work collaboratively with others to deliver added value to the Academy and Trust.
- To understand the changing community and ensure stakeholder satisfaction.

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

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

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Person Specification

HR Operations Manager

	Essential	Desirable
Qualifications and Training	• CIPD Level 5 qualified. • Evidence of continued professional development. • Educated to GCSE Level C / Grade 4 in English and Mathematics.	• Professional payroll qualification (e.g. CIPP Foundation Degree, Diploma in Payroll Management).
Experience, Knowledge and Understanding	• Substantial experience in HR operations, administration, or recruitment. • Proven experience managing HR systems and workforce data. • Strong understanding of HR compliance, employment law, and GDPR. • Experience line managing teams and driving operational performance.	• Experience in education HR or multi-Academy Trusts • Knowledge of payroll processes and systems. • Experience with recruitment and safeguarding compliance in schools. • Experience of providing advice on Terms and Conditions of Employment for teaching and non-teaching employees • Understanding of School Teachers Pay & Conditions, Burgundy Book and NJC Conditions of Service (Green Book). • Experience with specific payroll systems (e.g. iTrent, Edupay).
Skills and Attitude	• Excellent organisational skills, with the ability to manage multiple priorities and meet tight deadlines. • Strong analytical and problem-solving abilities. • Strong IT skills, including Excel and payroll/HR systems. • Ability to work flexibly and manage competing priorities. • Ability to stay calm and controlled under pressure and meet deadlines. • High level of accuracy and attention to detail. • Proactive and solution-focused approach. • Strong leadership and people management skills.	
Personal Qualities and Attributes	• Professional, discreet and able to handle highly confidential information with integrity. • Effective communicator both in verbal and written form to a variety of audiences.	

	• Ability to work with a wide range of people and build effective working relationships. • Ability to motivate and develop others. • Positive, collaborative and an effective team player. • Committed to providing excellent customer service to staff. • Ability to think strategically and contribute new ideas. • Conscientious and reliable with strong professional integrity. • An advocate for the Trust.	
Commitment	• Commitment to diversity and equality of opportunity in all working practices. • Commitment to child protection and safeguarding policies and procedures. • Commitment to personal professional learning and development.	

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

Place Partnership

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Place Partnership is a Charitable Company limited by guarantee.
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