



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,



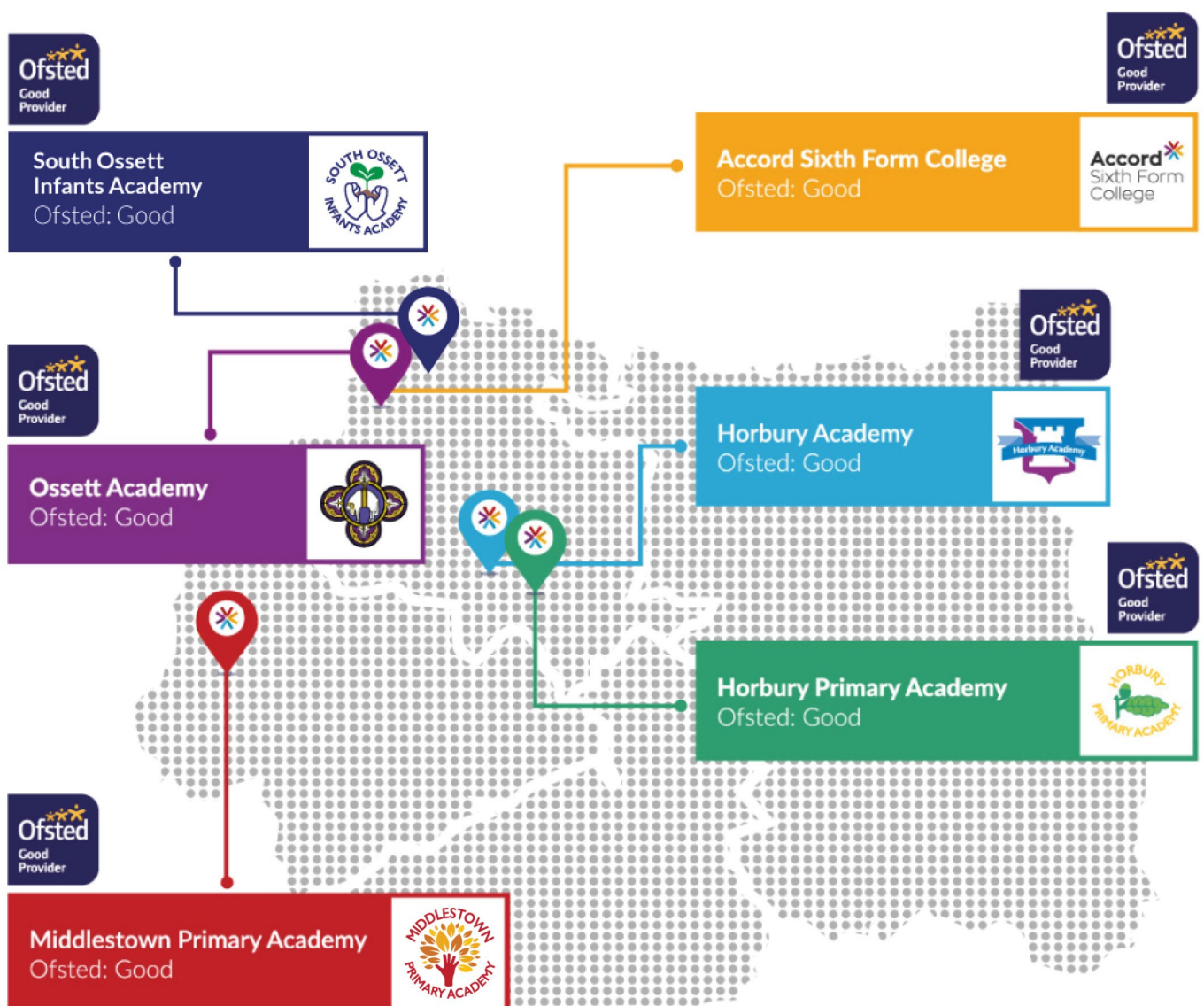
Nick Ash
Head of Academy

ABOUT THE TRUST

The 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.

Accord Multi Academy Trust is currently working through the legal transfer process to merge with Maltby Learning Trust and create a brand-new entity, Place Partnership Trust, which is anticipated to formally launch in September 2026.

Place Partnership represents the unification of two established and respected education providers with shared values, strong regional reputations, and a commitment to improving life chances for children and young people across South and West Yorkshire. With complementary strengths, a track record of school improvement, and aligned visions, the new Trust is positioned to create a more resilient, future-focused partnership that enhances educational outcomes, professional development and community engagement.



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 Programme—providing 24/7 access to trained counsellors
- Salary Sacrifice Schemes—including Cycle2Work and SmartTech Schemes (*eligibility restrictions may apply*)
- Access to a wellbeing centre and WISDOM app

Another exclusive benefit for all colleagues is access to a Corporate Paid Health Care Cash Plan through Westfield Health. This provides access to valuable health and wellbeing services, with the ability to claim money back for essential healthcare such as prescriptions, optical, dental care and therapy treatments. This plan also provides 24/7 access to a GP Service for employees and their dependants through Doctorline.

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 generous 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](#).

Accord Rewards

We partner with Reward Gateway, who provide our employees with access to a range of retailer discounts, cashback schemes, 24/7 access to support through an Employee Assistance Programme and salary sacrifice schemes, including Cycle2Work and SmartTech.



Our Westfield Health partnership gives employees access to a range of Health & Wellbeing Services, the ability to claim back healthcare costs and 24/7 access to a GP service.



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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“I have the benefit of working between the Trust and our academies, so I get to see the whole vibrant spectrum of school life across Accord. Although I am in a non-teaching role, working in education is a truly rewarding and unique experience. Knowing that the work I do is part of a wider commitment to ensuring young people thrive and succeed is extremely fulfilling. I have been given opportunities to lead, and I have always been made to feel that my voice matters.”

Sophie

Communications & Marketing Lead

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“I originally commenced in the Trust Central Team and was later promoted to Assistant Accountant and given the opportunity to complete my Level 7 Accountancy qualification through an apprenticeship. I wouldn't be finding my apprenticeship nearly as enjoyable or successful without the support I receive from my line manager and colleagues. I thrive on opportunities to further my understanding in what I have learnt. Executing my learning through my daily work gives me a sense of satisfaction. I am given dedicated study time and advice on how to further my professional image within the organisation and gaining that final qualification at the end of this journey.”

Darren

Assistant Accountant



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

PUPIL SUPPORT ADMINISTRATOR

Scale 3, £25,583 to £25,989 per annum (actual salary)

37 Hours Per Week, Full Year

To Start As Soon As Possible

Horbury Academy are seeking to appoint to the role of Pupil Support Administrator on a permanent basis. As the successful candidate, you will oversee the effective administration of our MIS system (Bromcom) and other associated administration tasks in support of the Pastoral Year Leaders and whole school policies relative to behaviour and rewards recording.

You will act as a first line of contact on the Pupil Support Reception desk and will be required to sign post and/or support pupils as necessary in line with procedures. You will liaise with and provide admin support to the Pupil Support Team, the Senior Leadership Team, Pastoral Year Leaders and Teaching Staff as required.

You will need to demonstrate attention to detail and accuracy, initiative and independence when dealing with queries in the pupil support area and provide reports and information in a timely manner on a daily basis.

The position is 37 hours per week, full year, working Monday to Thursday 8.00am to 4.00pm and Friday 8.00am to 3.30pm, with a 30-minute unpaid lunchbreak 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).

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
- 26 Days Annual Leave, increasing to 31 Days after 5 Years Service.
- 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 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 annual flu jab
- Free, on-site parking at every site
- Trained Mental Health First Aiders in all our settings

**restrictions apply*



ACCORD MULTI ACADEMY TRUST

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 10 April 2026 at 12.00pm

Interviews are expected to be held: week commencing 13 April 2026

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



Job Title: Pupil Support Administrator	Grade: Scale Three
Department: Administration Team	Accountable to: PA to Principal
Contract: Full Year	Responsible for: N/A

Overall Purpose of the Job:

- Oversee the effective administration of Bromcom and other associated administration tasks in support of Pastoral Year Leaders (PYL) and whole school policy relative to behaviour and rewards recording.
- Liaise with and provide admin support to the Pupil Support Team, the Senior Leadership Team, PYL's and teaching staff.
- Act as first line of contact on the Pupil Support Reception desk, signposting and/or supporting pupils as necessary in line with academy procedures.
- Act as first responder to First Aid incidents when required.
- Support academy leaders and PYLs with whole academy initiatives and projects.
- Committed to the safeguarding and promotion of the welfare of young people and to demonstrate this commitment in every aspect of this post

Key Outcomes/Activities:

- Support pupils (and parents) with enquiries at the pupil services office.
- Record behaviour and acknowledgement events via Bromcom and pupil planners to support academy colleagues.
- Ensure the Academy's Behaviour Data is regularly and accurately maintained for every student and have a clear tracking process in place.
- Review, monitor and evaluate regularly all procedures and systems connected to the Behaviour Data System reporting to the relevant Assistant Vice Principal to agree changes/actions.
- Support staff and pupils in ensuring there is sufficient and appropriate work available in reflections.
- Liaise with students, the Senior Leadership Team and staff regarding recognition, including preparation of certificates, prizes and all recognition events.
- Support pupils with accessing transport arrangements e.g. bus tickets and minibus transport for step outs.
- Support the wider academy administration team throughout the course of the year as may be required.
- Manage pupil uniform room, ensuring this is well stocked and there are always items for pupils to borrow in readiness for learning.
- Manage and maintain the administration of pupil's lockers.
- Support the First Aid needs within the academy.
- Support the implementation of new academy initiatives as directed.

General Academy Responsibilities

- Contribute to and uphold the vision and ethos of Horbury Academy.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Promote team work, working in partnership to ensure effective working relations.
- Treat all users of the Academy with courtesy and consideration.
- Be aware and comply with all 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.

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 AF = Application Form I = Interview/assessment process

Competency	Essential	*How Assessed	Desirable	How Assessed
Qualifications:	GCSE Maths and English or equivalent at Grade C or above ICT qualification or equivalent qualification to NVQ Level 3 or equivalent	A		
Experience:	Some experience of data input and attention to detail in this respect Relevant experience of manipulating data/providing reports General administration experience in a busy setting	A/I		
Knowledge and Statutory Requirements	Knowledge and commitment to safeguarding and promoting the health, safety and welfare of young people. Detailed knowledge of relevant software packages. Working knowledge of data protection legislation and requirement for confidentiality of sensitive information	I		
Planning, Organisation and Mental Challenge:	Good organisational skills The job holder is required to be able to interpret information or situations to solve straightforward problems	I		
Interpersonal & Communication:	Excellent interpersonal skills Analytical skills	I I		
Physical Skills and Demands:	Efficient keyboard and ICT skills Attention to detail	A/I I		
Initiative & Independence	Able to use initiative and work independently, the job holder has access to a line manager for guidance and advice on difficult problems	I		
Emotional Challenge and Resilience:	Direct contact with students and parents/carers and therefore emotional challenge may be daily	I		

Philosophy and Commitment	<p>An interest in educational issues</p> <p>A belief that everyone can benefit from, and has entitlement to, high quality educational opportunities</p> <p>A personal commitment to lifelong learning and continuous professional development</p> <p>Commitment to high standards, best value and continuous improvement</p>			
Personal qualities:	<p>Ability to be reflective and self-critical</p> <p>Flexible to respond to report requirements</p>			

Responsibilities for Resources:

Line Management Responsibilities: None

Financial Responsibilities: Job holder should work within the principles of best value when sourcing orders and purchases that are subject to SLT approval.

Physical Resources: Processes large volumes of sensitive information where care, accuracy and confidentiality are hugely important.

Responsibility for People:

Job holder has a responsibility to act as first line of contact with pupils at the Pupil Support Reception area. The job holder will be required to sign post pupils to the most appropriate colleague dependant on the circumstances.

Responsibility for Policy Developments:

The job involves no direct responsibility for policy development. However all staff are expected to be involved in policy consultation.

Responsibility for Student Outcomes:

The job has some impact on the well-being of pupils on a daily basis but with limited responsibility for decision making.

Working Conditions:

Office based in the Academy.

Main Contacts:

The Postholder liaises with SLT, PYLs, teaching and associate staff, pupils, parents/carers.

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: June 2023

Signature of Postholder:

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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