



A MULTI-ACADEMY TRUST

Recruitment Pack





Welcome to Candidates

Thank you for your interest in joining Place Partnership. This pack contains the ambition for our new organisation and the details of our journey to date, alongside information regarding the role we are looking to recruit to.

We are incredibly excited to be in the process of finalising our new Shared Services Team. This team of highly skilled colleagues will be dedicated to supporting us to realise our ambitious vision for education at Place Partnership, where people belong, place matters and purpose lasts.

Place Partnership represents 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. Both organisations shared a clear ambition – to grow our families of schools, extend the impact of our work, and ensure more children, families and communities could benefit from high-quality education. We recognise that by coming together, we will create a larger organisation with greater capacity to deliver exceptional learning experiences, strengthen school improvement, and contribute more meaningfully to the wider education system. From 1 September 2026, we will comprise 12 academies, supporting children and young people from early years through to Post 16.

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 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 has always been 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
CEO

Vision

People belong, place matters, purpose lasts.



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.



Mission

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



The Heart of our Communities

Bringing together two closely connected regions through the merger was a deliberate and meaningful choice.

From the outset, we recognised that place matters, and that pride in local identity 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.

This work will be made possible through a strong and well coordinated shared services model. Our teams will operate within a single executive structure, with strategic and operational functions delivered through two geographical hubs in Rotherham/Doncaster (South) and Wakefield (West). As a larger Trust, we will have greater flexibility to shape roles around individual strengths and to offer meaningful opportunities for cross collaboration and professional development.

By bringing together specialist expertise and ensuring it is accessible to every academy, we will enable our schools to focus on what matters most: delivering exceptional education and improving outcomes for every young person we serve.

The Shared Services model incorporating Finance, People, ICT, Data, Estates, Governance & Executive Support and Marketing & Communications strengthens the quality, consistency, and reliability of support across Place Partnership.

If you have the drive and passion to help shape something new, we would be delighted to hear from you.

Place Partnership is embarking on an exciting journey, and we are looking for talented, motivated people who can help us achieve our ambitions.



12 academies
9,000 pupils
1,050 staff



- | | |
|---|--|
| 1. Ossett Academy
Accord Sixth Form College | 7. Sir Thomas Wharton Academy
The Sixth Form Partnership |
| 2. South Ossett Infants Academy | 8. Ravenfield Primary Academy |
| 3. Horbury Academy | 9. Maltby Redwood Academy |
| 4. Horbury Primary Academy | 10. Maltby Manor Academy |
| 5. Middlestown Primary Academy | 11. Maltby Lilly Hall Academy |
| 6. Wath Academy
Wath Academy Sixth Form | 12. Maltby Academy
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.



Payroll Advisor

Location: Place Partnership Trust

Salary: £35,412 – £38,220 per annum

Contact: Full Time, Full Year

Start date: As soon as possible

About the Role

We are seeking to appoint an experienced Payroll Advisor to lead our end-to-end payroll service, ensuring every colleague across our Trust is paid accurately, on time, and in full compliance with statutory and regulatory requirements. Working within our central HR Shared Services function, the successful candidate will manage the relationship with our external payroll provider and respond to complex payroll, pension, and salary queries from colleagues across the Trust.

The role requires demonstrable experience in payroll management, reconciliation, validation, authorisation, audits, and year-end processes. They will combine strong numerical, analytical and IT skills with excellent relationship management both internally and externally. Reporting to the HR Operations Manager and line managing the Payroll Assistant, they will build capacity, resilience, and high standards within the payroll function.

Working closely with both the HR and Finance Shared Services Teams, the Payroll Advisor will undertake work specific to the education sector, including supporting the timely submission of the School Workforce Census (SWC) and the accurate administration and reconciliation of Teachers' Pensions (TPS) and the Local Government Pension Scheme (LGPS). They will ensure working with our third party payroll provider that statutory payments, auto-enrolment duties and HMRC requirements are met, maintaining clear audit trails across multiple academies.

The successful candidate will be committed to delivering an excellent customer experience, with the confidence to challenge data and resolve anomalies. They will strengthen controls and streamline processes, so our payroll service remains robust, responsive, and fit for purpose in a busy, people-centred education environment.

About You

The successful candidate will be...

- Experienced in statutory payroll compliance and pension scheme processes, including TPS and LGPS.
- Highly organised, detail-focused, and data-driven.
- An excellent communicator with the ability to explain complex matters clearly to a range of stakeholders.
- Professional, discreet, and able to handle highly confidential information with integrity.
- Proactive and enthusiastic, with a commitment to continuous improvement.
- Positive, collaborative, and an effective team player with strong leadership skills.

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 represents 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. Both organisations shared a clear ambition – to grow our families of schools, extend the impact of our work, and ensure more children, families and communities could benefit from high-quality education. We recognise that by coming together, we will create a larger organisation with greater capacity to deliver exceptional learning experiences, strengthen school improvement, and contribute more meaningfully to the wider education system. From 1 September 2026, we will comprise 12 academies, supporting children and young people from early years through to Post 16.

We treat people with care and compassion, building belonging, and hold high expectations because everyone matters. We recognise that our people are our greatest strength, and as such, we offer a comprehensive suite of benefits as part of our commitment to wellbeing and professional growth. For full details, please see our recruitment pack.

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 mergerenquiries@accordmat.org.

Closing Date: Friday 05 June 2026 at 9am.

Interviews are expected to take place between: 09 June to 12 June 2026

Place Partnership is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. This post is subject to an enhanced Disclosure and Barring Service (DBS) check, further details of which can be found at www.gov.uk/disclosure-barring-service-check.

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.

Role Description

Payroll Advisor

NJC Pay Range:	Band H
Responsible For:	Payroll Assistant
Responsible To:	HR Operations Manager

Main Purpose of the Post

- Lead and oversee the Trust's end-to-end payroll service, ensuring accurate, timely and compliant monthly payroll delivery for all Trust employees.
- Act as the Trust's first point of contact with the external payroll provider, ensuring the accurate and timely processing of payroll for all Trust staff.
- Manage payroll input, validation, and reconciliation processes, ensuring robust checking, high-quality controls, and audit-ready documentation across all Academies.
- Manage compliance with HMRC, pension schemes (LGPS, TPS) and statutory regulations, overseeing statutory payments, scheme returns and year-end requirements.
- Provide professional leadership, direction, and development to the Payroll Assistant, building capability, resilience, and high standards within the payroll function.
- Act as the Trust's point of contact for payroll matters, providing expert advice to wider colleagues including HR, Finance, Academy Leaders, and staff.

Key Areas of Responsibility

Payroll Management, Planning and Monthly Cycle Management

- Manage the relationship with the external payroll provider, ensuring service standards are met, escalating any serious concerns to the HR Operations Manager.
- Coordinate the monthly payroll cycle, ensuring all payroll data is collated, validated and submitted in line with Trust deadlines and statutory timelines.
- Review, challenge, and validate all payroll input (starters, leavers, contractual changes, overtime, allowances) prior to submission.
- Maintain an overview of employees who participate in Salary Sacrifice Schemes and make any necessary amendments to payroll.
- Produce and review consolidated payroll schedules for accuracy, ensuring alignment with HR records and authorisation requirements.
- Lead the checking, reconciliation, and approval of payroll outputs, including payslips and summary reports, resolving anomalies before release.

Statutory Compliance, HMRC and Pension Scheme Management

- Ensure Trust-wide compliance with PAYE, National Insurance, student loans, statutory payments, and HMRC reporting requirements through liaison with the payroll provider.
- Oversee monthly and annual pension processes for LGPS and TPS, including contribution accuracy, scheme returns and reconciliation.
- Manage auto-enrolment and re-enrolment duties, ensuring legal and procedural compliance.
- Respond to complex HMRC and pension provider enquiries and advise Academies and HR colleagues accordingly.

- Ensure payroll processes remain up to date with legislation, sector changes and regulatory requirements, liaising with the payroll provider and implementing updates where required.
- Work with HR colleagues to prepare for and ensure the timely submission of the School Workforce Census.

Year-end processes, audit, and assurance

- Lead the year-end payroll process, including but not limited to annual salary statements, employer annual returns, and statutory reporting to HMRC and pension bodies.
- Prepare payroll documentation and evidence for internal and external audits, including Teachers' Pensions EOYC audits.
- Investigate, address, and implement corrective actions arising from audit findings, ensuring continuous improvement of controls.
- Produce payroll reports and management information required by Academy Leaders, Executive Team, Trustees, and regulatory bodies.

Payroll Systems, Data Quality and Record Management

- Maintain high-quality payroll data across HR and payroll systems, ensuring accurate, consistent, and compliant record-keeping.
- Oversee alignment of workforce data between HR systems, MIS, and payroll platforms, resolving discrepancies and enforcing data integrity.
- Ensure full audit trails exist for all payroll changes, authorisations, calculations, and corrections.
- Work with HR and Finance Shared Services to develop efficient workflows, templates and system processes that reduce duplication and ensure accurate information flow.

Leadership and Management

- Line manage the Payroll Assistant, ensuring clarity of priorities, effective task allocation, structured support, and ongoing performance management.
- Provide training, coaching, and professional development to strengthen payroll capability and resilience within the wider HR team.
- Model and reinforce high standards of accuracy, professionalism, confidentiality, and customer service.
- Support the HR Shared Services Team with other HR functions including but not limited to recruitment, induction and workforce planning as may be required.

Customer Service, Support and Stakeholder Management

- Respond to complex payroll, pension and salary queries from staff, HR, Finance and Academy Leaders, providing clear, accurate and timely advice.
- Provide technical support to HR and Finance colleagues on pay scales, statutory calculations, contractual changes, and salary modelling.
- Ensure staff are informed of deadlines, process updates and payroll changes affecting them.
- Build collaborative working relationships with HR, Finance, and Academies to support seamless payroll delivery.

Process Improvement and Operational Efficiency

- Identify opportunities to improve payroll accuracy, efficiency, and user experience, recommending system and process improvements.
- Monitor provider performance and escalate service issues, supporting the Trust in achieving value for money and consistent service quality.
- Lead on the development or implementation of new payroll systems, modules or self-service tools, including testing, training, and communication to wider staff.

Other Considerations Relevant to the Role

- To work from an identified Place Partnership location.
- To work with flexibility, travelling to and from Academies and other locations in the course of undertaking work duties.
- 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.

Role Description

Supplementary Information

NJC Pay Range:	Band H
----------------	--------

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 underperforming 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 keep abreast of statutory and regulatory guidelines within the area of responsibility and ensure leaders are kept up to date so that systems and processes secure compliance.
- To contribute to policy formulation and strategic direction of the service area/area responsibility.
- To promote and safeguard the welfare of pupils and other adults within the Trust by adhering to all statutory and associated workplace policies.
- To ensure compliance through highly effective quality assurance and forensic valuation.
- 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 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 build and maintain effective professional relationships with relevant external stakeholders and service user groups.
- To lead and contribute to the development and delivery of staff and leader training and support across the Academy/Trust.
- To secure and actively engage with professional networks and collaborative arrangements with outside agencies and professional bodies associated with the area of responsibility.
- To provide reports and updated to 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.

Person Specification

Payroll Advisor

	Essential	Desirable
Qualifications and Training	<ul style="list-style-type: none"> GCSE English and Maths at Grade C/4 or above, or equivalent qualification. Relevant qualification in finance, HR, or business administration. 	<ul style="list-style-type: none"> Professional payroll qualification (e.g. CIPP Foundation Degree, Diploma in Payroll Management). Membership of the Chartered Institute of Payroll Professionals (CIPP) or working towards.
Experience, Knowledge and Understanding	<ul style="list-style-type: none"> Demonstrable professional experience in payroll management with responsibility for managing the end-to-end payroll process. Experience of working with external payroll providers and managing payroll outputs. Experience of payroll compliance, including HMRC, PAYE, National Insurance, and pension schemes (LGPS and/or TPS). Knowledge of payroll legislation, PAYE, National Insurance, pension schemes, and statutory payments. Experience of payroll reconciliation, validation, and sign-off processes. Experience of managing payroll audits and year-end processes. Experience of line managing staff. 	<ul style="list-style-type: none"> Experience working in an education setting, ideally a Multi-Academy Trust or local authority. Experience of implementing payroll process improvements or working with HR and finance systems. Experience of managing auto-enrolment and re-enrolment processes. Experience with specific payroll systems (e.g. iTrent, Edupay,).
Skills and Attitude	<ul style="list-style-type: none"> Strong numerical and analytical skills, with exceptional attention to detail and accuracy. Excellent organisational skills, with the ability to manage multiple priorities and meet tight deadlines. Strong IT skills, including Excel and payroll/HR systems. Excellent communication and interpersonal skills, with the ability to explain complex payroll matters clearly. Ability to work independently, use initiative and solve problems. Strong leadership and people management skills. 	<ul style="list-style-type: none"> Ability to analyse data, identify trends and produce management reports. Project management skills.
Personal Qualities and Attributes	<ul style="list-style-type: none"> Professional, discreet, and able to handle highly confidential information with integrity. Proactive, thorough, and committed to delivering accurate payroll on time. Calm under pressure and able to manage competing demands effectively. Strong sense of accountability and ownership for payroll accuracy and compliance. Positive, collaborative and an effective team player. 	

	<ul style="list-style-type: none"> • Committed to providing excellent customer service to staff. • An advocate for the Trust. • Resilient and able to adapt to changing priorities and legislation. 	
Commitment	<ul style="list-style-type: none"> • 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.*



This role is part of Place Partnership, which will be formed on 1 September 2026 from the existing legal entity of Maltby Learning Trust (MLT). Appointments that are scheduled to start before 1 September 2026 will be contracted to MLT as the legal entity, which will then become Place Partnership at the point that the merger is finalised.

Please visit our websites for further information and how to apply.



t. 01924 668936 **w.** accordmat.org/join-our-team/our-vacancies
Storrs Hill Road, Ossett
West Yorkshire WF5 0DG



t. 01709 288 090 **w.** maltbylearningtrust.com/vacancies
Maltby Grammar Business Hub,
Braithwell Road, Maltby, Rotherham S66 8AA