



ACCORD MULTI ACADEMY TRUST

# RECRUITMENT PACK



# DEAR APPLICANT

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Thank you for your interest in this very important post at Accord Multi Academy Trust. We hope that the information contained within this pack provides sufficient information and helps you to decide if you have the right qualities, skills and experience to apply for the position.

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 vision is underpinned by the highest expectations of what every child can achieve regardless of their context or starting point.

This is an exciting time in our development as we continue to work tirelessly to provide world class education for young people within our community. In our infancy, the Trust secured a strong foundation on which to build, consolidating the important structures necessary for growth, development, innovation and sustained improvement. These foundations have been underpinned by strong collaboration between all leaders across each of our academies, and this has been instrumental in allowing us to meet the many challenges in education in a coherent, co-ordinated and effective way.

Working together as a team has clearly made us stronger, and the support and challenge of each other has enriched our individual academies and the Trust as a whole.

As a Trust we are fully committed to investing in our staff, and as an employee you will have access to high quality professional development and an employee benefit package that includes a range of wellbeing support in addition to cash saving and salary sacrifice schemes.

It is a real privilege to work alongside such a talented body of professionals working tirelessly to provide the best opportunities for young people across the Trust, and if you feel that you have the vision, drive and energy to support and contribute to the Trust's further development, then we would like to hear from you.

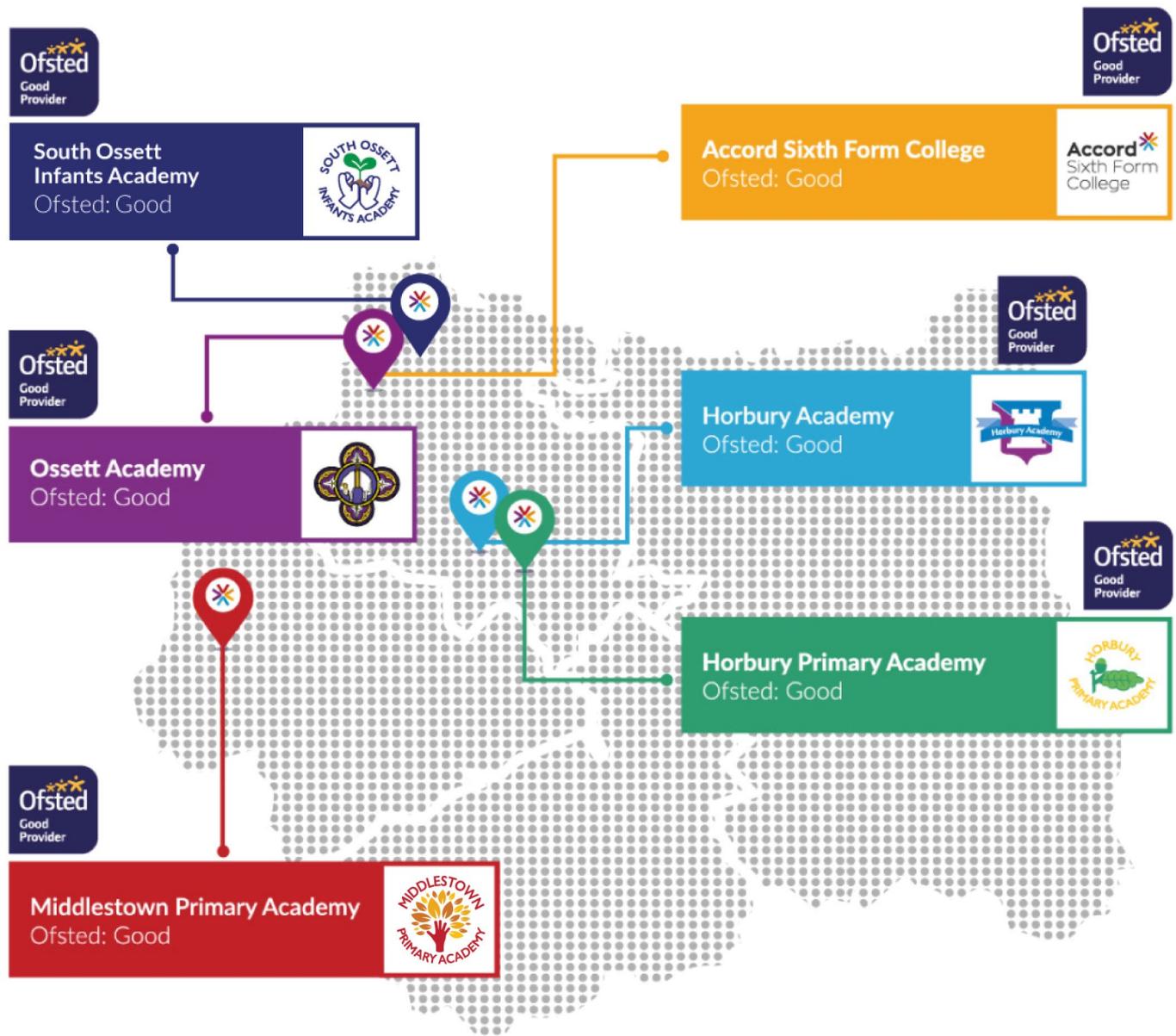
Yours sincerely,



**Alan Warboys**  
Chief Executive Officer

# 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.



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 on what every child can achieve regardless of their context or starting point.

Having consolidated our position as a multi academy trust, we are now at a point where we are looking to build on our existing central structures to sustain our improvement to date, but also to ensure that we have the strong educational capacity necessary to welcome more academies to join the Trust. This particular post is therefore a very important feature of our planned growth and development and aspiration to provide a world class education for all young people within our community.



## WHY WORK AT ACCORD MAT?

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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 O2 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.”

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**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.”

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**Jules**  
Finance Manager



# WHAT MAKES US A GREAT EMPLOYER?

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- We have designated Central Team offices located close to Junction 40, Wakefield.
- We have additional Central Team offices based at both of our secondary academies, allowing staff to be flexible in terms of working across sites.
- The Central Teams consist of Operations, Finance, HR and ICT, who work in close partnership to ensure the smooth running of our academies.
- We have five local academy sites shrouded in local history, with school buildings dating back to 1850, including two of the oldest schools in Ossett.
- 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.
- We encourage Central Team staff to build and maintain relationships across sites and with other local academies to develop their own and the organisation's expertise and provision.
- We prioritise a positive working culture through clear policies and procedures, and provide support for all colleagues in all roles to adhere to these and be the best possible role models that they can be.
- To support the achievement of success, Accord is a flexible and understanding employer and we seek to recognise the achievements and successes of all employees.



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“10 years ago I joined Ossett Academy as a Business Administration Apprentice. Upon completion of the course, I was given the opportunity to move into the HR Team and complete various HR-related qualifications. In 2019 I moved over to the Accord Central Team and now provide HR support across the Trust. Thank you will never be enough for the opportunities and support that have been given over the years.”

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Jessica  
HR Advisor



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"Since joining Ossett Academy several years ago I have had the opportunity to work alongside a range of amazing teachers and fantastic PE team. All the staff I have worked closely alongside have been very supportive and motivated to achieve the highest outcomes for pupils which fits in with my ethos. More recently I have moved to be part of the Accord Sixth Form College team, and I have thoroughly enjoyed being given the opportunity to lead on the Football Academy which has grown every year since we started."

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Tom  
Teacher of PE and Football Academy  
Lead

ADVERT

# TRUST DATA ASSISTANT

Scale 3, £24,790 to £25,183 actual salary

37 Hours Per Week, Full Year (applications for Term Time + 15 or 20 days will also be considered)

Permanent

To Start As Soon As Possible

Accord Multi Academy Trust are seeking to appoint an outstanding Trust Data Assistant, to assist in the efficient administration and management of academy data, providing, reporting and analysing of data as required. You will report to the Trust Data Manager and be required to work collaboratively with colleagues across the Trust in supporting a cohesive data and curriculum structure.

The successful candidate ideally will have experience working in an education environment with children and young people. Whilst working as part of a central team you will be based at Horbury Academy, providing a reactive hands-on data support service to academy staff. This will involve effectively using systems and tracking tools for result forecasting and supporting with the preparation and set up of booking systems for events such as parents' evenings. As with all our roles you will be required to uphold and promote the academy's child protection and safeguarding policies and procedures, and ensure they are adhered to by all staff.

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. Although the position is a Full Year post, we will also accept applications for Term Time working plus 15 or 20 days.

At Accord 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/working-for-our-trust).

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 per annum plus bank holidays, increasing to 31 days plus bank holidays 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 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



The Accord Multi Academy Trust was established in September 2016 and is currently made up of five academies who 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](mailto:hr@accordmat.org) or call on **01924 282748**.

**Closing Date: Friday 14 March 2025 at 9.00am**

**Interviews likely to be held: week commencing Monday 17 March 2025**

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

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

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

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

<b>Job Title:</b> TRUST DATA ASSISTANT	<b>Grade:</b> Scale 3
<b>Department:</b> CENTRAL DATA TEAM	<b>Accountable to:</b> TRUST DATA MANAGER
<b>Contract:</b> FULL TIME, FULL YEAR	<b>Responsible for:</b> N/A

**Overall Purpose of the Job:**

To assist in the efficient administration and management of academy data, providing reporting and analysis of data as required.

To work collaboratively with colleagues across the Trust in supporting a cohesive data and curriculum structure.

Based at a designated secondary academy, provide a reactive hands-on data support service to academy staff.

To uphold and promote the academy's child protection and safeguarding policies and procedures, and ensure they are adhered to by all staff.

To promote the safety and wellbeing of all pupils and students.

**Specific Role Tasks:**

- To assist with the provision of effective data administration.
- Maintain and monitor pupil data to ensure data integrity.
- To assist in the production and analysis of data.
- To support with the submission of statutory data collections.
- To assist in the admissions and enrolment processes, setting up pupil records and cleansing data provided by other schools and parents/carers.
- To assist in the creation and maintenance of the academy timetable, updating teaching groups and making alterations throughout the year guided by the Trust Data Manager.
- To assist staff in understanding data and using data systems, with ad-hoc training and support.
- Support the production internal assessment data analysis for Senior Leaders, Curriculum Leaders and Pastoral Year Leaders
- Produce and publish pupil reports throughout the year, as dictated by the Academy Calendar, guided by the Trust Data Manager.
- To support detailed analysis and accurate reporting of examination results, and the prompt provision of headline data to the Principal.
- To assist the Trust Data Manager in developing the academy's information systems.
- Effectively use systems and tracking tools for accurate results forecasting, progress tracking and identification of pupils for targeted intervention.
- To support the implementation of new systems and data analysis methodologies, assisting with staff/user training as necessary.
- To support with the preparation and setup of booking systems for parents evenings and other supporting events.
- To contribute to wider academy operational projects, attending operations meetings as and when required.

## General Duties

- Contribute to and uphold the overall vision and ethos of the Accord MAT.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Actively support teamwork, working in partnership to ensure effective working relations.
- Attend and participate in regular line management meetings with own line manager.
- Promote teamwork, working in partnership across the central team and other central teams to ensure effective working relations.
- To play a full part in the life of the Academy and community and encourage colleagues and students to follow this example.
- Be aware of and comply with policies and procedures relating to safeguarding, child protection, health, safety and security, confidentiality, reporting all concerns to an appropriate person.
- Treat all users of the Academies within the MAT with courtesy and consideration.
- To comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- To be aware of and support difference and ensure equal opportunities for all.
- To maintain confidentiality at all times in respect of Trust-related matters and to prevent disclosure of confidential and sensitive information.
- Commitment to continuous professional development and willingness to undertake required training and development opportunities to enhance role.
- To maintain confidentiality in all dealings with staff and students, safeguarding personal data where appropriate and preventing disclosure of confidential or sensitive information.
- Ability to work flexibly in order to support with events outside of normal working hours.
- Willingness to develop skills and perform independent research as required in relation to role.
- Other duties commensurate with the grade of the post as directed by the line manager.

**The duties and responsibilities highlighted in this job specification are indicative and may vary over time. Postholders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and the grade has been established on this basis.**

## Requirements for the Job/Evidence

The following section is the requirements for the job and lists the essential and desirable requirements needed in order to do the job. Applicants will be shortlisted solely on the extent to which they meet these requirements. Please note A = Application Form I = Interview/assessment process

Competency	Essential	*How Assessed	Desirable	How Assessed
<b>Qualifications:</b>	Educated to GCSE Level C in English and Mathematics or equivalent	A/I	NVQ level 3 in Business Administration, ICT / Data qualification or equivalent	A/I
<b>Experience:</b>	Experience in a busy office-based support role  Experience of data input and the collation of information.  Experience using Microsoft Word and Excel in a work environment	A/I	Experience working in an educational data setting.  Experience of using school-based Management Information Systems such as Bromcom	A/I
<b>Knowledge, Skills, Experience and Behaviours</b>	Understanding of the issues surrounding safeguarding of children and commitment to child welfare and safety  Knowledge of child protection procedures  Ability to interpret and analyse data  Excellent communication skills and the ability to relate to people at all levels  Awareness of the General Data Protection Regulations and the Freedom of Information Act	A/I	Knowledge of and interest in Secondary School Education and the Public Examinations system  Knowledge of methods used for secondary pupil assessment  Knowledge of Department for Education standards  Knowledge of school curriculum models and timetabling	A/I
<b>Planning, Organisation and Mental Challenge:</b>	Ability to plan own workload and respond to conflicting demands from both colleagues and academies within the MAT  Strong organisational and time management skills	A/I		
<b>Interpersonal &amp; Communication:</b>	Excellent customer-facing communication skills	A/I		
<b>Physical Skills and Demands:</b>	The jobholder will be required to use a range of software and devices	A/I		
<b>Initiative &amp; Independence</b>	Self-motivated and able to work unsupervised  Ability to work on own initiative solving difficult and unanticipated problems without ready access to data and senior colleagues	A/I		

<b>Emotional Challenge and Resilience:</b>	The jobholder may be required to apply resilience when dealing with emotions/challenges from students and/or staff on an ad hoc basis  Appreciation of the need to maintain strict confidentiality when handling data.	A/I		
<b>Philosophy and Commitment</b>	An interest in educational issues  A belief that everyone can benefit from, and has entitlement to, high quality educational opportunities  A personal commitment to lifelong learning and continuous professional development  Commitment to high standards, best value and continuous improvement  Commitment to inclusion so all students have access to a full Academy life	A/I  I  A/I  A/I  A/I		
<b>Personal qualities:</b>	Willing to work flexibly when required  Ability to work in a multi-site environment  Proactive and self-motivated  Flexibility, creativity and ability to think laterally  Resolution and problem solving.	A/I		

### Responsibilities

#### **Responsibility for People:**

No direct line management responsibilities.

#### **Responsibility for Financial Resources:**

No direct budget responsibility.

#### **Responsibility for Physical Resources:**

No responsibility for physical resources.

### Working Conditions:

This post is full time, full year. There may be a requirement to work flexibly throughout the course of the week, and support at after academy hours events as may be required. Whilst the post is based at a single secondary academy, the post holder may be required to attend meetings at other academies within the Trust.

### Main Contacts:

The jobholder liaises with the Trust central teams, Principals, Senior Leadership Teams, Business Operations Managers, all staff and on occasion students, external parties/bodies as required.

**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: January 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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