



MIDDLESTOWN PRIMARY ACADEMY

# RECRUITMENT PACK



# DEAR APPLICANT

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Thank you for your interest in Middlestown Primary 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 Middlestown Primary Academy and join 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.

Middlestown Primary Academy is a community where children become confident, caring individuals with high aspirations, an enduring enthusiasm for learning and the necessary skills to succeed in life.

We believe that the child is the centre of everything we do and we have tried to create a broad, balanced and creative curriculum to ensure that children are engaged in their learning and above all, enjoy coming into school. We have enthusiastic, caring and professional staff who work hard to ensure this happens.

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 on-going development of schools and academies and with this in mind, we work alongside Ossett Academy & Accord Sixth Form, Horbury Primary Academy and Horbury Academy as part of the 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 the Accord Multi Academy Trust will enhance both our practice and knowledge of learning across primary and secondary education, whilst also providing access for pupils and staff to an even better range of opportunities in order to achieve excellence.

I am extremely proud to lead Middlestown Primary Academy and to work alongside such a talented body of children 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.

Your sincerely,

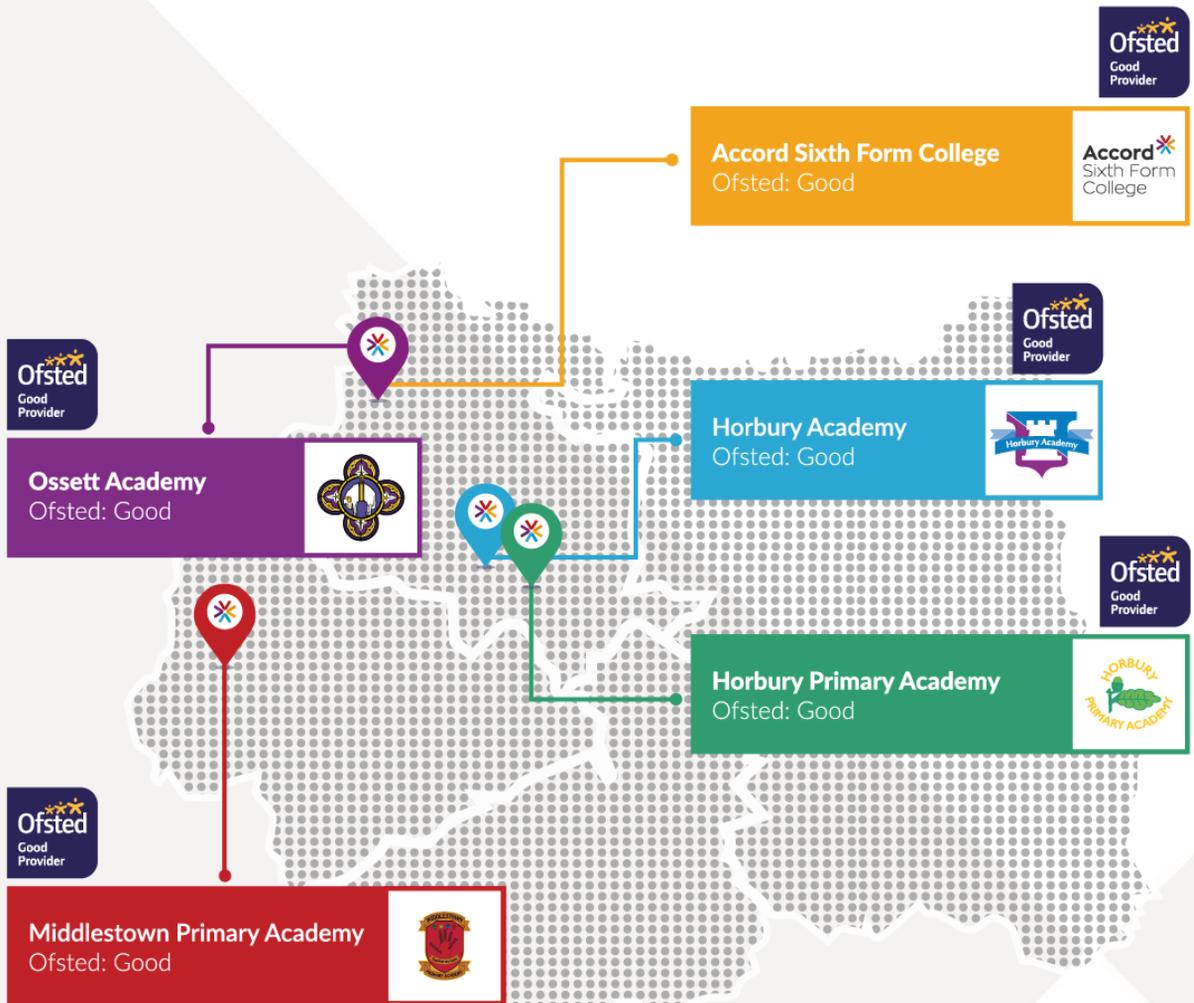


**Hannah Young**  
Headteacher

# ABOUT THE TRUST

The Accord Multi Academy Trust is an educational charity established in September 2016 that is currently made up of four academies who were the founding members of the Trust.

In September 2016 Horbury Academy and Ossett Academy & Sixth Form College came together, moving away from their stand-alone Trust status and were joined in December 2016 by Horbury Primary Academy and Middlestown Primary Academy.



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 mind-set 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 FOR THE TRUST?

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The Accord Multi Academy Trust is a Wakefield based Trust; all four 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, sporting groups currently include a running club and weekly staff football matches.



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“Joining Accord this academic year has given me a great opportunity to advance my career in a direction I am truly passionate about. Leaders are given the freedom to innovate and trusted to make decisions that will have a positive impact on pupils. I am certain joining Accord was the right choice for me and my career.”

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**Dan**

Director of Mathematics

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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 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



## As a Trust we are committed to provide the following benefits for employees:

- An opportunity to collaborate with colleagues across our academies, within the central Trust teams, and where appropriate with other schools or Multi Academy Trust's on a local or regional basis.
- Formal opportunities arising from collaboration provide:
  - Structured and informal opportunities to share best practice that affords colleagues the opportunity to develop their own skills;
  - Efficiencies of scale and a joint up approach to working and developing initiatives, agendas and changes to practise.
  - Opportunities to lead on developments as a stepping stone to further career opportunities.
  - The opportunity to work in a forward thinking and fast paced environment alongside a range of professionals with a proven track record of success in transforming education for young people.
  - A specific career stage pathway of professional development with a commitment to support engagement in nationally recognised professional qualifications (NPQ's).
- The Trust maintains nationally agreed terms and conditions in relation to pay and conditions for teaching and associate staff, and continues to subscribe to local holiday patterns within the Wakefield local authority district.
- All employees have the opportunity to access a pension scheme.
- All employees have access to discounted rates for self and family members for a range of local and national companies and services, reviewed annually.
- Access to a biannual C2W scheme.
- All employees have access to the Fitness Suite at one of the academies in the Trust free of charge.



# WHY WORK AT MIDDLESTOWN PRIMARY?

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- Middlestown Primary Academy is a mixed, 3-11 primary academy, situated on the outskirts of Wakefield.
- Middlestown Primary converted to academy status in December 2016 and joined the Accord Multi Academy Trust at the same time.
- The academy is situated in Middlestown, a small village located between Wakefield and Huddersfield, a close knit community.
- We are immensely proud of our academy, staff and pupils and strongly believe that all pupils are entitled to experience the full breadth of learning and education.
- We encourage all pupils to demonstrate the academy's 'I CARE' attributes; I am reflective, Collaborative, Ambitious, Resilient and Enthusiastic.
- We work in partnership with parents and carers to ensure that our pupils feel fully supported and safe during their time at the academy, allowing them to achieve their very best.
- We have extensive outside play areas and grounds which enrich our pupils' outdoor activities and learning.
- We provide an exciting, broad and balanced curriculum which displays continuity and progression.
- We are delighted to offer an extensive extra-curricular and enrichment programme including Residential Trips, professional visitors into school and sporting competitions and events.
- Visitors frequently comment on our calm, caring and supportive atmosphere.
- The Academy has very strong links with the local community in Middlestown and other local primary schools in the area.





"After beginning my teaching career at Middlestown Primary Academy ten years ago as an NQT, I have been able to develop my skills and expertise as a classroom teacher as well as progressing to be a member of the Senior Management Team. This is all down to the incredibly supportive staff that I work with and the positive encouragement I receive each day. The children and staff make it a fantastic place to work and I'm so grateful to work in such a supportive environment that allows all members of staff to reach their full potential."

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**Nicolle**  
Year 5 Teacher



"Middlestown Primary is a fantastic place to work. The positive, enthusiastic vibe is infectious and the pride that we all take in our jobs is plain to see. The support we get from the senior leadership team and wider MAT is second to none and I feel very privileged to be part of such a great team."

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**Louise**  
Office Manager



ADVERT

# ADMINISTRATION ASSISTANT

Grade 4, £18,040 to £18,369 per annum (actual salary)

37 Hours Per Week, Term Time Only

To Start As Soon As Possible

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Middlestown Primary Academy are seeking to appoint a full time Administration Assistant to provide highly efficient administrative support across the Academy. The successful applicant will be required to demonstrate flexibility, excellent organisational skills and the ability to communicate effectively with all colleagues, pupils and parents alike.

The successful candidate will also be required to regularly support at our other Primary Academy site.

Middlestown Primary Academy takes great pride in educating children in a friendly, challenging, exciting and purposeful environment. We work with determination to help all children achieve their potential.

If you have a keen interest in working in education we would be delighted to hear from you.

The Accord Multi Academy Trust was established in September 2016 and is currently made up of four 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.

We are confident that new staff joining our Trust will feel welcomed and happy to have chosen us. We encourage prospective applicants to visit prior to applying, which they are welcome to do so by arrangement. This role represents a great opportunity within a friendly, positive and professional academic environment.

For an informal discussion about this position please contact [hr@accordmat.org](mailto:hr@accordmat.org) or call on 01924 282748. Visits to the Academy are also welcomed, please contact the HR team to arrange a visit.



**Closing Date: Monday 13 February 2023 at 9.00am**

**Interviews likely to be held: Monday 20 February 2023**

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

Completed application forms to be returned to [hr@accordmat.org](mailto: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 detail 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

<b>Job Title:</b> Administration Assistant	<b>Grade:</b> G4
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<b>Reporting to:</b> Office Manager
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<b>Location:</b> Middlestown Primary Academy
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<p><b>Overall Purpose of the Post:</b></p> <p>Under the instruction/guidance of senior staff: provide general administrative/financial support to the school.</p>
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<b>Requirements for the post.</b>		
	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications/ Training</b>	GCSE English and Maths, NVQ Level 2 or equivalent qualification e.g. I.L.M. Certificate in Team Leading, OR Support Work in Schools (SWiS) Level 2 OR Experience in relevant discipline OR Level 2 Numeracy/Literacy skills of willingness to work towards	
<b>Knowledge</b>	Appropriate knowledge of First Aid  Effective use of ICT packages  Use of relevant equipment/resources  Good keyboard skills  Knowledge of relevant policies/codes of practice and awareness of relevant legislation	
<b>Experience</b>	General	

	clerical/administrative/financial work	
<b>Skills</b>	General clerical skills involving use of keyboard and mouse	
<b>Competencies and other skills required</b>	<p>The ability to relate well with children and adults.</p> <p>Work constructively as part of a team, understanding school roles and responsibilities and your own position within these.</p> <p>Ability to identify own training and development needs and cooperate with means to address these and seek learning opportunities.</p>	

## **Key Outcomes/ Activities**

### **Organisation:**

- Undertake Reception duties, answering general telephone and face to face enquiries and signing in visitors
- Assist with pupil first aid/welfare duties, looking after sick pupils, liaising with parents/staff etc.
- Assist in arrangements for school trips, events etc.

### **Administration:**

- Provide general clerical/admin support e.g. photocopying, filing, faxing, complete standard forms, respond to routine correspondence.
- Maintain manual and computerized records/management information systems.
- Produce lists/information/data as required e.g. pupils data.
- Undertake typing and word-processing and other IT based tasks.
- Take notes at meetings
- Sort and distribute mail
- Undertake administrative procedures
- Maintain and collate pupil reports
- Undertake routine administration of school lettings and other uses of school premises.

### **Resources**

- Operate relevant equipment/ICT packages (e.g. word, excel, databases, spreadsheets, internet)
- Maintain stock and supplies, cataloguing and distributing as required
- Operate uniform/snack/other 'shops' within the school
- Assist in the collection, recording and banking of money in relation to school activities
- Provide general advice and guidance to staff, pupils and others
- Undertake general financial administration e.g. processing orders

### **Responsibilities**

- Be aware and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure equal opportunities for all

- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required

Other duties commensurate with the grade of the post as directed by the Headteacher.

**The duties and responsibilities highlighted in this Job Specification are indicative and may vary over time. Post holders 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.**

## **Responsibility for Resources**

**Employees (supervision):** None

**Financial:** None

**Physical:** Effective use of resources as determined by the Headteacher or nominated Manager.

### **Customers and Clients:**

Provide face to face reception service dealing with children and visitors to the school e.g. parents

Providing general information, advice and guidance on established internal school procedures.

### **Characteristics of the post:**

Employees are encouraged to participate in training activities in order to enhance their own personal development.

All employees of a school have a responsibility for promoting and safeguarding the welfare of children and young people.

### **The employment checks are required:**

- Evidence of entitlement to work in the U.K.
- Evidence of essential qualifications – see page 1 of this job specification
- Two satisfactory references
- Confirmation of medical fitness for employment
- Registration with appropriate bodies (where applicable)

**The following employment checks are required for those positions which are based in a school or working with vulnerable young people and adults:**

**Evidence of a satisfactory safeguarding check e.g. DBS check at the relevant level.**



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