



# RECRUITMENT PACK



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# DEAR APPLICANT

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Thank you for your interest in this very important post for 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.

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 & Accord Sixth Form 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 vision is underpinned by the highest expectations on 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 has 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 each of our academies and the Trust.

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 through formal programmes of CPD.

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 (CEO)  
National Leader of Education



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## ABOUT THE TRUST

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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?

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, a staff choir; sporting groups currently include a running club, and weekly staff netball and 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.”*

**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.”*

**Jules**  
Finance  
Manager

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

- An opportunity to collaborate with colleagues across academies and within the central Trust teams, with other academies and 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 local authority of each academy.
- 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 biennial C2W salary sacrifice scheme.
- All employees have access to the Fitness Suite at one of the academies in the Trust free of charge.

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*“Twenty years ago I joined Horbury School as a Special Needs Assistant. Five years later I was celebrating becoming a qualified Maths Teacher having completed a degree and my teacher training. **Thank you** will never be enough for the opportunities, support and encouragement I have experienced over the years. The rewards from my career at Horbury have been a huge sense of pride and achievement knowing I have made a difference to so many young people's lives.”*

**Diane**  
Teacher of  
Mathematics

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*“I have been a member of staff at Ossett Academy since 2006. I have held a number of roles during that time. The level of support and guidance that I have received to progress through my career has been of the highest quality, internal courses such as Aspiring Middle/Senior Leader have been invaluable. I thoroughly enjoy my time at Ossett and can see myself working here for years to come.”*

**Kieran**  
Associate  
Assistant Principal/Teacher of Business

# ADVERT



## HUMAN RESOURCES OFFICER

SCALE 5, £22,183 to £24,491 per annum

Full Time / Full Year / Maternity Cover  
To Start As Soon As Possible

The Accord Multi Academy Trust are seeking to appoint a Human Resources Officer to assist with the provision of a highly effective HR service in order to ensure an accurate and consistent service is provided to all staff within the Trust. You will lead the Recruitment, Selection and Induction processes for all academies within the Trust and the central team, providing an efficient and comprehensive service throughout the recruitment process.

You will be required to support the HR Manager with designated case management including managing the maternity risk assessment and support process, Stage 1 absence review meetings, and providing advice and guidance to employees and managers within policies and relevant guidance.

You will have sound knowledge of HR policies and codes of practice and demonstrable skills applicable for a Human Resources Officer role. You will have the ability to build strong relationships and work effectively within a busy environment. You should be qualified to CIPD Level 5, or working towards.

This position is temporary to cover maternity for up to one year.

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We encourage interested candidates to get in touch and have a discussion to see what makes us great! Contact the HR team on [hr@accordmat.org](mailto:hr@accordmat.org) who would be happy to answer any questions you may have or for an informal discussion regarding the role.

For more details, or if you're ready to apply, visit: <https://accordmat.org/opportunities/> where you will find the application form available to download. Please return completed application forms to the Accord HR Department: [hr@accordmat.org](mailto:hr@accordmat.org).

**Closing Date: Monday 15 March 2021 at 9.00am.**

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 DESCRIPTION

<b>Job Title:</b>	<b>HR OFFICER</b>	<b>Grade:</b>	<b>Scale 5</b>
<b>Department:</b>	<b>TRUST CENTRAL TEAM</b>	<b>Accountable to:</b>	<b>HR MANAGER</b>
<b>Contract:</b>	<b>FULL TIME, FULL YEAR</b>	<b>Responsible for:</b>	<b>N/A</b>

## Overall Purpose of the Job:

- To assist with the provision of a highly effective human resources service in order to ensure an accurate and consistent service is provided to all trust colleagues, Principals, senior leaders, managers and staff.
- Lead the Recruitment, Selection and Induction processes for all academies within the Trust and the central team.
- Support the HR Manager with designated case management including managing the maternity risk assessment and support process for employees, Stage 1 absence review meetings, providing advice and guidance to employees and managers within policy and relevant guidance.
- Maintain up to date and accurate human resource information systems, records of procedures and activities; ensuring all records are held in compliance with GDPR and all procedures are effectively followed and maintained.

## Key Outcomes/Activities:

- Assist in the provision of a comprehensive and effective human resources advisory and guidance service to all staff on workforce management issues.
- Lead on the coordination of all Trust recruitment and selection processes for each academy and the Trust central team.
- Provide an efficient and comprehensive service with regard to recruitment and selection including: completing the pre-authorisation process, maintaining the pre-authorisation tracker for all new and changes to posts, writing and placing advertisements, creating and/or updating job descriptions, producing shortlisting packs, pre-screening applications, arranging interviews, and supporting on interview days as may be required.
- Liaise with prospective candidates around vacancy enquiries and arrange for academy / Trust visits in an efficient manner for Trust Leaders/Managers.
- Liaise with recruitment agencies, advertising companies and other external contacts with regards to Trust recruitment.
- Ensure all recruitment and selection paperwork is collated and stored as appropriate in line with GDPR, including the confirmation of appointment forms and selection notes.
- Provide the HR Manager with support relating to the management of attendance, including organising sickness absence review meetings and managing a designated caseload with regard to Stage 1 absence cases.
- Provide the HR Manager with support relating to the management of all Trust maternity case work including leading on risk assessments, and providing advice and guidance to employees on maternity leave and pay.
- Undertake work station assessments for any employees who seek or require an assessment, providing advice and recommendations to the employee and/or HR Manager as may be required.
- Undertake word processing to a high standard as required e.g. typing of investigation interviews.
- Support the HR Manager and Director of HR with conduct casework as may be required including conducting informal investigations.
- Pro-actively support managers in relation to the effective application of Human Resources policies and procedures.
- Assist in the strategic development and delivery of projects and initiatives, new and revised policies and procedures to assist the delivery of the Trust's Development Plans.
- Provide administrative support to the central Trust HR Team; assist in the efficient operation of the service, including maintaining Management Information Systems as required, in order to ensure an accurate and consistent service is provided and internal records, processes and procedures are effectively maintained.
- Undertake filing, photocopying and scanning as may be required within GDPR and retention requirements; ensure HR files and document storage systems are up to date.
- Maintain confidentiality with respect of all data held and processed; complying with GDPR requirements.
- Assist in the implementation and communication of new and revised policies and procedures in line with Trust requirements, to assist in ensuring that all staff are aware and understand.
- Any other duties to commensurate with the post as directed by the HR Manager and Director of HR.

### **General Responsibilities**

- Contribute to and uphold the overall vision and ethos of the Accord MAT.
- Recognise own strengths and areas of expertise and use these to support others.
- Actively support team work, working in partnership to ensure effective working relations.
- Attend and participate in regular line management meetings with own line manager.
- Treat all users of the Academies within the MAT with courtesy and consideration.
- Be aware and comply with all Accord MAT and Academy Policies at all times.
- 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 produce, and respond to, correspondence from stakeholders and external agencies as may be required.
- 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 maintain and deliver an effective and supportive HR service and provision.
- 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 HR Manager and/or Director of HR.

## 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  Level 5 CIPD or working towards	A/I	Other HR related qualification	A/I
<b>Experience:</b>	Experience of working to support a large organisation in a relevant capacity  Experience of using MS Office packages including Word, Excel, Outlook and PowerPoint  Experience of maintaining management information systems  Experience of supporting HR case work in a relevant capacity  Experience of supporting recruitment, selection and induction	A/I	Working within an education setting	A/I
<b>Knowledge and Statutory Requirements</b>	Knowledge of GDPR in relation to a human resource function  Understanding of the need to maintain strictest confidence and act with discretion and sensitivity  Understanding of the issues surrounding safeguarding of children and commitment to child welfare and safety  Sound knowledge of HR policies and codes of practice and ability to put them into practice  Knowledge of Employment Law and employee relations  Good working knowledge of the procedures relating to good case management in a HR setting	A/I	Understanding of Teachers' and local government Terms and Conditions of Service	A/I
<b>Planning, Organisation and Mental Challenge:</b>	Ability to prioritise a high volume of tasks and caseload and ensure attention to detail at all times  Excellent time management and organisational skills to meet deadlines and prioritise effectively	A/I		

	The ability to remain calm under pressure and when dealing with conflicting demands			
<b>Interpersonal &amp; Communication:</b>	<p>Excellent verbal and written communication skills</p> <p>Excellent interpersonal skills – ability to communicate with external agencies and prospective employees in an articulate and professional manner</p> <p>Ability and willingness to work as part of a team</p>	A/I		
<b>Physical Skills and Demands:</b>	<p>The jobholder is required to have excellent keyboard skills</p> <p>Proficient in the use of MS Office applications and Management Information Systems</p>	A/I		
<b>Initiative &amp; Independence</b>	Ability to solve unexpected problems and propose solutions / alternatives	A/I		
<b>Emotional Challenge and Resilience:</b>	The jobholder will be required to apply resilience when dealing with emotions/challenges from staff on a relative frequent basis	A/I		
<b>Philosophy and Commitment</b>	<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> <p>Commitment to inclusion so all students have access to a full Academy life</p>	A/I		
<b>Personal qualities:</b>	<p>Proactive and self-motivated</p> <p>Flexibility and ability to apply thinking within policy and procedure</p>	I		

**People**

No direct line management.

The post holder will be required to advise managers on the recruitment process, and other HR policies and procedures within the context of the role.

**Finance**

No direct responsibility for budgets.

The post holder will be required to operate within the principles of best value at all times including during the recruitment cycle and placing adverts as appropriate to job roles.

**Physical Resources**

The job involves direct responsibility for the handling and processing of highly confidential information relating to staff and students. Ensure information processed is treated with the strictest confidentiality and discretion. Responsible for safe use of resources as appropriate for role.

**Working Conditions:**

This post is full time, full year. There may be a requirement to work flexibly throughout the course of the week for example out of hours meetings to take minutes or support on recruitment days. The post holder will be required to work across multi-sites at member academies and central offices.

**Main Contacts:**

The jobholder liaises with the Trust central team, Principals, Senior Leadership Teams, Business Operations Managers, and 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)

**Please note: If you are not a British or Irish citizen, from 01 January 2021 you will require permission to work in the UK. This will normally be in the form of a visa but, if you are an EEA/Swiss citizen and resident in the UK before 31 December 2020, this may be your passport or status under the EU Settlement Scheme.**

**Date Completed:** February 2021

**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.**

