



# RECRUITMENT PACK





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# DEAR APPLICANT

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Thank you for your interest in the very important post across the 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 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 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.
- 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



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# ADVERT

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## PREMISES ASSISTANT

SCALE 3, £19,312 to £19,698 per annum

**Full Time /Permanent  
To Start As Soon As Possible**

The Accord Multi Academy Trust are seeking to appoint a Premises Assistant to contribute to the Estates Team across the Academy sites in the Trust. You will have responsibility for the security, lighting, heating and general cleanliness and maintenance of designated Academy sites. This role involves site maintenance tasks where applicable, general grounds maintenance and supervision of contractors who provide services to the Academy sites.

You will be required to work flexibly to support at any Academy on site on a rota basis and work as part of the wider Estates site team to ensure provision of clean, safe and secure environments for pupils and staff.

You should have some experience in a relevant field and demonstrable skills applicable for a caretaking and premises role.

Various shifts are available, either 6.00am to 2.00pm, 7.00am to 3.00pm or 10.00am to 6.00pm, with an unpaid half hour lunch break per day. There may be requirements to work flexibly and on different shift patterns to suit the needs of the designated academy and cover other colleagues across the wider Trust Premises Teams.

Whilst a full time role is available we would also consider applications for part time hours.

For further details about the role please contact the Accord HR Department on [hr@accordmat.org](mailto:hr@accordmat.org).

**Closing date for applications is Friday 11 December 2020 at 9.00am.**

Interviews are expected to take place week commencing 14 December 2020.

The Application Form can be downloaded from the Academy website <http://ossett.accordmat.org/recruitment/> and applications should be returned to the HR Department at the Accord Multi Academy trust by email to [hr@accordmat.org](mailto:hr@accordmat.org).

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.

# JOB DESCRIPTION

<b>Job Title:</b> PREMISES ASSISTANT	<b>Grade:</b> Scale 3
<b>Department:</b> ACCORD MULTI ACADEMY TRUST	<b>Accountable to:</b> SENIOR ESTATES OFFICER
<b>Contract:</b> 37 HOURS PER WEEK, ALL YEAR ROUND  <b>FLEXIBLE SHIFTS – 6.00AM - 2.00PM, 7.00AM - 3.00PM OR 10.00AM – 6.00PM</b>  <b>THE ABILITY TO WORK FLEXIBLY AND SUPPORT AT ALL ACADEMIES IN THE TRUST.</b>	<b>Responsible for:</b> N/A

## Overall Purpose of the Job:

Working flexibly to support at any academy site on a rota basis, work as part of the wider Estates site team to ensure provision of clean, safe and secure environments for pupils and staff.

Contribute to the Estates Team across the Academy sites in the Trust, with responsibility for the security, lighting, heating and general cleanliness and maintenance of designated Academy sites. To be involved in site maintenance tasks where applicable, portage, general grounds maintenance and the supervision of contractors who provide services to the Academy sites.

To uphold and promote the Trust's child protection and safeguarding policies and procedures and ensure they are adhered to by all staff. To promote the safety and wellbeing of pupils.

## Cleaning and Health and Safety

- To ensure that academy buildings and grounds are kept in a clean and tidy state with particular responsibility for litter picking, sweeping, and graffiti removal.
- Attend to emergencies such as floods, broken glass, etc. as a priority.
- Clear snow and treat external areas with salt and sand in freezing conditions, paying particular attention to steps, slopes, paths, roadways and zebra crossings.
- Be aware of all relevant Health and Safety Regulations, including COSHH and report any breaches accordingly.
- Cleaning of halls (buff, mop etc.) both daily and during academy holiday periods (strip and re-polish).
- Support the academy cleaning team as may be required.
- Ensure pedestrian safety at all times using appropriate methods and equipment, especially cleaning of paths and steps in the winter months.
- Assist with carrying out fire evacuation drills and fire alarm testing with the assistance of the academy in accordance with fire procedures and statutory provisions.
- Carry out inspections of the Grounds.
- Carry out assigned compliance checks.
- Carry out assigned and pre-planned maintenance tasks at sites and respond to those of a reactive nature which are not pre-planned.

## Security

- Provide an opening and closing service to Academy sites ensuring all buildings and premises remain safe and secure.
- Setting and un-setting of Intruder alarms.
- Ensure that any lights not required are turned off during the day and all lights are turned off last thing at night.
- Ensure all buildings, doors and windows are locked at the end of the academy day.
- As directed, complete regular checks of all safeguarding lines including fences, gates and any access control systems in operation.
- Participate in an out of hours emergency call out service as and when required.



### **Maintenance and Repairs**

- Undertake repairs and maintenance as required including joinery, painting, basic plumbing (including rodding and plunging of waste pipes and drains) and other basic maintenance as directed.
- Change fuses, bulbs, fluorescent tubes etc. where accessible and report electrical faults or broken sockets and switches, the smell of gas or other hazards to the senior site staff immediately.

### **Lettings**

- Liaise with letting companies to ensure efficient handover and continuity of service, reporting any issues as soon as possible to appropriate staff.

### **Academy Customer Service:**

- Undertake general portage type duties including the movement of furniture, equipment and general deliveries made to sites.
- Respond to, and as directed complete reactive academy based / curriculum orientated requests.
- Coordinate requests via the agreed Estates help desk system where required.
- Undertake various maintenance tasks following agreed works schedules. Tasks include but may not be limited to removal of graffiti, changing light bulbs, replacing toilet rolls, paper towels and soap, flushing off all toilets in the evening, cleaning and maintenance of equipment, removal and fitting of curtains/blinds up to regulatory heights, scrubbing and resealing floors when appropriate, repairing door handles, and some fixtures and fittings, painting and decorating tasks, and other ad hoc general cleaning and maintenance requirements.
- Any requirements for maintenance that may fall beyond the agreed skills and competencies of requirements of the post and/or of the job holder must be reported to the Senior Estates Officer.

### **Administration**

- To work within the academy system for prioritisation of workload and tasks assigned to the Premises Team under the direction of the Senior Estates Officer.
- Update the academy helpdesk with jobs completed or any outstanding actions.
- Support with the identification and ordering of material needed, in liaison with the Senior Estates Officer.
- Support with the preparation of evidence for the compliance management system in liaison with the Senior Estates Officer.
- Under the direction of the Senior Estates Officer direct contractors on site and ensure they are managed effectively across the site(s) before the commencement of any works i.e. completion of safeguarding induction, DBS, Risk Assessments, Method Statements, Public Liability Insurances, Asbestos Management Plans and that they are an approved Trust / Academy assured contractor.
- On a daily and weekly basis, complete activities on the Estates web based system as directed by the Senior Estates Officer and update the web based system as necessary on task completion.

### **General Responsibilities**

To undertake such other duties and responsibilities of an equivalent nature, as may be determined by the Senior Estates Officer / Business Operations Manager / Director of Estates from time to time, in consultation with the post-holder.

- To participate in continual professional development and annual reviews of personal performance, undertaking necessary training as required.
  - The post-holder's duties must, at all times, be carried out in accordance with the Accord Multi Academy Trust Equal Opportunities Policy and other policies designed to protect employees from harassment.
- A) Take reasonable care of the health and safety of self, other persons and resources whilst at work.
- B) Co-operate with management of the academy as far is necessary to enable the responsibilities placed upon the academy under the Health and Safety at Work Act to be performed, e.g. operate safe working practices.

**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>	Full driving licence for car and ability and willingness to achieve minibus licence within six months' of commencement if required  GCSE English and Maths to Grade c or above	A/I		
<b>Experience:</b>	Some general maintenance experience in a similar role or in a other capacity	A/I	Experience of working within an educational environment	A/I
<b>Knowledge and Statutory Requirements</b>	Awareness of relevant Health and Safety guidelines, including COSHH, H&S at Work Act, Asbestos regulations etc.  Awareness of moving and handling procedures  Demonstrable DIY skills  Ability to prioritise tasks on a daily basis  Willingness to be flexible  Ability to contribute to effective team working  ICT skills and the ability to use an IT database and emails	A/I	Working knowledge of building and alarm systems	A/I
<b>Planning, Organisation and Mental Challenge:</b>	Good organisational skills  Ability to prioritise tasks with minimal direction	A/I		
<b>Interpersonal &amp; Communication:</b>	Ability to communicate verbally and by email in a professional manner	A/I		
<b>Physical Skills and Demands:</b>	Ability to work in a physically demanding role, working on your feet and walking for significant periods of the day	A/I		
<b>Initiative &amp; Independence</b>	Ability to work under own initiative when required	A/I		

<b>Emotional Challenge and Resilience:</b>	<p>Ability to remain calm under pressure</p> <p>The jobholder may be required to apply resilience when dealing with emotions/challenges from pupils and/or staff on an infrequent basis</p>	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 pupils have access to a full Academy life</p>	<p>A/I</p> <p>I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p>		
<b>Personal qualities:</b>	<p>Proactive and self-motivated</p> <p>Flexibility, resolution and problem solving.</p>	I		





### People

No line management responsibility.

### Finance

No direct responsibility for budgets; however post holders should ensure all work is carried out within budget and cost effectively.

### Physical Resources

To use and maintain equipment / resources as described in the main tasks and responsibilities in a safe and effective manner.

To take responsibility for securing sites working at and ensure grounds and buildings are safe and secure.

### Working Conditions:

The post is 37 hours per week. Post holders will be offered various shifts either 6.00am to 2.00pm, 7.00am to 3.00pm or 10.00am to 6.00pm, with an unpaid half hour lunch break per day. There may be requirements to work flexibly and on different shift patterns to suit the needs of the designated academy and cover other colleagues across the wider Trust Premises Teams. There may also be requirements to work evening shifts for academy events as and when they occur.

This is a physical role involving manual handling to be carried out on a regular basis; e.g. lifting and carrying of equipment, pushing and pulling of items, etc. This will increase at peak times such as during examination periods, academy school holidays, and during periods of inclement weather. The job involves some exposure to disagreeable, unpleasant or hazardous working conditions.

Up to 15 days annual leave to be taken during Academy closure, the rest to be taken during term time. All holidays to be fitted around the needs of the academy.

### Characteristics of the post:

- The post holder will be required to work flexibly to suit the needs of the Accord Multi Academy Trust and demands of the role.
- The post holder will be required to travel to any academy within the Trust.

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:

**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 line manager in consultation with the post-holder in order to reflect future developments, roles and organisational change.**

